

Village Hall Management Committee AGM 10th October 2017

Norton Village Hall 7.30 pm

Committee Attendees Richard Allen, Ali Jefferson, Phil Jefferson, Roger Skerry, Alan Taylor, Angela Walton, Gary Walton, Richard Watson,

Apologies Emma Brennan, Hamish Gibson

Other Attendee Andy Burt, Sarah Mansel, Penny Mathieson, Polly Spurr, Helen Taylor, Gareth, Nicola and Jim

Approval of Minutes from 5th November 2016

Approved by committee and signed by AT

Chair Report AT

1. Changes to membership of committee:
 - Katy Sambrook and Penny Mathieson resigned from committee and are thanked for their services which were greatly appreciated.
 - Emma Brennan now secretary
 - New members Hamish Gibson, Richard Watson, Phil Jefferson
2. The project to raise monies for the toilet refurbishments and bar reached its target and the works came in on budget and on time. We were also able to include upgrades to the electrics and fabric of the committee room. A new exterior door at the side of the stage was donated by the contractors.
3. The VHC organised events added £6,000 to the fund raising pot and also provided opportunities for village events.
4. The challenges of the age of the village hall building are ongoing (in particular the roof and heating system). There is need for essential maintenance and also improvements to increase small room space for hirers.

Our departing chairman thanked all the members he had had the pleasure to serve with.

Finance Report AW

Our Treasure explained details of the accounts for year ending 31st March (See appendix 1) and specific points were given:

- The EOY balances (£3,211.16 + £20,509.48) have since been significantly reduced after completion of the building project.
- Increased hire income is reflective of more bookings.
- Mat contract was paid in advance March 2015 and is normally £645.
- Purchases made to improve facilities at the hall were glasses in the bar, a new urn and notice display boards.

- £250 of funds raised at the bingo event was given to St Elizabeth's hospice in reflection of the significant support given by Jo Butcher.
- Electric tariff fixed to best available price.

Question raised by A Burt who is impressed that the hall can fund itself and asked if cost of hire could be reduced for village events eg preschool? Also suggested that if precept to the hall was increased this could assist village events.

Discussion: What would the criteria be to include an event/group in this agreed cheaper rate? What would the reduction in income be? Need to collate accurate figures on % of hirers now who could be classified as running village events. The principle not to let for free has always been enforced. Several members not in favour.

AW thanked for all her work.

Bookings Officer Report RA

- 44 one-off bookings. This including just 4 birthday parties which is a reduced figure.
- 3 regular once a week evening bookings. This has now increased during the current reporting year (917/18) to 4 and the main hall is fully booked Monday – Thursday inclusive.
- In addition there is a regular once a month meeting, and a 1 x 4 months annual booking.
- Prices were set 2 years ago to include electricity.
- Hirers comment on the competitive prices and the excellent standards of cleanliness and facilities.
- Potential hirers are now being turned away as there is no space available.

RA thanked for his huge efforts

Report on Fabric Of Building GW

- New toilets now in place provide facilities for all users.
- New external door at back of the stage.
- Wood worm in the stage has been treated.
- Damage to window catches repaired

Issues needing action:

- Barge boards and fascia are patched but nearing need to be replaced
- Guttering leaks an ongoing problem
- Pointing on gable and shattered brick fronts causing concern
- Flat roof on borrowed time

There is a small contingency fund to deal with emergencies.

GW thanked for all his hard work.

Future Plans AT

Maintenance V Improvement discussion in progress currently.

Maintenance

- Felt on flat roof
- New main roof
- Heating update – preferably eco
- Gable end facing on bricks badly weathered

Improvement

- Smaller units to hire
- Storage for hirers
- Facilities to extend use of stage which would include new fascia to improve look of the building
- WiFi in the building and/ the surrounding public space of carpark and park. This has both capital and regular cost implications.
- An eco heating system which could be ground or air sourced.
- Sound proofing

Election of Committee

All current members re-elected.

Election Of Chair

Phil Jefferson accepted position.

