

The Margaret Harker Hall and Blofield Memorial Ground

Yarmouth Road, Blofield, Norwich, NR13 4LE

Registered Charity No. 303908

Minutes of the Annual General Meeting

**Wednesday 23rd June 2021 at 7pm held at the Margaret Harker
Hall**

Trustees Present:

Julian Rudd, Chairperson (JR) Jenny Cuthbert, Treasurer (JC) Margaret Bray,
Booking Secretary (MB) Barry Murphy, Blofield United FC (BM) Sandra
Robinson, Ad-hoc Badminton (SR) Val Baker, Ad-hoc (VB)

Also Present:

Kerry Sturman, Minute taker (KS)

Apologies:

Ben Petley, Vice chair (BP), Rusty Carter, B&B Sea Scouts (RC), Barry Murphy, Blofield
United FC (BM), Zoey Mathews, Pre-school (ZM), Toni Lawrence (Ad-hoc) (TL) Martin
Warren, Tennis Club (MW) Joseph Scholes, Blofield Parish Council (JS) Sarah Dhesi,
Blofield Parish Council (SD)

1. Welcome by the Chair.
2. Apologies for absence. As above.
3. Approval of the minutes of the last AGM dated 24th August 2020.
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 provided his report as follows: Well another year
has passed and what an eventful one it has been, what with the covid
lockdowns and restrictions placed on everyone it's not been a good for
everyone at all.

With the lack of information from the Parish council this has not helped our
future planning at all and we were sent a letter from them basically saying that
we would not be receiving much if any financial help from them other than a
promise that they would be matching what was given to Heathlands, It would
seem that because we are not controlled by the parish council they are

reluctant to assist and we are still awaiting information from them, we are however attending a meeting with the Parish council in the coming weeks. Hopefully this will clarify everything as far as the Margaret Harker Hall is concerned.

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. Unfortunately, I was not well for a few months of this year and I would like to thank you all for stepping up and especially Ben for taking up the reins for that time.

Some changes have taken place through the year within the committee and the members concerned I hope will 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 last 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 however that will turn out to be, and the growth of the estates in the village area and the new families in the village 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 your support and the assistance over the last year during my absence and importantly the villagers and the new families that have come to the village who will support this facility because without them we would not be able to continue.

Julian Rudd, Chair, Margaret Harker Hall.

6. Treasurer's Financial Report. JC provided the following report:

The accounts as at 31st December 2020 show that despite the disruption caused by the pandemic the year ended with a surplus of £9,477. This is due to receiving a grant of £10,000 from Broadland District Council which was made available to organisations that own buildings that had to close during the first lockdown in March 2020.

Our reserve fund remains around the same as last year at £24,246 (2 years' worth of expenditure for unforeseen circumstances). We now also have £15,000 in the Barclays savings account as a result of the 2019 surplus and the Covid grant. Hiring income was down approximately 50% but costs remained similar to the previous year.

I was unable to complete the water bill adjustment related to the Tennis Club usage. This usually takes place following receipt of the November bill but the company, Wave, who are responsible for this are very behind in their billing. As it is my first year of being treasurer I'm unsure of the impact of this but I don't envisage it making a significant difference to our budget for 2021. The accountants made an adjustment to allow for us not yet being billed for water.

The budget for 2021 shows that if the Covid - 19 restrictions continue to be reduced the hall should end the year with a £2,000 surplus. The committee agreed that hall hire charges would not be increased for 2021 to support our hirers following their re-opening.

I have been using Xero, an accounting software package, to keep our records and the accountants were able to log - in remotely to carry out their work and they were happy with how it is going. Most of our hirers are now paying directly into our bank account and all suppliers are paid electronically. Many thanks to Ben Petley for being the second authoriser on the Barclays account; we have a good system set up between us. These online ways of working have been invaluable during Covid and meant very little disruption or changes were required during lockdowns.

For agenda item 9) approval of 2020 accounts and appointment of auditors: I would like to propose that we accept the accounts and reappoint Aston Shaw as our auditors for 2021.

7. Booking Secretary's Report. MB provided her report as follows: Bookings over the past year have been difficult due to constantly changing regulations, however since November 2020 Pre-School have been operating 4 days per week and this has meant that we have had at least one constant source of income. Most regular hirers have been back to us as and when restrictions allowed them to operate. Special measures were put in place to ensure that each group using the hall operated a cleaning regime before and after their sessions. The after Christmas Day lockdown meant that we were again restricted to having Pre-School as our only hirers but by Easter, with some restrictions relaxed, more groups were able to return and the end of lockdown will bring the majority of regular hirers back.

The only group who will not be returning after lockdown will be Tuesday evening Boot Camp as they have found an alternative venue and Gardening

Club have cancelled all their bookings this year but expect to be back in March 2022.

Ad Hoc bookings have started up again, we have two weddings booked in August alongside a couple of other events. Two children's parties booked in June/early July with the hope of the end of lockdown will now take place on the far end of the field with a reduced fee as they cannot use the hall. It is likely that more bookings will occur once we are out of lockdown.

I am standing down as Bookings Secretary as I will be leaving the village but will stand in until a replacement can be found or until my house move happens, I also hope to be able to offer support to the new Bookings Secretary for a time.

