

TAVERHAM VILLAGE HALL COMMITTEE
ANNUAL REPORT FOR THE YEAR MARCH 2021 – FEBRUARY 2022

Taverham Village Hall, Sandy Lane, Taverham, Norwich NR8 6JR is registered with the Charity Commissioners (No. 304086) and constituted by deed of trust.

A Management Committee comprising 7 members elected by the public and 7 members representing their organisations (the Parish Council has the right to appoint two representative members) administers the charity.

The objective of the charity is to maintain the Village Hall for the communal benefit of the inhabitants of Taverham and the neighbourhood. The Management Committee aims to provide first class hall facilities at an affordable price for meetings, recreation, and leisure time occupation with the objective for improving the life of local people.

Whilst Taverham Village Hall is run by a Management Committee (all of whom are volunteers) it relies totally on hire fees, fundraising (and occasionally donations and grants) for its income. The land it stands on and surrounding it, belongs to the Parish Council.

Our web site – www.taverhamvillagehall.yolasite.com is regularly updated with the latest news and activities in addition to information regarding clubs and activities.

As many will not have had the opportunity to read my reports for the past two years due to national lockdowns, I start by repeating some of the key elements.

It is certainly true as I write this report that, I am certainly fortunate to be chairman at such an interesting and lately challenging time in the further development of the village hall and working with such an enthusiastic committee with a desire to provide one of the best community village halls in the county, thus fulfilling our objectives detailed above. However, such is their enthusiasm and desire for completing improvements the reins must be pulled in at times to ensure projects, though very desirable, are financially sustainable. Having said that, I know the entire team continues to be committed to further improve the Village Hall with an impressive refurbishment and redecoration plan in place that will ensure the highest of standards are maintained.

During 2019 improvements in the use of space resulted in the completion of the quality refurbishment to the main ladies toilet facility. This ambitious project was not without issues when modifying an older building with complex services and it is hoped the colours chosen will prove to be timeless and with care will last for several years.

At the same time, the Committee had also invested in protective wall covering to the newly refurbished Suite1 which had suffered considerable damage to the plaster and paint finishes particularly at low level.

Throughout 2020/21 Covid-19 has brought many challenges not only regarding health implications but also the effects on charitable organisations and Taverham Village Hall are no exception as they are dependent on income from hire fees and fundraising. The importance of taking every precaution to protect the welfare of the community and volunteers was at the forefront of our minds which is why the Village Hall remained closed to the majority, particularly during the periods of lockdown.

The Covid-19 Steering Group had to update the safety rules daily in some instances ensuring our facility was a covid safe environment for those permitted to attend at various stages during the pandemic. I would like to thank members of the Steering Group for their help and support during this difficult period in addition to hirers and visitors who have patiently waited for their group to be permitted to return. Covid-19 has not only increased costs but frustratingly does increase the workload of everyone involved with the Taverham Village Hall and I thank you all for your patience and understanding.

Our website, taverhamvillagehall@yolasite.com continues to provide you with our latest covid-19 requirements.

We are now in a period of learning to live with Covid-19, and I am sure many will be glad to feel a sense of normality as we start on the road to recovery and freedom through 2022.

Initially in 2020, we felt it prudent not to proceed with any of our planned major capital refurbishment plans until we had the opportunity to evaluate our financial position. However, we did carry out some minor redecoration, installed sound absorbing panels in the Old Hall making it more comfortable to hear when we all get together again and replaced the four remaining emergency exit doors to improve insulation and security. This was still an investment totalling £9900 and I would like to thank Taverham Parish Council for their support.

During 2021 we embarked on our disaster recovery plan, and it must be said that were it not for the financial support received from the Government and Broadland District Council our recovery would have been extremely difficult. Regular financial reviews were carried out and although we had yet to resume to normal hire conditions the Management Committee felt confident enough to proceed with the previously delayed refurbishment of the Main Kitchen to also avoid further disruption as visitors returned. The aim was to create a first class "accessible" kitchen facility attracting and encouraging persons of all age groups and abilities to participate in a wide variety of food preparation activities creating a feeling of wellbeing and value within the community.

