

**The Margaret Harker Hall and Blofield Memorial Ground**  
**Yarmouth Road, Blofield, Norwich, NR13 4LE**  
**Registered Charity No. 303908**

**Minutes of the Annual General Meeting**  
**Monday 24<sup>th</sup> August 2020 at 7:30pm held at the Margaret Harker**  
**Hall**

**Trustees Present:**

Julian Rudd, Chairperson (JR)

Jenny Cuthbert, Secretary (JC)

Rusty Carter, B&B Sea Scouts (RC)

Barry Murphy, Blofield United FC (BM)

Roger Sandall, Ad-hoc (RS)

(SR)

Val Baker, Ad-hoc (VB)

Paul Batchelor, Treasurer (PB)

Margaret Bray, Booking Secretary (MB)

Martin Warren, Tennis Club (MW)

Zoey Mathews, Pre-school (ZM)

Sandra Robinson, Ad-hoc Badminton

**Also Present:**

Kerry Sturman, Minute taker (KS)

Sarah Dhesi, Blofield Parish Council (SD)

1. Welcome by the Chair.

2. Apologies for absence.

Ben Petley, Vice chair (BP)

(JS)

Joseph Scholes, Blofield Parish Council

3. Approval of the minutes of the last AGM dated 24th May 2019.

These were approved as a true record by the Trustees and Chairman.

4. Matters arising - there were none to record.

5. Chair's Annual Report.

JR read his report as follows:

*Well another year has passed and what an eventful one it has been what with the completion of the toilet refurbishments and tackling most if not all of the structural needs of the building, all been made possible with the financial help from the Blofield Parish Council and grants and loans from other areas, a lot of work carried out by our treasurer Paul putting a lot of commitment and time into completing and overseeing the works taking place and we thank him for his great support over this time. Also I would like to thank all of the committee members and trustees for all of your support and time carrying out many other tasks through the course of this year ensuring that*

*Margaret Harker Hall can and will be a great asset to the village now and in the future.*

*Some changes have taken place through the year within the committee and the members concerned have now settled into their new roles with the assistance of the outgoing members and thank you all for your help and support as well.*

*As we all know earlier in the year we were all hit by the Covid 19 and the problems that has brought for us all, the hall was closed down as were all of the other groups that use the hall, the Scouts Group, Football club and tennis Clubs. All of us have lost a lot of revenue and it felt like the village had come to a standstill, hopefully this will soon end but the question will be can we or even will we be allowed to carry on as before, hopefully we will.*

*On looking forward we hope that the Scouts, tennis club and football clubs are able to pick things up and carry onto a height that they can continue to prosper as they were doing before all the lockdown and changes that have been made, that said I really hope that with the continued support of the parish council and all the changes and improvements that hopefully are coming our way that we can once again be the greatest asset not only to Blofield but also the surrounding areas as well as making our village and surrounding areas a better place to live.*

*Again I wish to thank all members and trustees for their support and the assistance over the last year of the parish council more importantly the villagers and their families who without their continued support this facility would not be able to continue.*

6. Treasurer's Financial Report.

PB read his report as follows:

*The accounts as at 31st December 2019 show we have spent £3068 more than our income for the year, reducing our Reserves to £35705, of which Cash Reserves total £29364. This disguises what in fact has been a good year financially for the Margaret Harker Hall for the following reasons*

*1.The main toilets have been completely refurbished at a cost of £34619. This has been funded as follows*

*Own funds £11019 ( £700 to be paid in 2020 Accounts)*

*Blofield Parish Council £6100 ( paid direct to builders)*

*Awards For All Grant £10000*

*Norfolk Community Fund £5000*

*Watling Charity £2500*

*Total Cost 34619*

*2. Disregarding transactions relating to the Toilet Refurbishment in 2019 accounts we would have had a surplus for the year of £7251, an increase of £1244 on 2018.*

*Income - increased by £541, mainly due to increased Hall hire income.*

*Expenditure Normal expenditure was well controlled and was slightly down on 2018 at £17872*

*3. On accountants advice the value of the Hall and Grounds has been included in the accounts for the first time based on 10 years income and £5000 per acre for the site. This has increased our assets by £225000.*

*Proposal*

*I wish to recommend that we adopt the accounts for 2019 and reappoint Aston Shaw as auditors for 2020.*

*As you know I am stepping down from the committee at this AGM and have already handed over the Treasurer's duties to Jenny Cuthbert. I know I am leaving the finances of the hall in very capable hands and I wish Jenny and all the committee the very best for the future.*

*I have enjoyed my 14 years as Treasurer of the Margaret Harker Hall, during which time I like to think that I have helped to improve and sustain these community facilities for the residents of Blofield.*

**7. Booking Secretary's Report.**

**MB read her report:**

*Hall bookings were going well with weekdays/evenings fully booked and a good number of ad hoc bookings over the weekends until week beginning 16th March when cancellations started to happen in response to the Coronavirus. During that week we took the decision to close the hall and I cancelled all regular user and 12 ad hoc bookings that were due to take place over the next couple of months. A deep clean of the hall was done by the cleaner and weekly checks of the hall were instigated for insurance purposes.*