8. Appointment and Election of the Management Committee:
SR proposed that JR be appointed again for the role of Chair. This was seconded by MB. 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
Martin Warren - to be confirmed as absent from this meeting
Barry Murphy
Rusty Carter
Zoey Mathews
Simon Underwood

9. Approval of 2020 accounts and appointment of Auditors:
 - a. The accounts were approved by the Committee
 - b. The Committee agreed to appoint Aston Shaw as Auditors for 2021 as per JC's recommendation in her Treasurer's report. Proposal by MB, seconded by BM.

Meeting concluded 7:11pm

Financial Statements for the Year ended 31st December 2020

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 31st December 2020

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 Treasurer
Mrs M Bray Bookings Secretary
Mr R Carter
Mrs S Robinson
Mr S Underwood
Mrs Z Matthews
Mrs V Baker
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 31st December 2020 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: 4th March 2021

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

J Cuthbert
Treasurer
Date:

Margaret Harker Hall and Blofield Memorial Ground

**Statement of Financial Affairs
For the Year Ended 31st December 2020**

	31.12.20		31.12.19	
Income:	£	£	£	£
Hall Rents (note 1)	10,627		20,231	
Ground Rent (note 2)	3,031		1,161	
Grants Received (note 3)	15,700		20,402	
Bank Interest Received	122		191	
	<hr/>		<hr/>	
	29,480		41,985	
 Expenditure:				
Ground Maintenance (note 4)	5,367		4,437	
Hall Maintenance, Equipment Repairs & Administration Expenses (note 5)	12,120		38,810	
Accountancy	517		530	
Licences	506		481	
Subscriptions/Memberships	231		115	
Professional Fees	1,262		680	
	<hr/>		<hr/>	
	20,003		45,053	
	<hr/>		<hr/>	
	9,477		(3,068)	
	<hr/>		<hr/>	
Amount carried forward to Accumulated Fund	9,477		(3,068)	
	<hr/>		<hr/>	
Accumulated Fund brought forward	260,134		38,202	
Excess of Income over Expenditure	9,477		(3,068)	
Valuation of Land & Property (2019)	---		225,000	
	<hr/>		<hr/>	
Accumulated Fund carried forward	269,611		260,134	
	<hr/>		<hr/>	

Margaret Harker Hall and Blofield Memorial Ground

Balance Sheet

As at 31st December 2020

	31.12.20	31.12.19
	£	£
FIXED ASSETS:		
MHH & Blofield Memorial Ground Land & Property	225,000	225,000
	<hr/>	<hr/>
	225,000	225,000
CURRENT ASSETS:		
Debtors and Prepayments (note 7)	4,759	6,341
Bank Deposit Account	14,997	7
Cash at Bank and in Hand	1,772	5,155
COIF Charity Deposit Fund	46	46
Virgin Charity Deposit Account	24,246	24,128
Petty Cash	32	28
	<hr/>	<hr/>
	45,852	35,705
CURRENT LIABILITIES:		
Creditor and Accruals (note 6)	(1,241)	(571)
	<hr/>	<hr/>
	269,611	260,134
	<hr/>	<hr/>

Margaret Harker Hall and Blofield Memorial Ground

Notes to the Accounts

For the Year Ended 31st December 2020

	2020	2019
	£	£
1. <u>Hall Rents Received</u>		
Badminton	2,051	4,231
Play Group	6,406	8,024
Other Regulars	1,703	6,482
One off Hiring	467	1,494
	<hr/>	<hr/>
	10,627	20,231
	<hr/>	<hr/>
2. <u>Ground Rent</u>		
Ground Rent	3,031	1,161
	<hr/>	<hr/>
	3,031	1,161
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3. <u>Grants Received</u>		
Blofield PC	5,700	2,902
Norfolk County Council	---	5,000
Awards Foundation	---	10,000
G Watling Charity	---	2,500
Broadland DC	10,000	2,500
	<hr/>	<hr/>
	15,700	20,402
	<hr/>	<hr/>

Margaret Harker Hall and Blofield Memorial Ground

Notes to the Accounts

For the Year Ended 31st December 2020

	2020	2019
	£	£
4. <u>Ground Maintenance</u>		
Maintenance Norse	1,046	996
Play area	1,396	338
Treework & Gardening	2,609	2,460
General Maintenance	316	643
	<hr/>	<hr/>
	5,367	4,437
	<hr/>	<hr/>
5. <u>Hall Maintenance & Repairs</u>		
Insurance	1,343	1,453
Rates & Water	812	346
Telephone	514	488
Heat & Light	2,543	2,281
General (inc. print & stationery)	92	198
Cleaning (inc. wages, refuse & materials)	2,468	2,687
Maintenance alarm	323	86
Electrical Repairs	503	225
Boiler Service	95	---
General repairs & maintenance	2,587	3,865
Toilet Refurbishment	840	27,181
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	12,120	38,810
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Margaret Harker Hall and Blofield Memorial Ground

**Notes to the Accounts
For the Year Ended 31st December 2020**

	2020	2019
	£	£
6. <u>Creditors & Accruals</u>		
Trade Creditors	525	533
Accountancy	533	533
Wave (Water)	183	38
	<hr/>	<hr/>
	1,241	571
	<hr/>	<hr/>
7. <u>Debtors & Prepayments</u>		
Hall Rent	445	871
Other Regulars	376	1,640
Playgroup	2,330	1,978
Rates	---	278
Insurance	1,244	1,230
PRS Licence	364	344
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	4,759	6,341
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Financial Statements for the Year ended 31st December 2020

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