

# **Norton Village Hall, Suffolk**

## **Annual Report of Trustees, to end March 2021**

Key operating markers for FY Apr 2020 – Mar 2021 were :-

- Extensive 'lockdown' periods rendered our village hall closed for much of the given FY, with commensurate loss of activities and income. Our premises were only re-opened again in July of this year 2021
- Hiring fees dropped from £10,708 in the previous year to £2,363 for this FY
- Over £20,000 received in Covid grants from central government
- In February 2021 we received planning permission approval from Mid-Suffolk District Council for our proposed development and extension of the village hall which is designed to transition the premises to 'community centre' status

Our team of volunteer Trustees has remained stable at 10 team members for the stated FY 2020-21. However, more recent changes have taken place which will be reported next year in our annual return for FY 2021-22. Our charity profile at the Charity Commission now shows at least some of the impact of those changes on our team – see Charity Commission website register of trustees and changes.

For and on behalf of the Trustees,

Philip J Jefferson

Chair (resigned), Norton Village Hall Management Committee

16<sup>th</sup> November 2021

Norton Village Hall Accounts (1 April 2020 - 31 March 2021)

<b>Date</b>	<b>Description</b>	<b>cash/bank</b>	<b>Chq No.</b>	<b>Cleaners</b>	<b>Mat Contract</b>
1/4/20	Business Services at CAS Ltd		100429		
28/4/20	E.on	dd			
11/5/20	E.on	dd			
12/5/20	to BMM account	tf			
21/5/20	E.on	dd			
25/5/20	Norton Primary School refund deposit ref 182		100440		
26/5/20	PLUS3538750-2	dd			
15/6/20	E.on	dd			
25/6/20	PLUS3538750-2	dd			
1/7/20	C Allen		100441		
10/7/20	E.on	dd			
18/7/20	A Walton - chair cleaning machine hire £25 detergent £21.99		100442		
18/7/20	Anglian Chemicals - hand sanitiser Wipe Out disinfectant		100443		
27/7/20	PLUS3538750-2	dd			
5/8/20	Ms E M Artiss -chair ceaning		100444	£201.60	
12/8/20	Suffolk Wildlife Trust - refund paid 31/1/2020		100445		
12/8/20	Anglian Chemicals - sanitisers		100446		
16/8/20	A Walton - Studio 2450		100447		
16/8/20	C Russell - caravan club refund deposit paid 24/3/19		100448		
25/8/20	PLUS3538750-2	dd			
26/8/20	E.on	dd			
7/9/20	Saxon Fire Ltd - test and replace fire equipment		100449		
7/9/20	A Walton - Covid 19 first aid box and contents £33.22, cif x2 = £2		100450		
7/9/20	Ms E M Artiss -August cleaning		100451	£172.00	
21/9/20	Anglian Chemicals - sanitiser, aprons, soap		100452		
21/9/20	Colchester Poultry Club - refund deposit paid 6/3/20		100453		
21/9/20	A Walton -S Gage ComputerServices - check Wi-Fi		100454		
24/9/20	E.on	dd			
25/9/20	PLUS3538750-2	dd			
26/9/20	C Gunfield refund deposit		100455		
3/10/20	Kings Cooling Solutions Ltd - service maintenance		100456		
3/10/20	Ms E M Artiss- September 2020 cleaning		100457	£231.13	
###	PLUS3538750-2	dd			
###	E.on	dd			
###	D Wilding & June - refund Indoor Car Boot Nov 2020		100458		
###	V Donavan - refund Indoor Car Boot Nov 2020		100459		

Norton Village Hall Accounts (1 April 2020 - 31 March 2021)

<u>Electricity</u>	<u>Water</u>	<u>Insurance</u>	<u>Maintenance</u>	<u>Wi-fi</u>	<u>PRS Licence</u>	<u>Equip./Refurb.</u>	<u>Consumables</u>	<u>Fund-raising</u>	<u>Other</u>
		£1,075.29							
£122.00									
£21.70									
	£0.23								
				£26.40					
£24.19				£26.40					
£35.50									
							£46.99		
				£26.40			£130.56		
							£75.38		
									£165.00
				£26.40					
£59.83			£238.32						
							£35.22		
							£223.05		
				£38.00					
£51.81				£26.40					
			£360.00						
				£26.40					
£123.33									
								£10.00	
								£5.00	