New Chair PJ

Grateful thanks to Alan Taylor for all his efforts.

Initial observations:

- Dependence of committee on its hard working personnel and the need to encourage new members to share out the load.
- Need for closer relationship and communication with the PC.
- Need to revisit the Declaration Of Trust.
- Vital to approach a fund raiser if we are to be able to raise funds for future improvements.

Next Meeting 14th November 8pm at Village Hall

******* NOW RESCHEDULED TO 21st November*******

NORTON VILLAGE HALL

INCOME AND EXPENDITURE – YEAR ENDED 31ST MARCH 2017

COMMUNITY ACCOUNT

Opening balance £ -299.69

INCOME

Hire	£ 8114.50	
Fund Raising	£ 6145.63	
Donations	£40724.02	
Norton P C Precept	£ 1500.00	
Other	<u>£ 370.77</u>	£56854.92

Tf from BMM Acc £ 7300.00

EXPENDITURE

Cleaners	£ 2423.14	
Mat Contract	£ 0.00	
Electricity	£ 1165.61	
Water	£ 259.78	
Insurance	£ 902.36	
Maintenance	£ 119.54	
PRS Licence	£ 140.34	
Equip/refurbishment	£30001.58	
Consumables	£ 155.49	
Fund raising	£ 3261.23	
Other	£ 250.00	
refund deposit	<u>£ 465.00</u>	£39144.07

Tf to BMM Acc £21500.00

Closing balance **£ 3211.16**

BMM ACCOUNT

Opening balance	£ 6302.28
Transfers In	£21500.00
Transfers Out	£ 7300.00
Interest earned	£ 7.20

Closing balance **£20509.48**

Norton Village Hall Accounts (1 April 2016 - 31 March 2017)

<u>Date</u>	<u>Description</u>	<u>Hire</u>	<u>Fund-raising</u>	<u>Donations</u>	<u>Norton PC</u>	<u>Other</u>	<u>BMM Acc</u>	<u>TOTAL</u>
04/04/16	Jo Butcher Jos Fit4all	£37.50						£37.50
05/04/16	R Dean hire 2/4/16	£60.00						£60.00
08/04/16	Tf from BMM account						£300.00	£300.00
13/04/16	Loren Beal hire 10/4/16	£45.00						£45.00
	The VIP's hire 5/4 & 12/4	£50.00						£50.00
18/04/16	The Norton Dog – sponsor Pig Race		£25.00					£25.00
	Pop Up Cafe G Rushton hire 15/4	£36.00						£36.00
	Norton Pre School hire 15 & 16/4	£85.00						£85.00
18/04/16	Pig Race ticket sales		£70.00					£70.00
19/04/16	Josie Sparkes – Zumba March	£149.50						£149.50
20/04/16	The VIP's hire 19/4	£25.00						£25.00
22/04/16	Pig Race ticket sales		£148.00					£148.00
25/04/16	Lottie Poole deposit 30/9/16	£50.00						£50.00
	A Aket hire 21/4/16	£36.00						£36.00
	A & L Longfield hire 23/4/16	£60.00						£60.00
	Pig Race sponsors x 5 @ £25		£125.00					£125.00
	Pig Race ticket sales		£452.00					£452.00
	Pig Race Bar Takings incl. £200 float		£807.80					£807.80
	Pig Race Tote balance		£442.00					£442.00
	Tote Float unused		£200.00					£200.00
	Pig Race raffle		£290.50					£290.50
	Honeychop Pig Race tickets £20 sponsor £25		£45.00					£45.00
03/05/16	Jo Butcher Jos Fit4all		£50.00					£50.00
04/05/16	R Allen – Pig Race wine purchased		£10.00					£10.00
	Pig Race ticket sales		£66.00					£66.00
	A Taylor – Pig Race beer purchased		£8.28					£8.28
	Pig Race ticket sales		£20.00					£20.00
	L Stirland – hire 29/4/16	£30.00						£30.00
	The VIP's hire 26/4/16	£25.00						£25.00
13/05/16	Josie Sparkes – Zumba April	£149.50						£149.50
16/05/16	Treat Street Cafe – hire 13/5/16	£45.00						£45.00
23/05/16	GBS RE NOMS AGENCY	£108.00						£108.00
25/05/16	Ann Aket hire	£36.00						£36.00