*In consultation with the Pre-School Manager, the committee decided that the hall would open from 1st June for the sole use of Pre-School. All sessions finished on Thursday 16th July and the hall remains closed until Thursday 3rd September when Pre-School have their new intake morning.*

*Over the last few weeks a couple of regular users emailed to ask when we would be opening up the hall again and the committee decided that we could look into*

*re-opening the hall to a reduced number of regular users from 3rd September if we could do this safely and within the regulations. A meeting on the 10th August for the sole purpose of looking into the situation was proposed and a report provided on how we can move forward safely within the guidelines.*

*The Coronavirus has certainly reduced income for the hall and this will continue into the winter as only a very limited number of regular users are expected to return at present and no ad hoc bookings are likely to happen.*

8. Appointment and Election of the Management Committee:

PB proposed that JR be appointed again for the role of Chair. This was seconded by RS. There were no objections. This was accepted by JR.

Other positions were agreed to be carried over:

Ben Petley - Vice Chair  
Jenny Cuthbert - Treasurer  
Margaret Bray - Bookings Secretary  
Kerry Sturman - Secretary (Non-trustee)

The following were elected as a block

Roger Sandall  
Sandra Robinson  
Mark Warren  
Barry Murphy  
Rusty Carter  
Zoey Mathews  
Simon Underwood

9. Approval of 2019 accounts and appointment of Auditors:

- a. The accounts were approved by the Committee
- b. The Committee agreed to appoint Aston Shaw as Auditors for 2020 as per PB's recommendation in his Treasurer's report.

**Financial Statements for the Year ended 31<sup>st</sup> December 2019**

**For**

**Margaret Harker Hall and Blofield Memorial Ground**

## **Margaret Harker Hall and Blofield Memorial Ground**

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## **Margaret Harker Hall and Blofield Memorial Ground**

### **General Information**

**For the Year Ended 31<sup>st</sup> December 2019**

**ADDRESS:** Margaret Harker Hall  
Blofield  
Norwich  
Norfolk, NR13 4LE

**ACCOUNTANTS:** Aston Shaw  
Chartered Certified Accountants  
The Union Building  
51-59 Rose Lane  
Norwich  
Norfolk, NR1 1BY

**REGISTERED CHARITY  
NUMBER:** 303908

**TRUSTEES:** Mr J Rudd Chairman  
Mr B Petley Vice Chair  
Mrs J Cuthbert Secretary  
Mr P Batchelor Treasurer  
Mrs M Bray Bookings Secretary  
Mr R Carter  
Mrs S Robinson  
Mr S Underwood  
Mrs Z Matthews  
Mrs V Baker  
Mr M Keenan  
Mr B Murphy  
Mr M Warren  
Mr R Sandall

**PARISH COUNCIL  
REPRESENTATIVE:** Mr J Scholes  
Mrs S Dhesi

## **Independent Examiner's Report to the Margaret Harker Hall and Blofield Memorial Ground Committee**

I report on the accounts of the Margaret Harker Hall and Blofield Memorial Ground for the year ended 31<sup>st</sup> December 2019 which are set out on pages 4 to 8.

### **Respective responsibilities of committee and examiner**

The charity's management committee is responsible for the preparation of the accounts. The charity's management committee consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3) (a) of the 1993 Act);
- to follow the procedures laid down on the General Directions given by the Charity commissioners (under section 43(7) (b) of the 1993 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 Commissioners. 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 the committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

### **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 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met.
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Aston Shaw  
Chartered Certified Accountants  
The Union Building  
51-59 Rose Lane  
Norwich  
Norfolk, NR1 1BY

Date: 5<sup>th</sup> March 2020



## **Margaret Harker Hall and Blofield Memorial Ground Report**

### **Object of the Charity**

The object of the charity is the provision of community facilities in the village of Blofield. The charity also aims to promote the wider usage of village amenities by all members of the community.

### **Trustees and Governance**

The Management Committee are the managing trustees of the charity in accordance with the original declaration of the charity.

Each body which regularly uses the facilities is entitled to appoint one representative to the Management Committee.

### **Activities**

The main activity of the Management Committee is the maintenance of the Hall and associated land, ensuring that it is in accordance with all relevant legislative requirements including Health and Safety, access for disabled users and entertainment licences.

