

TAVERHAM VILLAGE HALL COMMITTEE
ANNUAL REPORT FOR THE YEAR MARCH 2023 – FEBRUARY 2024

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 seven members elected by the public and seven 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.

I begin my report this year by again confirming 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 and not to the detriment of more worthy, albeit basic, improvements. Despite these unpopular decisions, 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 standards are maintained. I truly believe that the Management Committee should be proud of their achievements both past and present as despite having to manage difficult trading periods have continually achieved so much.

As you will be aware the Management Committee embarked on an extremely ambitious project for 2023/4 by not only refurbishing the Main Hall but had included the replacement of the heating system in all hireable rooms and circulation areas, followed by redecorating each of the rooms and corridors where the heating had been replaced. All this in addition to re-sanding and finishing the Old Hall and Main Hall wooden floors and replacing the main entrance foyer carpet.

The heating modifications included the installation of offsite control of the SMART infrared heaters designed to heat people that will allow us to save a considerable amount of costly energy when a particular room is not in use and make it far more comfortable for the wide range of age groups and abilities who use the hall at any time of the day by providing a more controllable, flexible and energy saving heating system that will not only provide greater comfort for all who use each of the superb facilities but will also help reduce our carbon footprint. This project was a major undertaking and I apologise if your hire or visit was unavoidably disrupted. I believe the benefits will outweigh this minor inconvenience and appreciate your patience and understanding. The total heating and

refurbishment project was more than £65,000 and would not have been possible were it not for the grant support received from the Broadland Council Community Grant, National Lottery Community Fund and the Bernard Sunley Foundation and the Management Committee owe them all a great deal of gratitude. I would also like to thank Caroline Karimi-Ghovanlou who made the application for funding to Broadland District Council on our behalf.

One might assume that following such a major undertaking the Management Committee would sit back and enjoy the benefits of what has been achieved but that is far from the truth as an exciting new addition to the village hall facilities is currently being planned and will be announced soon.

You may remember that we had 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.

On behalf of the entire Village Hall Committee, I would like to offer our sincere thanks to our Secretary, Lorraine Russell and Treasurer, Tracey Stone who have both performed far beyond their job description requirements. I would like to thank the Parish Council staff for fielding our enquiries from residents and potential hirers, the Management Committee for their help, guidance, and support again over this past year. Not forgetting our hirers and the local community as without you, we would not have the ability to maintain and continually improve the superb facilities offered by your Village Hall.

Bill Warnes

Chairman Taverham Village Hall Committee

26th February 2024

A special thank you to our grant providers supporting our heating and refurbishment project.



TAVERHAM VILLAGE HALL COMMITTEE
STATEMENT OF ASSETS AND LIABILITIES AT 29TH FEBRUARY 2024

MONETARY ASSETS

	2022/2023	2023/2024
Bank and Cash Balances		
COIF Charities Account	£83,316.06	£77,880.32
Fund Raising Accounts	6,299.10	3,368.25
Maintenance Accounts	6,614.75	1,675.53
Cash Floats	38.71	38.71
	<u>£96,268.62</u>	<u>£82,962.81</u>

MONETARY LIABILITIES

Outstanding to the Inland Revenue	<u>£733.00</u>	<u>£1,883.20</u>
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Six months employee Tax and National Insurance,
one payment is being queried (as a small employer Tax/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.

Acer Laptop - Secretary (purchased 2nd July 2022 costing £599)

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).


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

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).

Treasurer will require a new computer/laptop in the near future.


Printer no longer working due to cartridge head failure, Treasurer uses own/Parish Council.

Answerphone no longer used - Treasurer uses own home phone.