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26/05/16	Polling Station ire 5/5/16	£145.00						£145.00
	Claire Orviss hire	£200.00						£200.00
	The VIP's hire May	£100.00						£100.00
03/06/16	Jo Butcher Jos Fit4all	£37.50						£37.50
16/06/16	Josie Sparkes – Zumba May	£149.50						£149.50
22/06/16	Norton Pre School hire 6/7/16	£34.00						£34.00
	Norton Pre School hire 16/7/16	£60.00						£60.00
	Norton Parish Council – Jan-May 16	£87.50						£87.50
	Norton Parish Council – 15/5/16 walk	£45.00						£45.00
27/06/16	Ann Aket hire 23/6/16	£36.00						£36.00
	Ipswich Barbershop hire 31/5,7,14 & 21/6	£100.00						£100.00
	Adrian Day hire 24/6/16	£36.00						£36.00
01/07/16	SCCAPORS BACS	£120.00						£120.00
04/07/16	Waitrose Ltd – donation			£470.00				£470.00
05/07/16	Nathan Davis deposit 3/9/16	£50.00						£50.00
06/07/16	Jo Butcher Jos Fit4all	£37.50						£37.50
08/07/16	Alfred Williams Charity Trust – donation			£2,000.00				£2,000.00
11/07/16	Treat Street Cafe – hire 8/7/16	£45.00						£45.00
	Snelling – hire 9 & 10/7/16	£100.00						£100.00
19/07/16	Josie Sparkes – Zumba June	£161.00						£161.00
22/07/16	Ipswich Barbershop hire 28/6,5,12 & 19/7	£100.00						£100.00
27/07/16	E U Referendum – hire 23/6/16	£145.00						£145.00
	Hill hire & deposit 23/7/16	£115.00						£115.00
08/08/16	Hill – damage payment					£150.00		£150.00
15/08/16	Ganzoni Charitable Trust – grant			£1,000.00				£1,000.00
18/08/16	Norton Parish Council – Precept				£1,500.00			£1,500.00
22/08/16	A Aket hire	£36.00						£36.00
	N & D T A hire 22/10/16	£100.00						£100.00
	N & D T A hire 27/10/16	£14.00						£14.00
	R Allen – 3 x Harvest Event tickets		£37.50					£37.50
24/08/16	Jo Butcher Jos Fit4all	£50.00						£50.00
26/08/16	Ipswich Barbershop hire 26/7,2,9 & 16/8	100						£100.00
30/08/16	SCC – Cycle Rack Grant			£350.00				£350.00