Norton Village Hall Accounts (1 April 2020 - 31 March 2021)

<u>refund deposit</u>	<u>BMM Acc</u>	<u>TOTAL</u>	<u>Booking/Invoice</u>
		£1,075.29	
		£122.00	
		£21.70	
	£10,000.00	£10,000.00	
		£0.23	
£50.00		£50.00	182
		£26.40	
		£24.19	
		£26.40	
£50.00		£50.00	183
		£35.50	
		£46.99	
		£130.56	
		£26.40	
		£201.60	
£188.00		£188.00	174
		£75.38	
		£165.00	
£50.00		£50.00	B99-47
		£26.40	
		£59.83	
		£238.32	
		£35.22	
		£172.00	
		£223.05	
£50.00		£50.00	184
		£38.00	
		£51.81	
		£26.40	
£50.00		£50.00	192
		£360.00	
		£231.13	
		£26.40	
		£123.33	
		£10.00	
		£5.00	

Norton Village Hall Accounts (1 April 2020 - 31 March 2021)

### Y Williamson - refund Indoor Car Boot Nov 2020		100460	
### W Bennett-Chapman - refund Indoor Car Boot Nov 2020		100461	
### S Wood - refund Indoor Car Boot Nov 2020		100462	
5/11/20 A Walton stamps £7.80 Harpic Power Plus £1		100463	
5/11/20 Ms E M Artiss cleaning October 2020		100464	£217.70
### PLUS3538750-2	dd		
### E.on	dd		
2/12/20 Tf to BMM account			
3/12/20 Ms E M Artiss - november cleaning		100465	£86.63
3/12/20 Mrs A Walton - refund planning application fee		100466	
### Anglian Chemicals - sanitising wipes and disposable gloves		100467	
### A Dowds Electrical Ltd - replace lights in committee room		100468	
### E.on (refunded on 29/12/20)	dd		
### PLUS3538750-2	dd		
5/1/21 E.on	dd		
5/1/21 Ms E M Artiss - cleaning December 2020		100469	£180.06
12/1/21 Thurlow Architects Ltd - to planning application		100470	
21/1/21 Tf to BMM account			
25/1/21 PLUS3538750-2	dd		
25/1/21 Tf to BMM account			
30/1/21 Ms E M Artiss - Januay cleaning		100471	£107.50
3/2/21 T S Price - repairs to windows and doors		100472	
5/2/21 E.on	dd		
25/2/21 PLUS3538750-2	dd		
2/3/21 E.on	dd		
2/3/21 Wave Water			
4/3/21 Ms E Artiss - cleaning February 2021		100473	£75.25
9/3/21 D S Mead Ltd - plumbing repairs		100474	
13/3/21 Tf to BMM account			
25/3/21 PLUS3538750-2	dd		
31/3/21 KCS Ltd - service maintenance heat pumps		100475	
31/3/21 Ms E M Artiss March cleaning		100477	£107.50

**###** **£0.00**

Norton Village Hall Accounts (1 April 2020 - 31 March 2021)

								£5.00	
								£5.00	
								£5.00	
							£8.80		
				£26.40					
£3.74									
						£718.00			
							£36.00		
£197.39							£32.40		
£197.39				£26.40					
						£3,684.15			
				£26.40					
						£286.00			
£157.34				£26.40					
£114.04									
	£811.29								
		£420.00							
				£26.40					
		£152.40							
<b><u>£1,108.49</u></b>	<b><u>£811.29</u></b>	<b><u>£1,075.29</u></b>	<b><u>£1,170.72</u></b>	<b><u>£328.40</u></b>	<b><u>£0.00</u></b>	<b><u>£4,688.15</u></b>	<b><u>£588.40</u></b>	<b><u>£30.00</u></b>	<b><u>£165.00</u></b>

