

TAVERHAM VILLAGE HALL COMMITTEE
ANNUAL REPORT FOR THE YEAR MARCH 2024 – FEBRUARY 2025

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.

As always, I begin my report by again confirming that, I am certainly fortunate to be chairman at such an interesting and often challenging time during the ongoing 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, although they possess the enthusiasm and desire for completing improvements, they are also aware that 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. 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 genuinely 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.

Some projects may appear to be protracted as the committee not only has to manage finances but to also keep disruption to the absolute minimum in such a busy village hall with over thirty regular groups and their supporters in addition to the casual bookings for a variety of events and family gatherings and apologise if your group has been inconvenienced. The Main Sports hall was one such project and I am glad to report this has now been completed with the delivery of 100 new chairs, on behalf of the committee I would like to take this opportunity to thank TEC Church for their kind contribution toward to cost of this much needed furniture.

Our projects are often ambitious with the coming year no exception as the committee have approved the replacement of all internal doors fitted with electronic locks for added security. Some of the existing are over fifty years old and subject to natural wear and tear. The aim is always to maintain the ambience of a traditional village hall with a subtle touch of modernity. Later in the year the committee aims to improve the smallest of five letting rooms providing a facility that will attract

smaller group activities in a pleasant comfortable environment benefitting from its existing kitchenette which when not in use can also serve the main sports hall. All improvements are funded by hire income, grants, and donations and of course the hard work and dedication of the entire fundraising team including the support of the community in which we serve.

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 as without you, we would not have the ability to maintain the superb facilities offered by your Village Hall.

Bill Warnes

Chairman Taverham Village Hall Committee

10th March 2025

TAVERHAM VILLAGE HALL COMMITTEE
STATEMENT OF ASSETS AND LIABILITIES AT 28TH FEBRUARY 2025

MONETARY ASSETS

	2023/2024	2024/2025
Bank and Cash Balances		
COIF Charities Account	£77,880.32	£67,095.33
Fund Raising Accounts	3,368.25	517.14
Treasurers Account	1,675.53	116.30
Cash Floats	38.71	21.08
	<u>£82,962.81</u>	<u>£67,749.85</u>

MONETARY LIABILITIES

Outstanding to the Inland Revenue	<u>£1,883.20</u>	<u>£973.60</u>
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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). *Panasonic phone has now been replaced.*

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

Telephone/Answerphone (purchased 13th January 2025 costing £37.99)

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.

Printer has been taken to the Recycling Centre - February 2025

Answerphone no longer used - Treasurer uses own home phone.

TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - MAINTENANCE ACCOUNT - YEAR ENDED 28TH FEBRUARY 2025

Receipts	2023/24	2024/25	Payments	2023/24	2024/25
Cash in Hand @ 1-3-2024	9.65	9.65	<u>Staff Costs</u>		
Cash in Bank @ 1-3-2024	6,614.75	1,675.53	Inland Revenue	2,615.80	3,835.60
<u>Hall Hire</u>			Secretary / Treasurer	14,781.12	15,839.36
Afterschool/Breakfast/Playscheme	11,822.64	0.00	Workplace Pension	0.00	0.00
Art Classes	519.88	225.00	<u>Services</u>		
Bereavement Group	146.40	163.50	Business Rates	202.01	626.15
Bridge Club	1,767.75	1,749.90	Electricity	15,900.19	22,686.74
Broadland DC - Polling St	284.45	704.00	Flawless Cleaning	11,470.21	1,147.75
Broadland Dog Club	1,144.00	1,740.30	Refuse Collection	693.06	755.48
Crocodile Theatre Group	0.00	1,834.60	Sanitary Collection	331.97	493.92
Dog Massage	25.75	39.38	Spring Clean-Cleaning	0.00	13,464.00
Domino	545.85	432.91	Tormax - Annual Service	0.00	246.00
Drayton Patchwork Quilters	183.14	673.90	Water Rates	1,095.18	1,193.63
East of England - Childminding	37.45	81.60	<u>Administration</u>		
East of England Ambulance S	20.00	0.00	Banners	59.00	0.00
Eduvateuk	1,870.20	1,744.80	BT - Telephone/Broadband	1,460.74	1,700.24
Fit for Life	833.25	991.35	Data Protection	35.00	35.00
Fitness/Pilates	1,694.40	1,982.70	Defib Pads	143.88	0.00
Gless/One Voice Singing	782.82	884.63	Fire Precautions	483.22	385.46
History Group	220.85	304.75	Insurance	3,105.91	3,462.48
Line Dancing	1,812.30	2,198.05	Licences - PPL/PRS	1,298.88	1,623.60
Little Glow	0.00	107.56	Lottery Registration	20.00	20.00
Little Mess	0.00	482.80	Miscellaneous/101 Club	20.28	25.00
Little Piglets / Baby Massage	0.00	2,779.67	Office Sundries	132.17	45.41
New Tav Players/Productions	3,998.90	4,184.65	Risk Assessment - SJB	100.00	0.00
Norfolk & N - Diabetes	53.40	28.05	Secretary - Answerphone	0.00	37.99
Norfolk CC - Children Services	0.00	692.75	Taverham Fayre-Stall/Return	30.00	45.00
Norfolk Farmers Market	929.20	0.00	Taverham Fayre - Transfer	0.00	2,242.00
Physio Pilates	807.80	996.50	Taverham N - Xmas Trees	271.46	0.00
Pilates Group (N)	945.15	929.10	Top-up Funds Return	0.00	720.00
Private Hirings - One Off	3,205.51	2,565.98	<u>Capital Expenditure</u>		
Pulse - Diabetes	0.00	783.78	ARC Thermal - Heating	43,798.27	220.61
Reed Momentum	1,541.60	0.00	Chandler & Skitmore-Carpet	0.00	3,008.00
Shortmat Bowls	3,769.45	3,967.60	Floor Sanding of Old Hall	2,820.00	0.00
Street Mogs	1,666.63	2,025.00	Main Hall - Pelmet	1,500.00	0.00
Taverham Art Group	937.24	1,045.97	Storage Heaters -Yth Rm	2,808.00	0.00
Taverham Band	577.05	678.82	Taverham PC - Noticeboard	0.00	700.00
Taverham PC - Office/Room 1	2,611.20	2,788.70			
Taverham PC Youth Club	1,151.40	1,255.20			
Taverham Table Tennis	1,828.00	3,544.00			
TEC - Messy Church	384.99	239.64			
TEC - Sunday Service	5,034.62	5,710.13			
TEC - Toddlers/Raindrops	980.08	1,029.53			
Carried Forward	60,757.75	53,271.98	Carried Forward	105,176.35	74,559.42