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05/09/16	Jemma Johnson – deposit 16/10/16	£50.00						£50.00
	Nathan Davis – hire 3/9/16	£45.00						£45.00
	Zoe Harbour – deposit 10/9/16	£50.00						£50.00
	FAPONS deposit 9/9/16	£50.00						£50.00
07/09/16	Josie Sparkes – Zumba	£149.50						£149.50
15/09/16	Zoe Harbour – hire 10/9/16	£75.00						£75.00
	Ipswich Barbershop hire 23, 30/8,6 & 13/9	£100.00						£100.00
	Charity Barn Dance 16//9/16	£90.00						£90.00
19/09/16	Harvest Event tickets		£137.50					£137.50
26/09/16	Harvest Event tickets		£37.50					£37.50
	Claire Lawrence hire 23-24/9/16	£250.00						£250.00
27/09/16	Harvest Event tickets	£162.50						£162.50
30/09/16	Harvest Event tickets	£112.50						£112.50
03/10/16	A Aket hire 29/9/16	£36.00						£36.00
	Harvest Event tickets		£175.00					£175.00
	Harvest Event – bar takings incl. Float		£438.00					£438.00
	Harvest Event – Heads & Tails		£59.32					£59.32
	Harvest Event tickets		£100.00					£100.00
	Harvest Event – raffle		£102.80					£102.80
05/10/16	Geoffrey Burton Grant			£500.00				£500.00
07/10/16	Jo Butcher Jos Fit4all	£100.00						£100.00
14/10/16	Parish Walk 25/9/16	£45.00						£45.00
	Norton Pre School 80's disco hire 8/10/16	£100.00						£100.00
17/10/16	J Johnson – hire 16/10/16	£45.00						£45.00
	A Aket hire 13/10/16	£36.00						£36.00
21/10/16	Josie Sparkes – Zumba	£126.50						£126.50
	Josie Sparkes – Zumba	£138.00						£138.00
	Garfield Weston Grant			£5,000.00				£5,000.00
28/10/16	Ipswich Barbershop hire 20, 27/9,4 & 11/10	£100.00						£100.00
	Holly Dutton – deposit 11 & 12/5/18	£50.00						£50.00
31/10/16	McKenna hire 29/10/16	£75.00						£75.00
03/11/16	Bingo Tickets		£160.00					£160.00
04/11/16	Bingo Tickets		£20.00					£20.00

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07/11/16	Bingo Tickets		£20.00					£20.00
	Ann Aket hire	£36.00						£36.00
09/11/16	Bingo Tickets		£60.00					£60.00
10/11/16	Ipswich Barbershop hire 18, 25/10,1 & 8/11	£100.00						£100.00
14/11/16	Bingo Tickets		£790.00					£790.00
	Bingo Event – dabbers incl. £10 float		£20.00					£20.00
	Bingo Event – raffle incl. £20 float		£235.00					£235.00
	Bingo Event – Bar incl. £200 float		£574.00					£574.00
	Bar purchases – Penny £6 Richard 80p		£6.80					£6.80
	Bingo Event – refreshments incl. £50 float		£113.00					£113.00
	Bingo Event – games incl. £30 float		£151.50					£151.50
15/11/16	K Sambrook – Bingo tickets £20crisps £4		£24.00					£24.00
	A Taylor bar purchase wine		£30.00					£30.00
16/11/16	A Walton purchase crisps chocolate biscuits		£11.70					£11.70
	GBS RE NOMS AGENCY	£108.00						£108.00
18/11/16	GBS RE NOMS AGENCY	£108.00						£108.00
23/11/16	K Walton hire 19/11/16	£60.00						£60.00
	NSPCC hire 5/11/16	£40.00						£40.00
29/11/16	FAPONS Xmas Fayre 25/11/16	£60.00						£60.00
08/12/16	Jo Butcher Jos Fit4all	£112.50						£112.50
09/12/16	Ann Aket hire 8/12/16	£36.00						£36.00
14/12/16	Norton Pre School Xmas Navity 20/12/16	£60.00						£60.00
	Helen Hopkins-Jones 9/12/16	£36.00						£36.00
15/12/16	N & D T A – drink leftover from Bingo		£35.63					£35.63
	G & A Walton – drink leftover from Bingo		£46.80					£46.80
19/12/16	The Havebury Housing – grant			£4,965.00				£4,965.00
20/12/16	Josie Sparkes – Zumba	£299.00						£299.00
	Bernard Sunley Charitable Trust – grant			£2,000.00				£2,000.00
28/12/16	Quality Co Ltd – deposit	£50.00						£50.00
	Ipswich Barbershop hire 15/11/16 – 10/1/17	£200.00						£200.00
07/01/17	Oliver Hill – damage hall floor paymnet					£52.50		£52.50
09/01/17	Ann Aket hire 5/1/17	£36.00						£36.00
18/01/17	Jo Butcher Jos Fit4all	£37.50						£37.50