 7/12/25

TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - MAINTENANCE ACCOUNT - YEAR ENDED 29TH FEBRUARY 2024


Receipts	2022/23	2023/24	Payments	2022/23	2023/24
Cash in Hand @ 1-3-2023	9.65 ✓	9.65	<u>Staff Costs</u>		
Cash in Bank @ 1-3-2023	6,281.44	6,614.75	Inland Revenue	2,846.47	2,615.80
<u>Hall Hire</u>			Secretary / Treasurer	13,699.76	14,781.12
Afterschool/Breakfast/Playscheme	14,442.60	11,822.64	Workplace Pension	0.00	0.00
Art Classes	553.09	519.88	<u>Services</u>		
Baby Massage	330.82	0.00	Business Rates	768.00	202.01
Bereavement Group	188.95	146.40	Electricity	11,180.65	15,900.19
Bridge Club	1,641.25	1,767.75	Flawless Cleaning/Sundries	5,868.09	11,470.21
Broadland DC - Polling St	0.00	284.45	Refuse Collection	693.05	693.06
Broadland Dog Club	1,430.00	1,144.00	Sanitary Collection	331.97	331.97
Dog Massage	95.89	25.75	Spring Clean-Cleaning	6,791.03	0.00
Domino	199.92	545.85	Water Rates	855.85	1,095.18
Drayton Patchwork Quilters	0.00	183.14	<u>Administration</u>		
East of England Ambulance S	56.60	20.00	Bank Correction	1,037.35	0.00
East of England - Childmindin	0.00	37.45	Banners	78.99	59.00
Eduvateuk	2,112.25	1,870.20	BT - Telephone/Broadband	724.56	1,460.74
Fit for Life	774.90	833.25	Covid-Dispensers/Sanitiser	20.33	0.00
Fitness/Pilates	1,719.30	1,694.40	Data Protection	35.00	35.00
Gless/One Voice Singing	660.79	782.82	Defib Pads	0.00	143.88
History Group	200.80	220.85	Fire Precautions	294.05	483.22
Line Dancing	1,249.10	1,812.30	Insurance	3,338.26	3,105.91
Little Glow	1,056.18	0.00	Licences - PPL/PRS	1,298.88	1,298.88
Martial Arts	392.75	0.00	Miscellaneous	20.00	20.28
NCC Ante-Natal	249.10	0.00	Office Sundries	173.82	132.17
New Tav Players/Productions	3,324.45	3,998.90	Photocopying Costs	91.90	0.00
Norfolk Farmers Market	0.00	929.20	Risk Assessment - SJB	100.00	100.00
Norfolk and Nor - Diabetes	0.00	53.40	Secretary Laptop Software	16.37	0.00
Physio Pilates	797.75	807.80	Lottery Registration	20.00	20.00
Pilates Group (N)	734.20	945.15	Taverham Fayre - Stall	20.00	30.00
Reed Momentum	0.00	1,541.60	Taverham N - Xmas Trees	0.00	271.46
Shortmat Bowls	1,915.75	3,769.45	<u>General Repairs</u>		
Street Mogs	1,407.80	1,666.63	Automatic Doors - Insp/Rep	228.00	358.12
Taverham Art Group	765.09	937.24	Electrical Repairs	96.66	706.13
Taverham Band	274.80	577.05	General Repairs	81.41	0.00
TEC - Sunday Service	4,152.16	5,034.62	Patio/Guttering	110.00	0.00
TEC - Alpha	123.30	0.00	Plumbing / Drains	269.00	125.00
TEC - Messy Church	116.04	384.99	Decorating	0.00	2,939.95
TEC - Toddlers/Raindrops	736.73	980.08	Storage Heater Removal	0.00	40.00
Taverham PC - Office/Room I	2,499.85	2,611.20	Sundries (Cleaning Materials)	244.03	0.00
Taverham PC Youth Club	1,046.64	1,151.40			
Taverham Table Tennis	2,133.65	1,828.00			
The Creative Station	195.16	128.75			
Tots Football Fun	675.00	559.44			
Ukulele Music Practice	0.00	164.25			
<i>Carried Forward</i>	54,543.75	58,404.68	<i>Carried Forward</i>	51,333.48	58,419.28