By providing a clean and safe environment with accessibility, irrespective of age or ability, in modern and hygienic surroundings, we also believed those with disabilities could participate alongside able bodied people providing training and education improving confidence and life skills thus reducing the feeling of self-isolation.

Several child-based activities are currently available at the Village Hall and these new facilities will encourage teaching the value of cooking and how they too can help within the community.

With food preparation surfaces and cooking equipment at varying heights along with ensuring enough circulation space is available for wheelchair users this kitchen provides an inclusive facility not often found in a local Village Hall.

The complete back to brick refurbishment was carried out by Andrew Lain Kitchens to an exceptionally high standard that would not be out of place in any high-class food establishment yet also with the warmth of a household kitchen familiar to us all. I would like to thank Andrew and his team for their hard work and professionalism in achieving the outstanding finish and quality, it was a pleasure working with them all.

I would also like to thank former Paralympian Archer, Mel Clarke for her invaluable help and guidance with our design for the low-level work and cooking areas.

*The past year has proved to be financially challenging for all community premises and again Taverham Village Hall is no exception with extremely little income from hiring the hall and I cannot express enough our appreciation for the financial support received from our Fundraising Team, Taverham Parish Council, District Councillors and in particular our main sponsor **Saffron Housing Trust** as without their combined help and support this project would have been seriously delayed.*

2022 will be a year of consolidation with only minor investment as we seek to restore reserves in readiness for the next major project, the refurbishment of the main sport hall and heating system before embarking on the ever-increasing wish list.

We were extremely pleased to have been approved as a worthy cause to take part in the Broadland District Council, Community at Heart Lottery. As a registered charity fundraising is always a challenging task and by supporting the lottery through our link you can be confident in the knowledge that 50% of the income received will go directly to the Taverham Village Hall Committee towards maintaining and improving the facilities offered. And you could win a jackpot prize of £25,000. www.communityatheartlottery.com and search for Taverham Village.

In January 2021, our secretary Jo Dye made the difficult decision to leave Taverham to be close to her family in the north of England and the daunting task of finding a replacement commenced. The Management Committee and I were pleased to welcome Lorraine Russell who accepted the role of Secretary and has enjoyed what has certainly been a challenging year. I am confident everyone will continue to benefit from the experience and expertise Lorraine brings to the Village Hall.

On behalf of the entire Village Hall Committee, I would like to offer our sincere thanks to our Treasurer, Tracey Stone who has had the difficult task of ensuring we receive any additional Government funding available far beyond her job description requires. I would like to thank the Parish Council staff for fielding our enquiries from residents and the Management Committee for their help, guidance, and support again over this past year and for patiently enduring my lengthy covid-19 reports during our "virtual" and physical committee meetings. Not forgetting our hirers as without you we would not have the ability to maintain the superb facilities offered by your Village Hall. We all look forward to welcoming everyone back as soon as possible.

Bill Warnes

Chairman Taverham Village Hall Committee

28th February 2022

TAVERHAM VILLAGE HALL COMMITTEE
STATEMENT OF ASSETS AND LIABILITIES AT 28TH FEBRUARY 2022

MONETARY ASSETS

	2020/2021	2021/2022
Bank and Cash Balances		
COIF Charities Account	£63,344.01	£49,355.74
Fund Raising Accounts	4,969.11	9,924.61
Maintenance Accounts	10,309.21	6,992.05
Cash Floats	38.71	38.71
	<u>£78,661.04</u>	<u>£66,311.11</u>

MONETARY LIABILITIES

Outstanding to the Inland Revenue	<u>£425.47</u>	<u>£429.73</u>
Two months employee Tax and National Insurance (as a small employer Tax and NI is submitted on a quarterly basis)		

NON-MONETARY ASSETS

Permanent Endowment

Building used by the Charity - Taverham Village Hall is owned by the Management committee and is built on Taverham Parish Council land which is leased. The current Lease expires on 14th October 2029. The rent is one peppercorn, if demanded, payable on 14th October each year. The land and buildings are vested in the Charity Commission and are dated January 1982.

