

Welborne
VILLAGE HALL



Welborne Village Hall
Annual Report
and Summary Accounts
for the year ended 31 December 2023

www.welborne.org.uk

Registered Charity No. 1086084

Reference and Administration Details

Charity Name Welborne Village Hall

Charity Registration Number 1086084

Address Welborne Village Hall
c/o Mrs. Lesley Webb
Hill Farm
Welborne
Norfolk NR20 3LG

Trustees Kevin Rumsey (Chairman from AGM 3 April 2023)
Lesley Webb (Secretary)
Helen Toser
Sue Lishman (from 3 April 2023)
Tracey Palmer (from 3 April 2023)
Andrew Maule (until 3 April 2023)
Sally Bishop (until 3 April 2023)

Treasurer Mike Webb

Bankers HSBC and Shawbrook Bank

Structure, Governance and Management

The Old School Room, Welborne was established as a charity on 9 August 1999. The governing document has subsequently been amended several times, with the agreement of the Charity Commission.

The objectives of the charity are ‘the provision and maintenance of a village hall for use by the inhabitants of the area of benefit without distinction of political, religious or other opinions for the advancement of education, the provision of recreation and leisure-time activities and for the religious and other charitable work of the Church of England with the object of improving the conditions of life for the inhabitants’.

There are now seven trustee positions holders of which are elected at the AGM of Welborne Village Hall by residents of Welborne:

- At least five will be residents of Welborne;
- Two may come from outside the geographical boundaries of Welborne;
- Trustees stand for an initial term of 4 years and may only be re-elected once;
- Trustees will retire by rotation.
- The Trustees meet quarterly.

The main activities of the charity are:

- The maintenance and development of the village hall itself;
- Planning and delivering a programme of events;
- Maximising use of the hall through lettings.

The Trustees used to have one Sub Committee, the Events Committee, but this ceased to function during 2021.

Achievement and Performance

I can scarcely believe it is a year since I have taken over as chair and what a year! The hall is now let out very regularly and I think has had one of its busiest years for lettings. We have simplified the procedures for letting with the key being placed in the key safe negating the need for someone to meet every person who hires. We have recently decided to increase hire rates very modestly. This is really to cover increasing costs e.g. heating and electricity and charges on monies received from hirers. That said Welborne village hall remains one of the cheapest village halls in the area if not the cheapest and represents tremendous value for money.

The committee have been active putting on events. We have tried a coffee morning, had a very successful quiz with hopefully many more planned and Andy Maule kindly ran several more film nights. I would like to express thanks to Andy for doing this over a number of years. He has now decided to step down from doing this and the committee will look to the future of films. Numbers never returned to pre COVID levels perhaps because people are still wary of being in close contact or perhaps because films now appear n streaming services so very quickly after release dates.

We held our ever-popular Christmas fayre which was enjoyed by many Welborne and neighbouring village residents. We keep with our now familiar look that allows people to browse, purchase and enjoy the company of others over mulled wine and tasty treats. It is also very pleasant to see closer collaboration with the church who once again attended the Christmas fayre and held a very enjoyable harvest luncheon in the hall - which the church organised.

With regard to events we now look forward to 24 with all the regular things but also the return of the ever popular beer festival. This year Tommy Harvey is chairing and has a very strong committee who are determined to deliver another wonderful event. We are also in the throes of setting up a play area in the grounds of the hall. No mention of this can be made without thanking Tina Redshaw for her tireless efforts in this, she is an absolute star.

I now move on to the committee. During the year Helen Toser stepped down as trustee for personal reasons but I thank her for help whilst she was on the committee. Lesley is a much respected stalwart of the committee and her work as secretary is amazing. Tina, Tracey and Sue all joined as new trustees at the start of the year and have made an instant impact. Sue has a lot of creative flair and is very able cook to boot. Tracey must be thanked for her work on the website, social media and booking system. There is no doubt the village hall has gone more 'global' with her efforts. We have also welcomed Nick Grant to our committee late in 23. I am sure Nick will be a great asset to the committee and the village. I am humbled to be the chair of such an amazing committee and I can only look forward to my second year as chairman.

Lastly, I would like to address the fiscal side of the charity. As a committee we inherited an extremely healthy balance. The committee is also truly blessed to have a treasurer in Mike Webb who is extremely competent and a voice of reason. I believe we need to be mindful that we are trustees of a listed building where repairs can be needed at any time and will undoubtedly be costly. To this end to hold a considerable reserve for such an eventuality is not unreasonable so long as it is understood that is the reason. The working capital to run the hall has increased and on paper the trust ran at a deficit of about £2k in 2023. This should be offset by the biennial beer festival but we cannot guarantee that – both this year and going forward especially as the success of the beer festival is heavily reliant on many generous sponsors.

In summary an amazing year to take over as chair. We have many plans as a committee but our overriding aim is to fulfil the charity's aims to improve the conditions of life for the inhabitants of Welborne and surrounding villages. This is fundamental to what we do and how we do it.

Kevin Rumsey

Chairman

Financial Review of 2023

From my point of view, this was a successful year.