Norton Village Hall Accounts (1 April 2020 - 31 March 2021)

		£5.00
		£5.00
		£5.00
		£8.80
		£217.70
		£26.40
		£3.74
£1,150.00		£1,150.00
		£86.63
		£718.00
		£36.00
		£32.40
		£197.39
		£26.40
		£197.39
		£180.06
		£3,684.15
£6,600.00		£6,600.00
		£26.40
£1,500.00		£1,500.00
		£107.50
		£286.00
		£157.34
		£26.40
		£114.04
		£811.29
		£75.25
		£420.00
£1,500.00		£1,500.00
		£26.40
		£152.40
		£107.50
		£0.00
		£0.00
		£0.00
<b><u>£438.00</u></b>	<b><u>###</u></b>	<b><u>£32,533.11</u></b>

<u>Date</u>	<u>Description</u>	<u>Booking/Invoice</u>	<u>Hire</u>	<u>Fund-raising</u>	<u>Donations</u>	<u>Norton PC hire deposit</u>	<u>BMM Acc</u>
8/4/20	Josie Sparkes-Houghton	20360	£150.00				
8/4/20	Josie Sparkes-Houghton	20361	£87.50				
9/4/20	Josie Sparkes-Houghton	20353	£162.50				
9/4/20	Josie Sparkes-Houghton	20354	£100.00				
22/4/20	HMPPS		£112.00				
23/4/20	HMPPS		£602.00				
12/5/20	Mid Suffolk - Corona virus grant				£10,000.00		
20/7/20	Tf from BMM account						£130.00
10/8/20	Tf from BMM account						£400.00
18/8/20	Tf from BMM account						£500.00
19/8/20	C S Gunfield deposit	192				£50.00	
25/8/20	Bethany Last T/a S	197	£28.00				
30/8/20	Bethany Last T/a S	198	£14.00				
7/9/20	Tf from BMM account						£250.00
23/9/20	Tf from BMM account						£500.00
25/9/20	Jo Butcher	193	£78.00				
4/10/20	Josie Sparkes-Houghton	194	£50.00				
4/10/20	Josie Sparkes-Houghton	195	£87.50				
4/10/20	Josie Sparkes-Houghton	200	£37.50				
5/10/20	Tf from BMM account						£300.00
15/10/20	M Fayers - Eastern Tai Chi Ass	196	£52.00				
15/10/20	Motor Caravan Rally 19-21/3/21	201				£50.00	
26/10/20	Bethany Last T/a S	206	£28.00				
27/10/20	Jo Butcher	204	£104.00				
9/11/20	M Fayers - Eastern Tai Chi Ass	205	£52.00				
10/11/20	Tf from BMM account						£100.00
10/11/20	Josie Sparkes-Houghton	202	£162.50				
10/11/20	Josie Sparkes-Houghton	203	£37.50				
12/11/20	Jo Butcher	208	£26.00				
15/11/20	Bethany Last T/a S	209	£14.00				
26/11/20	M Fayers - Eastern Tai Chi Ass	210	£13.00				
30/11/20	Mid Suffolk - Corona virus grant				£1,334.00		
2/12/20	Josie Sparkes-Houghton	211	£25.00				
2/12/20	S J Hines	212	£27.00				
4/12/20	Tf from BMM account						£500.00
24/12/20	Tf from BMM account						£100.00



<b><u>misc.</u></b>	<b><u>TOTAL</u></b>
	£150.00
	£87.50
	£162.50
	£100.00
	£112.00
	£602.00
£10,000.00	
	£130.00
	£400.00
	£500.00
	£50.00
	£28.00
	£14.00
	£250.00
	£500.00
	£78.00
	£50.00
	£87.50
	£37.50
	£300.00
	£52.00
	£50.00
	£28.00
	£104.00
	£52.00
	£100.00
	£162.50
	£37.50
	£26.00
	£14.00
	£13.00
£1,334.00	
	£25.00
	£27.00
	£500.00
	£100.00