Other Assets (Non-endowed)

Held for functional use by the charity. All items are in good working order. An inventory is undertaken every two years and replacements are made when necessary.

Computer - consisting of hard drive, keyboard and monitor (purchased new on 21st February 2012) at a cost of £550 **REPLACED DURING THIS FINANCIAL YEAR.**

A new printer/photocopier purchased on 11th November 2017, costing £34.99.

Panasonic phone and three drawer filing cabinet purchased from previous Secretary for £70 and new office chair purchased December 2006 from Staples £99.99 (for use of the Secretary at her home address).

Computer - consisting of hard drive, keyboard and monitor (purchased 1st May 2013 costing £637.40). New printer purchased on 18th June 2013 for £59.99. One answerphone purchased 20th September 2003 costing £29.88 (for the use of the Treasurer at her home address).

Seagate Portable Hard Drive - Secretary (purchased 13th February 2021 costing £59.99)

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TAVERHAM VILLAGE HALL COMMITTEE

FINANCIAL STATEMENT - MAINTENANCE ACCOUNT - YEAR ENDED 28TH FEBRUARY 2022

Receipts	2020/21	2021/22	Payments	2020/21	2021/22
Cash in Hand @ 1-3-2021	9.65	9.65	Staff Costs		
Cash in Bank @ 1-3-2021	8,537.14	10,309.21	Inland Revenue	1,202.09	2,535.57
			Secretary / Treasurer	14,181.60	13,450.43
Hall Hire			Workplace Pension	0.00	0.00
Adult Tap / Baby Ballet	417.40	525.30			
Afterschool/Breakfast/Playscheme	2,202.00	10,170.20	Services		
Art Classes	223.92	246.55	Electricity	6,511.56	9,153.09
Baby Massage	0.00	375.83	Rates	0.00	1,085.14
Bereavement Group	0.00	11.10	Refuse Collection	685.50	0.00
Bootcamp	182.25	0.00	Sanitary Collection	0.00	279.17
Bridge Club	191.10	321.10	Spring Clean-Cleaning	6,112.32	9,816.12
Broadland Dog Club	318.50	668.85	Water Rates	540.14	527.37
C&G Assoc/First Class Learning	2,362.05	2,718.15			
Calm Cats	49.75	39.00	Administration		
Diabetes Prevention	21.80	0.00	Administration		
Domino	81.32	130.88			
Drayton Country Market	44.33	0.00			
Fit for Life	182.60	538.55	Banners	48.00	18.00
Fitness/Pilates	796.80	1,153.50	BT - Telephone/Broadband	649.53	886.76
Garner - Dancing	82.80	0.00	Covid - Dispensers/Sanitiser	153.31	50.14
Gless/One Voice Singing	0.00	180.17	Defib Pads	0.00	93.54
Hartbeeps - Baby & Toddler	192.18	0.00	Data Protection	35.00	35.00
History Group	20.15	100.75	Fire Precautions	140.52	334.67
Line Dancing	195.18	798.80	Gifts/Presentations	30.00	0.00
Little Glow	0.00	1,357.45	Insurance	3,005.21	3,088.03
Martial Arts	0.00	129.00	Licences	1,298.88	1,298.88
NCC Ante-Natal	0.00	112.80	Risk Assessment	0.00	175.00
NCC Lateral Flow Testing	0.00	2,451.80	Taverham Newsletter	0.00	700.00
New Tav Players/Productions	258.45	1,397.75	Stamps/Deliveries/Batteries	15.30	15.62
Physio Pilates	266.70	499.40	Stationary/Computer Sundries	110.97	17.14
Pilates Group (N)	0.00	493.75	Subscriptions	20.00	20.00
Shortmat Bowls	520.61	1,788.02	Sundries	0.00	226.45
Spinning Tops	114.38	0.00	Sundries - Cleaning Materials	162.26	340.04
Street Mogs	435.25	499.05	Zoom Fee	57.56	71.95
Tai Chi for Health	59.40	0.00			
Taverham Art Group	90.00	641.29	General Repairs		
Taverham Band	169.50	537.70	Automatic Doors - Inspection	176.40	216.00
Taverham Evangelical Church	0.00	1,286.76	Decorating	260.00	0.00
Taverham PC - Office/Room Hire	1,993.94	2,232.09	Electrical Repairs	150.00	1,580.34
Taverham PC Youth Club	1,046.64	1,046.64	General Repairs	0.00	12.29
Taverham Table Tennis	928.35	1,565.81	Sound Boards	2,700.00	0.00
The Creative Station	0.00	328.51	Plumbing / Drains	102.00	390.00
The Garage	109.50	0.00			
Tots Football Fun	0.00	234.00			
<i>Carried Forward</i>	22,103.64	44,899.41	<i>Carried Forward</i>	38,348.15	46,416.74