Lettings were up significantly to £1,200, the first time they have ever been over £1,000. Income from events was just over £1,200 which is not bad at all for a year in which there was no beer festival. The films were not well attended but still made an overall surplus of £256.

With the increase in interest rates nationally, we benefitted from increased interest (HSBC £217; Shawbrook Bank £59).

Several factors led to an increase in costs:

- Electricity costs were, of course, higher but we benefit from a contract arranged by ESPO.
- The cost of oil was also higher than previously, but the impact on the accounts depends on when we need to fill the tank, which we did this year. We use the AF Affinity/CAN scheme for buying oil.
- It came to light during the year that Chubb had managed to cancel our contract, during the pandemic, for servicing the fire extinguishers. This led to a one-off charge of £219 in 2023 to get them up to date. The Chubb contract is also arranged through ESPO and, normally, provides very low costs.
- HSBC bank charges were over £70 and the Trustees have recently agreed to move our day-to-day accounts to the Co-op Bank who do not charge charities.

For several years I have advised the Trustees that the village hall's annual fixed costs are around £3,500 and that we should aim to raise at least £3,500 each year. Given the increase of costs for most things, I think it would be prudent to revise the estimate of annual fixed costs to £4,000 from now on.

We still have over £25,000 in our bank accounts. Our previous chairman was, quite rightly, concerned at the level of reserves because the purpose of the charity is 'the provision and maintenance of a village hall for use by the inhabitants of the area ...' and not to accumulate and hold lots of money. It is not good practice for a charity to hold more than a reasonable level of reserves without good reason. Indeed, the Charity Commission is taking a greater interest in charity reserves than previously. The Trustees need to keep this under review.

Our previous accountants, Hornbeam, were taken over during the year by Steve Pye & Co who have agreed to keep their charges at the same level as Hornbeam. This will still be £558, which is a lot of money. However, the Trustees have always believed that it is in the charity's interests to be completely transparent about our accounts and to have them independently examined. It is also important that my work as Treasurer is independently scrutinised.

Mike Webb
Treasurer

Financial Summary of Events in 2023

Event	Notes	Income £.p	Expenditure £.p	Surplus/loss £.p
16 July 2022	Beer Festival (very late invoice)	*9	255.60	-255.60
27 Jan 2023	Green Book - entrance + costs	*1 *3	57.98	70.60
	Green Book - bar		33.00	20.38
28 Feb 2023	LM Sunshine - entrance + costs	*1 *2 *3	52.61	65.53
	LM Sunshine - bar		12.50	-0.42
31 Mar 2023	Doubt - entrance + costs	*1 *2 *4	59.98	127.35
	Doubt - bar		18.50	-48.87
28 Apr 2023	Banshees - entrance + costs	*1 *2 *3	63.49	19.60
	Banshees - bar		37.00	80.89
26 May 2023	Juniper - entrance + costs	1 *3 *4 *8	45.44	22.68
	Juniper - bar		28.00	50.76
17 May 2023	Coffee morning - entrance		75.00	75.00
9 Jun 2023	Chilli and quiz night (cancelled)	*6	-11.14	21.00
30 Jun 2023	Living - entrance + costs	*1 *2 *3	62.94	43.58
	Living - bar		35.00	54.36
15 July 2023	Open Garden - donation	*10	125.00	125.00
30 Sept 2023	Women Talking - entrance	*1 *2 *4	52.92	34.48
	Women Talking - bar		23.20	41.64
27 Oct 2023	Broker - entrance	*1 *2 *3	41.04	35.70
	Broker – bar		25.00	30.34
10 Nov2023	Quiz night - entrance	*1 *4	428.41	152.54
	Quiz night - bar		197.02	472.89
24 Nov 2023	The Fabelmans - entrance	*1 *2 *4	42.36	42.75
	The Fabelmans - bar		28.00	27.61
9 Dec 2023	Christmas Fair – tombola		26.00	44.50
	Christmas Fair – refreshments		151.10	563.83
	Christmas Fair – produce+wreaths		246.83	
	Christmas Fair – private stall		10.00	
	Christmas Fair – raffle		71.40	
	Christmas Fair – weight of cake		30.00	
	Christmas Fair – church stall		32.00	
	Christmas Fair – sweets in a jar		22.00	
	Christmas Fair – snowman		19.00	
Total Events 2023			2,141.58	£ 935.91
				£1,205.67

Notes

- *1 Bar costs shown do not include the cost of bar stock carried forward from previous events. Similarly, some bar stock is carried forward to future events.
- *2 Includes sales of part-empty bottles after the event.
- *3 No drink purchased.
- *4 Includes purchase of drink.
- *6 Ticket sales refunded but remaining costs incurred were for the licence, £21 and Stripe charges.
- *8 Fee for Juniper waived by Creative Arts East
- *9 Very late invoice for security at last year's beer festival received and paid in July 2023
- *10 This is a donation from Karen Rumsey. Another £125 was donated to EA Air Ambulance

Independent examiner's report to the trustees of Welborne Village Hall

I report on the accounts of the Welborne Village Hall for the year ended 31 December 2023 which are set out on pages 10 -13.