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23/01/17	Ipswich Barbershop hire 17,24,31/1, 7, 14/2	£125.00						£125.00
26/01/17	K Sambrook – chair sale					£43.27		£43.27
27/01/17	K Farrow bal hire 21/1/17	£25.00						£25.00
31/01/17	K Sambrook – chairs sold					£60.00		£60.00
	O Redmond hire 26/1/17	£7.00						£7.00
	Josie Sparkes – Zumba	£80.50						£80.50
06/02/17	Ann Aket hire 2/2/17	£36.00						£36.00
09/02/17	Jo Butcher Jos Fit4all	£50.00						£50.00
10/02/17	Jo Butcher Bingo hire 11/3/17	£65.00						£65.00
15/02/17	Oran Redmond – Daitu Ryu hire 9/2/17	£14.00						£14.00
	G Simmonds hire 29/3/17	£45.00						£45.00
20/02/17	Josie Sparkes-Houghton – Zumba Jan	£138.00						£138.00
22/02/17	Louise Stirland deposit 9/9/17	£50.00						£50.00
	FAPONS deposit 31/3/17 & 13/5/17	£50.00						£50.00
28/02/17	N & D T A – hire 31/3/17	£90.00						£90.00
01/03/17	Jo Butcher Jos Fit4all	£37.50						£37.50
03/03/17	Ipswich Barbershop hire 21, 28/2, 7, 14/3/17	£100.00						£100.00
	Joy Thomas deposit & hire 7/5/17	£101.00						£101.00
	Jojie Hale – deposit 10/6/17	£50.00						£50.00
	SCC grant			£4,650.00				£4,650.00
06/03/17	MSDC grant			£17,287.89				£17,287.89
	77 Caravan Club deposit 4 – 7/5/17	£50.00						£50.00
13/03/17	Norton Pre Schoolhire 18/3/17	£60.00						£60.00
22/03/17	Tf from BMM account					£7,000.00		£7,000.00
23/03/17	Ipswich Barbershop hire 21, 28/3, 2, 4,11/4	£165.00						£165.00
	Mrs Griffin deposit 16/9/17	£50.00						£50.00
24/03/17	K Sambrook – chairs sold					£65.00		£65.00
27/03/17	MSDC grant			£2,501.13				£2,501.13
28/03/17	Oran Redmond –hire committee 23/3/17	£14.00						£14.00
29/03/17	Josie Sparkes-Houghton – Zumba Feb	£115.00						£115.00
		£8,114.50	£6,145.63	£40,724.02	£1,500.00	£370.77	£7,300.00	£64,154.92

Norton Village Hall Accounts (1 April 2016 - 31 March 2017)

<u>Date</u>	<u>Description</u>	<u>cash/bank</u>	<u>Chq No.</u>	<u>Cleaners</u>	<u>Mat Contract</u>	<u>Electricity</u>	<u>Water</u>
04/04/16	R Dean refund deposit paid 6/2/16		100110				
20/04/16	E.on	dd				£159.93	
	R Allen Bar Licence Pig Race 23/4/16		100111				
22/04/16	Cash Floats Pig Race £200 Bar £200 Tote £40 raffle		100112				
23/04/16	Rumbles - Pig Race Food		100113				
23/04/16	K Sambrook- Pig Race GF food The Dog		100114				
24/04/16	A Walton – raffle tickets £2.58 Sauces, Fairy £11 stamps £2.60		100115				
	A jefferson – Pig Race wipes		100116				
	K Sambrook – Pig Race Beer		100117				
	L Longfield refund deposit		100118				
25/04/16	R Allen – Pig Race Bar cost		100119				
10/05/16	Business Services at CAS – insurance		100120				
19/05/16	Anglian Water		100121				£76.63
	C Spicer – Pig Race P A / Music		100122				
20/05/16	Tf to BMM Account	tf					
23/05/16	E.on	dd				£77.14	
26/05/16	Saxon Fire Ltd		100123				
14/06/16	A Walton – stamps £2.20 bin liners £2.50		100124				
20/06/16	E.on	dd				£54.72	
22/06/16	S Wraith – CCS Cleaning April, May and to 20 th June		100125	£568.00			
05/07/16	Tf to BMM Account	tf					
12/07/16	Walker Smith Development Ltd – plans		100126				
	Mrs Snelling refund deposit		100127				
	A Taylor – postage		100128				
	A Walton – cleaning materials, bin bags		100129				
	Ms E M Artiss – cleaning materials		100130				
	Ms E M Artiss – cleaning		100131	£82.00			
14/07/16	Tf to BMM Account	tf					
25/07/16	E.on	dd				£98.71	
28/07/16	Anglian Chemicals		100132				
02/08/16	Ms E M Artiss – cleaning		100133	£169.00			
02/08/16	MSDC – planning regulations		100134				
	Business Services at CAS – Trustee & hirer insurance		100135				