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FINANCIAL STATEMENT - MAINTENANCE ACCOUNT - YEAR ENDED 28TH FEBRUARY 2022

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TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - COIF CHARITIES DEPOSIT FUND
YEAR ENDED 28TH FEBRUARY 2022

Balance as at 1st March 2021		£63,344.01
Interest 2021/22 Received		
- March 2021	0.57	
- April 2021	0.62	
- May 2021	0.56	
- June 2021	0.64	
- July 2021	0.50	
- August 2021	0.60	
- September 2021	0.50	
- October 2021	0.50	
- November 2021	0.50	
- December 2021	0.49	
- January 2022	1.83	
- February 2022	4.42	£11.73
Withdrawals		
- 24th May 2021 - Transfer to Bank of Scotland Account		-£14,000.00
Balance as at 28th February 2022		<u>£49,355.74</u>

Note

At the beginning of the financial year beginning 1st March 2021 the following monies were held in "Trust"

For TEC Toddlers	£218.44
Additional monies held in this Account are:	
In respect of Stage Hire	£3,472.50
Key Holder Deposits	£120.50
Total held 'In Trust'	<u>£3,811.44</u>

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TAVERHAM VILLAGE HALL COMMITTEE

FINANCIAL STATEMENT - FUNDRAISING COMMITTEE-YEAR ENDED 28TH FEBRUARY 2022

	2020/21	2021/22
<u>Funds at start of Financial Period</u>		
Cash in Hand	29.06	29.06
Nat West - Current Account	181.62	351.62
Barclays - Current Account	<u>1,986.23</u>	<u>4,727.49</u>
	2,196.91	5,108.17
 <u>Income for the Year</u>		
<u>Fundraising</u>		
50p Table Top Sale	0.00	94.70
Christmas Craft Fair	0.00	1,757.00
Lloyds Match Funding	1,000.00	1,000.00
Plant Sale	1,422.26	0.00
Table Top Sale - February/March	246.75	120.20
Table Top Sale - October	0.00	397.90
Tesco Bookshelf	0.00	1,056.42
Tuesday Coffee Mornings	0.00	466.00
Tuesday Evening Bingo	86.40	146.00
101 Subscriptions (Cash)	<u>0.00</u>	<u>132.00</u>
	2,755.41	5,170.22
 101 Club	570.00	540.00
Less: Prize Money cashed	<u>400.00</u>	<u>775.00</u>
	170.00	-235.00
	<u>5,122.32</u>	<u>10,043.39</u>
 Transfers		
To Maintenance Account from Barclays		
Fundraising Account	0.00	0.00
To COIF Account	<u>0.00</u>	<u>0.00</u>
	0.00	0.00
 Reversal of Bank Duplication	14.15	
Janet Latchford - Plant Sale Expenses		94.52
 <u>Funds at end of Financial Period</u>		
Cash in Hand	29.06	29.06
Nat West - Current Account	351.62	116.62
Barclays - Current Account	<u>4,727.49</u>	<u>9,803.19</u>
	5,108.17	9,948.87
	<u>5,122.32</u>	<u>10,043.39</u>