Respective responsibilities of members and examiner

The charity's members are responsible for the preparation of the accounts. The charity's members consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as members 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 accounts 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:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr L McHugh
Steve Pye & Co
Chartered Certified Accountants
Unit 8 Home Farm
Norwich Road
Marsham, Norwich
Norfolk NR10 5PQ



WELBORNE VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2023

	2023			2022
	Undesignated Funds	Designated Funds	Total Funds	Total Funds
INCOMING RESOURCES:	£	£	£	£
Incoming Resources from generated funds				
Voluntary Income: Grants	-	-	-	2,667
Activities for Generating Funds: Fund Raising Events	2,017	-	2,017	11,618
Investment Income: Bank Interest Received	275	-	275	73
Incoming Resources from Charitable Activities				
Rentals and Hiring	1,110	-	1,110	543
Other Incoming Resources				
Miscellaneous Income	25	-	25	100
Grants Received				
Donations	181		181	114
TOTAL INCOMING RESOURCES	3,608	-	3,608	15,115
 RESOURCES EXPENDED:				
Cost of Generating Funds				
Costs of Voluntary Income : Events	1,353	-	1,353	5,874
Charitable Activities				
Donations	-	-	-	-
Governance costs				
Light, Heat and Water	1,036	-	1,036	279
Insurance	797	-	797	782
Repairs and Maintenance to Premises	640	-	640	1,167
Printing, Stationery and Office Supplies	44	-	44	5
Website and Advertising	463	-	463	748
Independent Examiners Fee	558	-	558	-
Sundry Expenses	-	-	-	-
Subscriptions	100	-	100	50
Bank Charges	76	-	76	109
Depreciation	1,001	-	1,001	1,277
TOTAL RESOURCES EXPENDED	6,466	-	6,466	10,291
 NET INCOMING/(OUTGOING) RESOURCES	(2,859)	-	(2,859)	4,824
Gross Transfers between funds	-	-	-	-
NET MOVEMENT IN FUNDS	(2,859)	-	(2,859)	4,824
Total funds Brought Forward	14,996	91,671	106,667	101,843
 TOTAL FUNDS CARRIED FORWARD	12,137	91,671	103,808	106,667

WELBORNE VILLAGE HALL

BALANCE SHEET

AT 31 DECEMBER 2022

		2022		2021	
	Note	£	£	£	£
FIXED ASSETS					
Tangible assets	2		78,162		78,996
CURRENT ASSETS					
Stocks		-		-	
Debtors		-		128	
Deposit Accounts		24,231		25,956	
Current Accounts		1,225		1,451	
Cash		200		200	
		25,656		27,735	
LESS: CURRENT LIABILITIES					
Amounts falling due within one year					
Creditors and Accrued Charges		9		64	
Bank Overdraft		-		-	
		9		64	
NET CURRENT ASSETS			25,646		27,671
CREDITORS					
Amounts falling due in more than one year			-		-
			103,808		106,667
NET ASSETS	3		103,808		106,667
FUNDS					
Designated Income Funds	4		91,671		91,671
Undesignated Income Funds			12,137		14,996
			103,808		106,667
Total Funds			103,808		106,667

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(Chairman)

Approved by the Trustees on

WELBORNE VILLAGE HALL

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2023

Note

1 Accounting Policies

These accounts are prepared in accordance with the Statement of Recommended Practice - Accounting by Charities (Charities SORP FRS102) and applicable accounting standards.

(a) Tangible fixed assets and depreciation

Provision for depreciation is made at the following rates:-

Office Equipment	25% reducing balance
Land and Buildings	No provision

(b) Taxation

As a charity Welborne Village Hall is not liable to corporation taxation.

2 Fixed Assets

	Furniture, Fixtures & Fittings	Land and Building	Total
Cost			
Balance at 1 January 2023	14,584	75,171	89,756
Additions	167	0	167
Disposals			
Balance at 31 December 2023	<u>14,751</u>	<u>75,171</u>	<u>89,923</u>
Depreciation			
Balance at 1 January 2023	10,759	0	10,759
Charge	1,001	0	1,001
Disposals			
Balance at 31 December 2023	<u>11,760</u>	<u>0</u>	<u>11,760</u>
Net Book Value			
Balance at 31 December 2023	<u>2,991</u>	<u>75,171</u>	<u>78,162</u>
Balance at 1 January 2023	3,825	75,171	78,996

WELBORNE VILLAGE HALL

NOTES TO THE ACCOUNTS

YEAR ENDED 31 DECEMBER 2023

3 Analysis of Net Assets by Funds

	Undesignated Funds	Designated Funds	Total
	£	£	£
Fixed Assets	2,991	75,171	78,162
Current Assets	9,156	16,500	25,656
Current Liabilities	(9)	-	(9)
	<u>12,137</u>	<u>91,671</u>	<u>103,808</u>

4 Analysis of Designated Funds

	<u>2023</u>	<u>2022</u>
Land and Buildings	75,171	75,171
Building Repairs and Maintenance	7,500	7,500
Future Capital Needs	9,000	9,000
	<u>91,671</u>	<u>91,671</u>

The trustees have elected to designate £75,171 of the General Funds to cover the net book value of the hall and the hall extension.