29/12/20 E.on refund							
7/1/21 Mid Suffolk - Corona virus grant				£800.57			
9/1/21 Josie Sparkes-Houghton	217	£12.50					
9/1/21 Josie Sparkes-Houghton	218	£112.50					
12/1/21 Bethany Last T/a S	214	£42.00					
14/1/21 Tf from BMM account						£3,000.00	
19/1/21 E.on refund							
21/1/21 Mid Suffolk - Corona virus grant				£476.43			
21/1/21 Mid Suffolk - Corona virus grant				£2,001.00			
21/1/21 Mid Suffolk - Corona virus grant				£4,000.00			
21/1/21 E.on refund							
22/1/21 Norton PC donation + wi-fi costs				£1,916.80			
28/1/21 M Fayers - Eastern Tai Chi Ass	215	£39.00					
9/2/21 Jo Butcher	216	£26.00					
21/2/21 S J Hines	213	£81.00					
26/2/21 East Anglian Game Society 7/11	220					£50.00	
2/3/21 Tf from BMM account						£1,000.00	
5/3/21 Anglian Water Business credit							
6/3/21 HSBC compensation -complaint							
9/3/21 Mid Suffolk - Corona virus grant				£2,096.00			
22/3/21 Suffolk Wildlife Trust	222					£50.00	
		###	£0.00	###	£1,916.80	£200.00	###

£197.39	£197.39
	£800.57
	£12.50
	£112.50
	£42.00
	£3,000.00
£133.44	£133.44
	£476.43
	£2,001.00
	£4,000.00
£133.44	£133.44
	£1,916.80
	£39.00
	£26.00
	£81.00
	£50.00
	£1,000.00
£61.93	£61.93
£100.00	£100.00
	£2,096.00
	£50.00
	£0.00
	£0.00
	£0.00
<b>£626.20</b>	<b>###</b>

<b>Community Account</b>		
<b>Opening Balance</b>		<b>£308.02</b>
<b>INCOME</b>		
Hire	£2,363.00	
Fund-raising	£0.00	
Donations	£20,708.00	
NPC	£1,916.80	
hire deposit	£200.00	
Transfers from BMM Account	£6,780.00	
Misc	£626.20	
		<b>###</b>
<b>EXPENDITURE</b>		
Cleaners	£1,379.37	
Mat Contract	£0.00	
Electricity	£1,108.49	
Water	£811.29	
Insurance	£1,075.29	
Maintenance	£1,170.72	
Wi-fi	£328.40	
PRS Licence	£0.00	
Equip./Refurb.	£4,688.15	
Consumables	£588.40	
Fund-raising	£30.00	
Other	£165.00	
refund deposit	£438.00	
Transfers to BMM Account	£20,750.00	
		<b>###</b>
<b>Closing Balance</b>		<b>£368.91</b>

<b>BMM Account</b>	
Opening Balance	£24,021.27
Transfers In	£20,750.00
Transfers Out	£6,780.00
Interest Earned	£12.67
<b>Closing Balance</b>	<b>###</b>



# integrity

Tax and Accountancy Solutions Ltd

Norton Village Hall  
c/o Mrs A Walton  
Rookery Farm  
Ashfield Road  
Norton  
IP31 3NF

23 April 2021

Dear Member of the Village Hall Committee

**Accounts for the year ended 31<sup>st</sup> March 2021**  
**Norton Village Hall – Charity Number 1063062**

Integrity Tax & Accountancy Solutions Limited have been asked to perform a review of the income and expenditure accounts for the year ended 31<sup>st</sup> March 2021.

Having reviewed the information provided the Norton Village Hall accounts represent a true and fair view of the income and expenditure for the year.

If you have any queries do let me know

Yours faithfully



**Rob Southgate – Integrity Tax & Accountancy Solutions Limited**



CHARTERED  
TAX ADVISER

**Rob Southgate FCA CTA (Director)**

Integrity Tax and Accountancy Solutions Limited

May Cottage, Ashfield Road, Norton, Bury St Edmunds, Suffolk IP31 3NF

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Registered Office: As above Registered in England Reg No. 8979221