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TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - 101 CLUB - YEAR ENDED 28TH FEBRUARY 2022

Nat West Account - Balance as at 1st March 2021	£351.62
Subscriptions received (Standing Orders)	540.00
	<hr/>
	891.62
Less : Prize money cashed between 1st March 2021 and 28th February 2022	775.00
	<hr/>
Balance as at 28th February 2022	<u>£116.62</u>

WINNING MEMBERS / PRIZE MONEY

March 2021	Mr A Calver	No. 31	£100.00
April 2021	Susan Millar	No. 173	25.00
May 2021	Mr Porter	No. 126	25.00
June 2021	Jane Bulmer	No. 105	100.00
July 2021	Mrs L Jeffries	No. 95	25.00
August 2021	Mrs L Jeffries	No. 95	25.00
September 2021	Mrs P Morgan	No. 102	100.00
October 2021	Mrs C Cook	No. 63	25.00
November 2021	Luke Millar	No. 118	25.00
December 2021	Mr G Bedford	No. 2	100.00
January 2022	Mrs P Morgan	No. 102	25.00
February 2022	K & L Morgan	No. 48	25.00
			<hr/>
			<u>£600.00</u>

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TAVERHAM FAYRE 2020
INCOME AND EXPENDITURE ACCOUNT

INCOME

Cash in Hand @ 31/10/19 £19.29
 Cash in Bank @ 31/10/19 £4,163.98

Sale of Stalls

1st Taverham Scouts £50.00
 Lychgate Childrens £20.00
 Sapienta Education £10.00
 Grannys Little CH £10.00
 Priscilla Bacon £10.00
 IC Travel £10.00
 Garnish Donuts £50.00
 Sonia Palmer £10.00
 1st Taverham Scouts £50.00

Highline Refund (1st Part) £680.00
 (Climbing Wall from 2019)

£5,083.27

EXPENDITURE

Refund of Stall Fees

IC Travel £10.00
 Palmer £10.00
 Sapienta Education £10.00
 Priscilla Bacon £10.00
 Garnish Donuts £50.00
 Jasmine Tobias £10.00
 1st Taverham Scouts £50.00
 Post Office - Stamps £7.80

Cash in Hand @ 30/10/20 £11.49
 Cash in Bank @ 30/10/20 £4,913.98

£5,083.27

TAVERHAM FAYRE 2021
INCOME AND EXPENDITURE ACCOUNT

INCOME

Cash in Hand @ 31/10/20 £11.49
 Cash in Bank @ 31/10/20 £4,913.98

Highline Refund (2nd Part) £340.00
 (Climbing Wall from 2019)

£5,265.47

EXPENDITURE

Cash in Hand @ 30/10/21 £11.49
 Cash in Bank @ 30/10/21 £5,253.98

£5,265.47

Due to COVID restrictions Taverham Fayre was cancelled for 2020 and 2021, refunds were given to stallholders who had paid prior to lockdown
 Refunds from Highline were received following a dispute over payment for a climbing wall which did not arrive at Taverham Fayre 2019

Independent examiner's report to the trustees of Taverham Village Hall Committee

I report on the accounts of Taverham Village Hall Committee for the year ended 28th February 2022

Respective responsibilities of trustees and Independent examiner

As the charity's trustees you are responsible for the preparation of the financial statements.

You consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether any particular matters have come to my attention.

Basis of examiner's statement

My examination was carried out in accordance with the general directions given by the Charity Commission. The examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination no matter has come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the financial statements do not accord with the accounting records.

I have completed my examination and have no concerns in respect of the matters listed above and, in connection with following the directions of the Charity Commission, I have found no matters that require drawing to your attention.



Andrew Parker FCCA

Date: 28 July 2024

Andrew Parker Associates Ltd

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Taverham

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