TAVERHAM VILLAGE HALL COMMITTEE

FINANCIAL STATEMENT - MAINTENANCE ACCOUNT - YEAR ENDED 28TH FEBRUARY 2025

Receipts	2023/24	2024/25	Payments	2023/24	2024/25
<i>Brought Forward</i>	60,757.75	53,271.98	<i>Brought Forward</i>	105,176.35	74,559.42
The Creative Station	128.75	328.51	<u>General Repairs</u>		
Tots Football Fun	559.44	0.00			
Ukulele Music Practice	164.25	533.77	Automatic Doors - Insp/Rep:	358.12	0.00
Women's Institute	285.90	332.10	Boiler Repairs/Parts	0.00	140.02
Yoga (Bird)	863.85	135.00	Decorating	2,939.95	0.00
Young Carers	44.56	0.00	Electrical Repairs	706.13	1,149.00
Miscellaneous	0.00	52.50	Plumbing / Drains	125.00	2,360.00
			Spring Clean Sundries	0.00	691.67
<u>Miscellaneous</u>			Storage Heater Removal	40.00	0.00
101 Club	198.00	277.00	<u>Miscellaneous</u>		
Bernard Sunley - Grant	5,000.00	0.00			
Broadland DC - Client Lottery	512.00	469.50	Christmas Fair - Misc	116.80	109.60
Broadland DC - Comm Grant	15,000.00	0.00	Christmas Baubles - Cash	0	7.98
			D-Day Quiz and Chips	0	88.70
Deposits to be Returned	700.00	625.00	Easter/Spring Fair	0.00	54.00
Donations	20.00	300.00	History Society - D-Day Quiz	0.00	150.00
Electricity - Parish Council	419.75	467.02	Ikea Replacement Mirrors	42.00	0.00
Electricity - Tennis Club	127.34	292.82	Key Cutting / Key Box	90.00	69.48
Electricity - Youth Club	456.51	357.51	Key Deposit Refund	20.00	0.00
Fundraising Events	1,541.35	3,770.99	Refreshments - General	0.00	26.61
Hire of Stage	90.00	120.00	Return Hall Hire Deposits	850.00	725.00
John Franklin Bequest	2,000.00	0.00	Taverham Fayre	0.00	154.80
Key Deposits	120.00	20.00	Transfer - COIF account ^{*(1)}	56,000.00	5,500.00
Solar Panel Feed in Tariff	2,731.56	2,674.60	Unpaid Cheques/DD ^{*(2)}	6,469.62	3,929.26
Taverham Fayre Funds ***	0.00	2,212.00			
Taverham Fayre Stalls	15.00	0.00			
Tesco - Blue Token	0.00	1,125.00			
Treasurer - Top-up Payment	0.00	1,170.00			
Unpaid Cheques/D Debit ^{*(2)}	7,701.05	3,922.26			
Water - Taverham Tennis Clu	182.09	75.95			
Transfer in - COIF A/c	65,000.00	11,800.00			
Transfer in - Fundraising A/c	10,000.00	5,500.00			
			Cash in Hand @ 28-2-2025	9.65	1.67
			Cash in Bank @ 28-2-2025	1,675.53	116.30
	<u>£174,619.15</u>	<u>£89,833.51</u>		<u>£174,619.15</u>	<u>£89,833.51</u>