 7-2-25

Receipts	2022/23	2023/24	Payments	2022/23	2023/24
<i>Brought Forward</i>	54,543.75	58,404.68	<i>Brought Forward</i>	51,333.48	58,419.28
Yoga (Bird)	733.30	863.85	<u>Capital Expenditure</u>		
Women's Institute	209.62	285.90			
Young Carers	463.83	44.56	ARC Thermal - Heating	0.00	43,798.27
			Main Hall - Pelmet	0.00	1,500.00
Private Hirings - One Off	4,981.08	3,205.51	Storage Heaters -Yth Rm	0.00	2,808.00
			Floor Sanding of Old Hall	0.00	2,820.00
<u>Miscellaneous</u>					
101 Club	0.00	198.00	<u>Miscellaneous</u>		
Bank Correction	1,037.35	0.00			
Bernard Sunley - Grant	0.00	5,000.00	Christmas Fair - Misc	95.75	116.80
Broadland DC - Client Lottery	655.00	512.00	Hygiene Certificate	24.00	0.00
Broadland DC - Comm Grant	0.00	15,000.00	Ikea Replacement Mirrors	0.00	42.00
Broadland DC - Omicron	2,667.00	0.00	Key Cutting	0.00	90.00
Deposits to be Returned	1,250.00	700.00	Key Deposit Refund	0.00	20.00
Donations	900.00	20.00	Return Hall Hire Deposits	1,100.00	850.00
Easter Fair - Tables	198.00	0.00	Taverham Fayre - Expen	3,026.90	0.00
Electricity - Parish Council	390.79	419.75	Transfer - COIF account *(1)	23,000.00	56,000.00
Electricity - Tennis Club	278.09	127.34	Unpaid Cheques/DD*(2)	3,086.90	6,469.62
Electricity - Youth Club	475.53	456.51			
Fundraising Events	0.00	1,541.35			
Hire of Stage	120.00	90.00			
Indoor Car Boot - Table Hire	149.00	0.00			
John Franklin Bequest	0.00	2,000.00			
Key Deposits	0.00	120.00			
National Lottery Community	10,000.00	0.00			
Replacement Keys	20.00	0.00			
Solar Panel Feed in Tariff	2,487.29	2,731.56			
Table Top Sale/Xmas-Tables	435.00	0.00			
Taverham Fayre Stalls	213.00	15.00			
Unpaid Cheques/D Debit*(2)	6,083.80	7,701.05			
Water - Taverham Tennis Clu	0.00	182.09			
Transfer in - COIF A/c	0.00	65,000.00	Cash in Hand @ 29-2-24	9.65	9.65
Transfer in - Fundraising A/c	0.00	10,000.00	Cash in Bank @ 29-2-24	6,614.75	1,675.53

TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - FUNDRAISING COMMITTEE-YEAR ENDED 29TH FEBRUARY 2024

	2022/23	2023/24
<u>Funds at start of Financial Period</u>		
Cash in Hand	29.06	29.06
Nat West - Current Account	116.62	229.62
Barclays - Current Account	9,803.19	6,069.48
	9,948.87	6,328.16
<u>Income for the Year</u>		
<u>Fundraising</u>		
101 Subscriptions	126.00	42.00
50p Table Top Sale / Ironmongery	312.50	0.00
Book Donations - Foyer Table	160.10	0.00
Book and Puzzle Sale	179.20	195.20
Christmas Craft Fair	1,632.50	945.60
Clearance Sale - January 2024	0.00	87.50
Easter Fair	542.50	424.70
Indoor Car Boot	0.00	228.60
Jumble Sale	194.00	0.00
Match Funding/Donations	15.00	76.00
Miscellaneous	176.50	0.00
Plant Sale	1,164.09	902.01
Tescos Bookshelf	0.00	910.54
Table Top Sale - February/March	156.00	0.00
Table Top Sale - October	297.65	0.00
Taverham Fayre	425.00	703.80
Taverham Fayre - Transfer to Taverham Fayre*	0.00	1,437.00
Tuesday Coffee Mornings	930.25	1,151.70
Thursday Coffee Afternoons	0.00	143.50
	6,311.29	7,248.15
101 Club	588.00	546.00
Less: Prize Money cashed	475.00	725.00
	113.00	-179.00
	<u>16,373.16</u>	<u>13,397.31</u>
Transfers		
To COIF Account	10,000.00	10,000.00
	10,000.00	10,000.00
Pastry Forks	45.00	0.00
<u>Funds at end of Financial Period</u>		
Cash in Hand	29.06	29.06
Nat West - Current Account	229.62	50.62
Barclays - Current Account	6,069.48	3,317.63
	6,328.16	3,397.31
	<u>16,373.16</u>	<u>13,397.31</u>

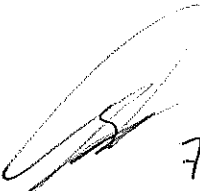
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TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - 101 CLUB - YEAR ENDED 29TH FEBRUARY 2024

Nat West Account - Balance as at 1st March 2023	£229.62
Subscriptions received (Standing Orders)	546.00
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	775.62
Less : Prize money cashed between 1st March 2023 and 29th February 2024	725.00
Balance as at 29th February 2024	<hr/>
	£50.62

WINNING MEMBERS / PRIZE MONEY

March 2023	Mr A Savage	No. 137	£100.00
April 2023	Mr J Millar	No. 93	25.00
May 2023	Mrs J Latchford	No. 58	25.00
June 2023	Mrs T Jones	No. 100	100.00
July 2023	Mrs L Jeffries	No. 96	25.00
August 2023	Mrs S Millar	No. 173	25.00
September 2023	Mrs J Latchford	No. 58	100.00
October 2023	Taverham Table Tennis	No. 57	25.00
November 2023	Mr C Nevick	No. 62	25.00
December 2023	New Taverham Players	No. 39	100.00
January 2024	Mrs Doherty	No. 55	25.00
February 2024	Mrs T Jones	No. 100	25.00
			<hr/>
			£600.00