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22/08/16	Anglian Water		100136				108.78
	E.on	dd				£66.93	
31/08/16	Tf to BMM Account	tf					
05/09/16	Nathan Davis – refund deposit		100137				
	R Allen – Harvest Event licence & postage		100138				
	Ms E M Artiss – cleaning August		100139	£215.25			
	A Walton – stamps		100140				
14/09/16	Zoe Harbour – refund deposit		100141				
19/09/16	E.on	dd				£44.93	
	Anglian Chemicals		100142				
27/09/16	A Lenny – refund deposit		100144				
	J Butcher Bingo expenses		100145				
30/09/16	Cash Float HarvestEvent		100146				
	R Allen – glasses		100147				
01/10/16	R Whymark – Harvest Event Entertainer		100148				
03/10/16	J Butcher – Bingo dabbers		100149				
	Ms E M Artiss – cleaning Sept		100150	£194.75			
	A Walton-meat Harvest Event £57.35 Cleaning £3.65 URN/loo signs£53.98		100151				
05/10/16	R Allen – Harvest Event cost of bar	tf					
	Tf to BMM Account	tf					
24/10/16	E.on	dd				£15.48	
22/10/16	Jemma Johnson – refund deposit 16/10/16		100152				
	PRS Ltd – PRS for Music		100153				
	N & D T A refund cancelled event 22/10/16		100154				
26/10/16	R Allen – Bingo licence/postage £22.50 Diary £4.99		100155				
28/10/16	Tf to BMM Account	tf					
03/11/16	Ms E M Artiss – cleaning October		100156	£210.13			
10/11/16	Anglian Water		100157				£74.37
	Cash Floats Bingo		100158				
14/11/16	P Mathieson – drink Bingo Event		100159				
	A Walton- refreshments raffle tickets		100160				
	R Allen – bar stock Bingo Event		100161				
21/11/16	E.on	dd				£81.83	

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23/11/16	St Elisabeth Hospice – donation		100162				
30/11/16	Tf to BMM Account	tf					
07/12/16	Ms E M Artiss – cleaning November		100163	£179.38			
19/12/16	E.on	dd				£101.27	
20/12/16	Tf to BMM Account	tf					
27/12/16	Tf to BMM Account	tf					
09/01/17	Ms E M Artiss – cleaning December		100164	£164.00			
18/01/17	E.on	dd				£201.11	
02/02/17	A Walton – bin liners, cleaning products		100165				
	Ms E M Artiss – cleaning		100166	£205.00			
17/02/17	MSDC – inspection fee		100167				
20/02/17	E.on	dd				£154.30	
02/03/17	A Dowds Electrical Ltd – toilet refurbishment 1 st instalment		100168				
	D S Mead Ltd – toilet refurbishment 1 st instalment		100169				
	Ms E M Artiss – cleaning February		100170	£179.38			
20/03/17	E.on	dd				£109.26	
21/03/17	D S Mead Ltd – toilet refurbishment 2 nd instalment		100171				
	A Dowds Electrical Ltd – toilet/committee room refurbishment		100172				
	Norton Pre School refund 18/3/17		100173				
24/03/17	A Walton – postage £3.84 cleaning materials £4.40		100174				
31/03/17	R Allen – 3 x snap frames for bar		100175				
31/03/17	A Walton – toilet rolls, kitchen rolls, hand wash, washing up liquid		100176				
31/03/17	Ms E M Artiss – cleaning March		100177	£256.25			
				£2,423.14	£0.00	£1,165.61	£259.78