*⁽¹⁾ - 2023/24 - Change of COIF account details, three x £10,000 failed attempts to transfer funds to COIF a/c

*⁽²⁾ - 2023/2024 - Delay in transfer of funds from COIF a/c, resulting in Opus bill returned twice/BT once
2024/25 - Opus payment returned twice

**TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - FUNDRAISING COMMITTEE
YEAR ENDED 28TH FEBRUARY 2025**

	2023/24	2024/25
<u>Funds at start of Financial Period</u>		
Cash in Hand	29.06	29.06
Nat West - Current Account	229.62	50.62
Barclays - Current Account	<u>6,069.48</u>	<u>3,317.63</u>
	6,328.16	3,397.31
<u>Income for the Year</u>		
<u>Fundraising</u>		
101 Subscriptions	42.00	0.00
Book and Puzzle Sale	195.20	0.00
Christmas Craft Fair	945.60	0.00
Clearance Sale - January 2024	87.50	0.00
Cash in Hand	0.00	9.65
D-Day Quiz and Chips	0.00	169.00
Easter Fair / Spring Fair	424.70	359.16
Indoor Car Boot	228.60	124.80
Match Funding/Donations	76.00	500.00
Plant Sale	902.01	0.00
Pulse - Diabetes Hall Hire (Incorrect A/c)	0.00	156.10
Tescos Bookshelf	910.54	419.03
Taverham Fayre	703.80	1,134.55
Taverham Fayre - Transfer to Taverham Fayre	1,437.00	0.00
Tuesday Coffee Mornings	1,151.70	583.80
Thursday Coffee Afternoons	<u>143.50</u>	<u>337.80</u>
	7,248.15	3,793.89
101 Club	546.00	692.00
Less: Prize Money cashed	<u>725.00</u>	<u>400.00</u>
	-179.00	292.00
	<u>13,397.31</u>	<u>7,483.20</u>
Transfers		
Transfer to Taverham Fayre Account	0.00	1,437.00
To COIF Account	10,000.00	5,500.00
Cash in Hand to Fundraising Account	<u>0.00</u>	<u>9.65</u>
	0.00	6,946.65
<u>Funds at end of Financial Period</u>		
Cash in Hand	29.06	19.41
Nat West - Current Account	50.62	342.62
Barclays - Current Account	<u>3,317.63</u>	<u>174.52</u>
	3,397.31	536.55
	<u>3,397.31</u>	<u>7,483.20</u>

TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - 101 CLUB - YEAR ENDED 28TH FEBRUARY 2025

Nat West Account - Balance as at 1st March 2024	£50.62
Subscriptions received (Standing Orders)	692.00
	<hr/>
	742.62
Less : Prize money cashed between 1st March 2024 and 28th February 2025	400.00
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Balance as at 28th February 2025 (8th January 2025)	<u>£342.62</u>

WINNING MEMBERS / PRIZE MONEY

March 2024	Mrs M Common	No. 18	£100.00
April 2024	Mrs M Thaxton	No. 159	25.00
May 2024	Broadland Dog Training	No. 74	25.00
June 2024	Mrs C Cooke	No. 63	100.00
July 2024	Mrs H McMillan	No. 5	25.00
August 2024	Mrs S Burton *	No. 130	25.00
September 2024	Mrs M Calver	No. 30	100.00
October 2024	Mrs L Jeffries *	No. 96	25.00
November 2024	Mr C Nevick	No. 62	25.00
December 2024	New Taverham Players *	No. 39	100.00
January 2025	New Taverham Players *	No. 43	25.00
February 2025	Mr W Lubbock *	No. 154	25.00
			<hr/>
			<u>£600.00</u>

Notes

Unable to receive an up to date statement to 28th February 2025, received quarterly
No expected subscription payments received between 8th January to 28th February 2025
Winning cheques possibly cashed between 8th January to 28th February 2025 *

TAVERHAM VILLAGE HALL COMMITTEE
FINANCIAL STATEMENT - COIF CHARITIES DEPOSIT FUND
YEAR ENDED 28TH FEBRUARY 2025

Cash in Account @ 1-3-2024 £77,880.32

Interest 2024/25 Received

- March 2024	303.22	
- April 2024	323.92	
- May 2024	306.28	
- June 2024	301.20	
- July 2024	279.52	
- August 2024	289.09	
- September 2024	281.91	
- October 2024	271.54	
- November 2024	279.05	
- December 2024	263.02	
- January 2025	288.89	
- February 2025	290.12	£3,477.76