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TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - COIF CHARITIES DEPOSIT FUND
YEAR ENDED 29TH FEBRUARY 2024

Cash in Account @ 1-3-2023

£83,316.06

Interest 2023/24 Received

- March 2023	221.62
- April 2023	270.80
- May 2023	287.25
- June 2023	317.42
- July 2023	322.09
- August 2023	363.62
- September 2023	342.74
- October 2023	329.29
- November 2023	273.94
- December 2023	272.11
- January 2024	281.51
- February 2024	281.87

£3,564.26

Withdrawals

- 3rd August 2023	£14,000.00
- 25th September 2023	£21,000.00

Deposits

- 12th April 2023 - Transfer from Bank of Scotland Account	£5,000.00
- 20th July 2023 - Transfer from Bank of Scotland Account	£4,000.00
- 11th November 2023 - Transfer from Bank of Scotland Account	£4,000.00
- 8th February 2024 - Transfer from Bank of Scotland Account	£10,000.00
- 9th February 2024 - Transfer from Bank of Scotland Account	£3,000.00

Cash in Account @ 29-2-2024

£77,880.32

Note

At the beginning of the financial year beginning 1st March 2023 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'

£3,811.44

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TAVERHAM FAYRE COMMITTEE
INCOME AND EXPENDITURE ACCOUNT - YEAR ENDING 31ST OCTOBER 2023

INCOME	£	EXPENDITURE	£
Cash in Bank @ 01/11/22	5,005.58	2022 - Refreshments (TVHC)	240.00
Cash in Hand @ 01/11/22	11.49	2022 - Broadland Shield Engraving	12.80
		2022 - Re-Do - Stall Hire Returns	20.00
2022 - Taverham District Lions	30.00		
		Insurance - Covered by Hiscox	0.00
		St Johns Ambulance	264.00
<u>Sponsorship/Donations</u>		<u>Field Events</u>	
Taverham Parish Council	500.00	Fun Firm - Trampolines	750.00
Drayton Insurance	200.00	Fun Force	600.00
Taverham Nursery	200.00	Tree Fellas/Lady Byrds	75.00
IC Travel - Raffle Tickets	60.00		
Whitwell Station - Beer Tent	220.31		
		<u>General Expenses</u>	
<u>Sale of Stalls</u>		Joe Samuels - Sound System	500.00
Ian Colman - IC Travel	30.00	Sue Holmes - Pencils/Gift Card	26.99
JC Beavis - Amy Rose Gems	30.00	for Picture Hunt	
Martin Smith - Citron Presse	55.00	St Edmunds Church - Marquee	50.00
Patricia Peart - Hallswood	15.00	Taverham VHC - Refreshments	22.50
Debbis Carter - Lost&Found Cats	15.00	Cleaner / Toilet Attendant	60.00
Richard Lilwall - Lilwall Hog Roasts	55.00	Stall Hire Returns (Raffle Sales)	
Jessica Legg - Owile's Little St	30.00	- Lost and Found Cats	15.00
Martyn Holmes - Royal Marines	45.00	- Hallswood (via TA Stone)	15.00
Elegance all The Glitters	30.00	Bill Warnes - Alcohol Licence	21.00
Taverham Village Hall Fundraisers	30.00	Brenda Clarke - Pens/Stamps	83.13
Amanda Painter - M&M Sweet Treat	60.00	/Bunting/Raffle Tickets (£60)	
Ashlea Otten - Mama-Luscious	30.00		
Tav and TM Community Food Bank	15.00		
The Creation Station	15.00		
TD Ukulele - The Midnight Rebel	30.00		
Patience Unazi - Diversity Crafts	15.00		
Taverham District Lions	35.00		
Lynda Amey - Laurie Elizabeth	30.00		
Deborah Leonard - Cake Box	30.00		
J Tobias - Granny's Little Charms	30.00		
TA Stannard - Breast Cancer Now	15.00		
Maria Thornberg - Re-Do Norwich	30.00		
KL Nicholas - Studio Crafts	30.00		
Karen Murton - KK Bees	30.00	Cash in Bank @ 31/10/23	£4,220.47
Taverham Guides and Brownies	30.00	Cash in Hand @ 31/10/23	£11.49
	<u>£ 6,987.38</u>		<u>£ 6,987.38</u>

 7-2-25



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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 29th February 2024

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
Andrew Parker Associates Ltd
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Taverham
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Date: 10 February 2025