### **Signature and Declaration**

I declare in my capacity of charity trustee, that:

- the trustees have approved the report above; and
- have authorised me to sign it on their behalf

P Batchelor  
Treasurer  
Date:

**Margaret Harker Hall and Blofield Memorial Ground**

**Statement of Financial Affairs  
For the Year Ended 31<sup>st</sup> December 2019**

	31.12.19		31.12.18	
<b>Income:</b>	£	£	£	£
Hall Rents (note 1)	20,231		19,132	
Ground Rent (note 2)	1,161		1,144	
Grants Received (note 3)	20,402		3,525	
Bank Interest Received	191		143	
	<hr/>		<hr/>	
	41,985		23,944	
<b>Expenditure:</b>				
Ground Maintenance (note 4)	4,437		4,442	
Hall Maintenance, Equipment Repairs & Administration Expenses (note 5)	38,810		11,958	
Accountancy	530		522	
Licences	481		454	
Subscriptions/Memberships	115		178	
Professional Fees	680		383	
	<hr/>		<hr/>	
	45,053		17,937	
		<hr/>		<hr/>
		(3,068)		6,007
		<hr/>		<hr/>
Amount carried forward to Accumulated Fund		(3,068)		6,007
		<hr/>		<hr/>
Accumulated Fund brought forward	38,202		32,195	
Excess of Income over Expenditure	(3,068)		6,007	
Valuation of Land & Property	225,000		---	
	<hr/>		<hr/>	
Accumulated Fund carried forward	260,134		38,202	
	<hr/>		<hr/>	

## Margaret Harker Hall and Blofield Memorial Ground

### Balance Sheet

As at 31<sup>st</sup> December 2019

	31.12.19		31.12.18	
	£	£	£	£
<b>FIXED ASSETS:</b>				
MHH & Blofield Memorial Ground Land & Property (note 8)		225,000		---
		<hr/>		<hr/>
		225,000		---
<b>CURRENT ASSETS:</b>				
Debtors and Prepayments (note 7)		6,341		5,616
Bank Deposit Account		7		7
Cash at Bank and in Hand		5,155		4,255
COIF Charity Deposit Fund		46		46
Virgin Charity Deposit Account		24,128		28,937
Petty Cash		28		---
		<hr/>		<hr/>
		35,705		38,861
<b>CURRENT LIABILITIES:</b>				
Creditor and Accruals (note 6)		(571)		(659)
		<hr/>		<hr/>
		260,134		38,202
		<hr/>		<hr/>

## Margaret Harker Hall and Blofield Memorial Ground

### Notes to the Accounts

For the Year Ended 31<sup>st</sup> December 2019

	2019 £	2018 £
1. <u>Hall Rents Received</u>		
Badminton	4,231	4,115
Play Group	8,024	7,563
Other Regulars	6,482	5,779
One off Hiring	1,494	1,675
	<hr/>	<hr/>
	20,231	19,132
	<hr/>	<hr/>
2. <u>Ground Rent</u>		
Ground Rent	1,161	1,144
	<hr/>	<hr/>
	1,161	1,144
	<hr/>	<hr/>
3. <u>Grants Received</u>		
Blofield PC	2,902	3,525
Norfolk County Council	5,000	---
Awards Foundation	10,000	---
G Watling Charity	2,500	---
	<hr/>	<hr/>
	20,402	3,525
	<hr/>	<hr/>

## Margaret Harker Hall and Blofield Memorial Ground

### Notes to the Accounts

For the Year Ended 31<sup>st</sup> December 2019

	2019	2018
	£	£
4. <u>Ground Maintenance</u>		
Maintenance Norse	996	949
Play area	338	133
Treework & Gardening	2,460	1,800
General Maintenance	643	1,560
	<hr/>	<hr/>
	4,437	4,442
	<hr/>	<hr/>
5. <u>Hall Maintenance &amp; Repairs</u>		
Insurance	1,453	1,467
Rates & Water	346	1,754
Telephone	488	522
Heat & Light	2,281	2,310
General (inc. print & stationery)	198	203
Cleaning (inc. wages, refuse & materials)	2,687	2,306
Maintenance alarm	86	86
Electrical Repairs	225	447
Boiler Service	---	150
General repairs & maintenance	3,865	2,641
Play area Repairs	---	72
Toilet Refurbishment	27,181	---
	<hr/>	<hr/>
	38,810	11,958
	<hr/>	<hr/>

## Margaret Harker Hall and Blofield Memorial Ground

### Notes to the Accounts

For the Year Ended 31<sup>st</sup> December 2019

	2019 £	2018 £
6. <u>Creditors &amp; Accruals</u>		
Accountancy	533	500
Wave (Water)	38	159
	<hr/>	<hr/>
	571	659
	<hr/>	<hr/>
7. <u>Debtors &amp; Prepayments</u>		
Hall Rent	871	540
Other Regulars	1,640	1,334
Playgroup	1,978	1,891
Rates	278	163
Insurance	1,230	1,341
PRS Licence	344	347
	<hr/>	<hr/>
	6,341	5,616
	<hr/>	<hr/>
8. <u>Land &amp; Property</u>		
During the period under review, the freehold deeds were incorporated into the accounts and were valued at £225,000. This was based on 10 years rental income at £20,000 per annum plus £5,000 per acre for the 5 acres of land.		

**Financial Statements for the Year ended 31<sup>st</sup> December 2019**

**For**

**Margaret Harker Hall and Blofield Memorial Ground**

## **Margaret Harker Hall and Blofield Memorial Ground**

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The Union Building  
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Date: 5<sup>th</sup> March 2020

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**Margaret Harker Hall and Blofield Memorial Ground**

**Balance Sheet**

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## Margaret Harker Hall and Blofield Memorial Ground

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