Withdrawals

- 6th March 2024	£4,000.00
- 23rd April 2024	£4,000.00
- 24th May 2024	£3,800.00
- 27th February 2025	£8,000.00

Deposits

- 18th April 2024 - CCLA Deposit	£28.33
- 18th April 2024 - CCLA Deposit	£8.92
- 3rd December 2024 - Transfer from Bank of Scotland Account	£5,500.00

Cash in Account @ 28-2-2025

£67,095.33

Note

At the beginning of the financial year beginning 1st March 2024 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

TAVERHAM FAYRE - 1ST NOVEMBER 2023 TO 28TH FEBRUARY 2025
INCOME AND EXPENDITURE ACCOUNT

INCOME	£	EXPENDITURE	£
Cash in Hand @ 31/10/23	£11.49	Best Dressed Stall (2023)	10.00
Cash in Bank @ 31/10/23	£4,220.47	Shield Engraving (2023)	12.80
Transfer from Fundraising A/c	1,437.00	Best Dressed (2023)	10.00
		Re-Do Stall Fee Return (2023)	30.00
<u>Sponsorship/Donations</u>			
Bouncy Castles	285.00	Insurance - Covered by Hiscox	0.00
Ice Cream Donation	350.00	St Johns Ambulance	142.56
ICT Travel - Raffle Tickets	52.00	Jays - Skip Hire	216.00
Greens Amusements	129.00	Joe Samuels - PA System	475.00
Simon Ling* - Hoopla/Tin Can Alley	100.00		
Whitwell Station - (£190.70 plus £21 for Alcohol Licence)	211.70	<u>Field Events</u>	
		Fun Force	600.00
<u>Sale of Stalls</u>			
1st Taverham Scouts (2023)	55.00	<u>General Expenses</u>	
1st Taverham Scouts	55.00	Brenda Clarke - Bunting/Stamps	
Amy Rose Gems	30.00	Raffle Tickets (£52)	72.49
Bee Sweets	30.00	Donation - Taverham VHC	300.00
Churches Together	30.00	Jo Baldry - 2 x 5lite Aspen Fuel	48.00
Citron Presse	55.00	Jo Baldry - Balloon Arch	12.99
Creative Station	15.00	Taverham VHC - Refreshments	37.00
Debbie's Flowers	30.00	Toilet Attendant	70.00
Drayton Players	15.00	Sue Holmes - Toy Hamper for Raffle	35.48
Elegence all The Glitters	30.00	St Edmunds Church - Marquee	25.00
Fun Lemon Face Painting	15.00	Stall Hire Returns	
Granny's Little Charms	30.00	- Drayton Players *	15.00
Hallswood	15.00	- Fun Lemon Face Painting *	15.00
History Society	30.00	- Hallswood (Illness)	15.00
IC Travel	30.00	- Re-Do *	20.00
Jane's 3D Prints	30.00		
Kailas Creation	30.00	* Sale of Raffle Tickets	
Lilwall Hog Roasts	55.00	William Warnes - Alcohol Licence	21.00
Lost & Found Cats	15.00	William Warnes - Banners x 5	75.00
M&M Sweet Treats	60.00	1st Taverham Scout Group	
McMillan (Hollywood Bowls)	15.00	- Use of Generator	25.00
Mission Remission	15.00		
New Taverham Players	15.00		
Norfolk Dreams	30.00		
Owile's Little St	30.00		
Raymond Hale	90.00		
Razzamataz Norwich	30.00		
Re-Do	30.00		
Rotary Club	15.00		
Royal Marines	30.00		
Sweet Truth Doughnuts	55.00		
	£7,806.66		£2,283.32

TAVERHAM FAYRE - 1ST NOVEMBER 2023 TO 28TH FEBRUARY 2025
INCOME AND EXPENDITURE ACCOUNT

INCOME	£	EXPENDITURE	£
Brought Forward	£7,806.66		£2,283.32
Tav and TM Community Food Bank	15.00		
Taverham Guides and Brownies	30.00		
Taverham Lions	35.00		
Taverham Parish Council	15.00		
Taverham Village Hall	30.00		
The CanariesTrust	15.00		
TPC Handmade	30.00		
 <u>Raffle Tickets</u>	 1,333.00	 Cash in Hand @ 28/2/25	 £11.49
		Cash in Bank @ 28/2/25	£7,264.85
Taverham Parish Council			
- Donation (2025 Fayre)	250.00		
	 <u>£9,559.66</u>		 <u>£9,559.66</u>



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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 28th February 2025

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
Unit 7 Beech Avenue Business Park
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Norwich, NR8 6HU

Date: 11th April 2025