Norton Village Hall Accounts (1 April 2016 - 31 March 2017)

<u>Insurance</u>	<u>Maintenance</u>	<u>PRS Licence</u>	<u>Equip./Refurb.</u>	<u>Consumables</u>	<u>Fund-raising</u>	<u>Other</u>	<u>refund deposit</u>	<u>BMM Acc</u>	<u>TOTAL</u>
							£50.00		£50.00
									£159.93
						£21.00			£21.00
						£440.00			£440.00
						£491.40			£491.40
						£20.00			£20.00
				£13.60		£2.58			£16.18
						£7.25			£7.25
						£16.00			£16.00
							£50.00		£50.00
						£322.40			£322.40
£809.40									£809.40
									£76.63
						£30.00			£30.00
								£1,000.00	£1,000.00
									£77.14
	£114.84								£114.84
	£4.70								£4.70
									£54.72
									£568.00
								£500.00	£500.00
			£480.00						£480.00
							£50.00		£50.00
						£2.00			£2.00
						£14.56			£14.56
						£14.98			£14.98
									£82.00
								£2,000.00	£2,000.00
									£98.71
						£66.12			£66.12
									£169.00
									£142.50
£92.96			£142.50						£92.96

Norton Village Hall Accounts (1 April 2016 - 31 March 2017)

<u>Insurance</u>	<u>Maintenance</u>	<u>PRS Licence</u>	<u>Equip./Refurb.</u>	<u>Consumables</u>	<u>Fund-raising</u>	<u>Other</u>	<u>refund deposit</u>	<u>BMM Acc</u>	<u>TOTAL</u>
									£108.78
									£66.93
								£2,500.00	£2,500.00
							£50.00		£50.00
					£22.92				£22.92
									£215.25
				£3.30					£3.30
							£50.00		£50.00
									£44.93
					£10.72				£10.72
							£50.00		£50.00
					£20.30				£20.30
					£220.00				£220.00
			£135.00						£135.00
					£300.00				£300.00
					£5.69				£5.69
									£194.75
			£53.98	£3.65	£57.35				£114.98
					£126.90				£126.90
								£1,500.00	£1,500.00
									£15.48
							£50.00		£50.00
			£140.34						£140.34
							£100.00		£100.00
				£4.99	£22.50				£27.49
								£5,000.00	£5,000.00
									£210.13
									£74.37
					£800.00				£800.00
					£29.50				£29.50
					£35.99				£35.99
					£269.45				£269.45
									£81.83

Norton Village Hall Accounts (1 April 2016 - 31 March 2017)

<u>Insurance</u>	<u>Maintenance</u>	<u>PRS Licence</u>	<u>Equip./Refurb.</u>	<u>Consumables</u>	<u>Fund-raising</u>	<u>Other</u>	<u>refund deposit</u>	<u>BMM Acc</u>	<u>TOTAL</u>
						£250.00			£250.00
								£1,500.00	£1,500.00
									£179.38
									£101.27
								£5,000.00	£5,000.00
								£2,500.00	£2,500.00
									£164.00
									£201.11
				£2.38					£2.38
			£427.50						£205.00
									£427.50
			£2,909.40						£154.30
			£15,000.00						£2,909.40
									£15,000.00
									£179.38
									£109.26
			£10,000.00						£10,000.00
			£792.00						£792.00
								£15.00	£15.00
				£8.24					£8.24
			£61.20						£61.20
				£10.95					£10.95
									£256.25
									£0.00
									£0.00
£902.36	£119.54	£140.34	£30,001.58	£155.49	£3,261.23	£250.00		£465.00	£21,500.00
									£60,644.07

Norton Village Hall Accounts (1 April 2016 - 31 March 2017)

Community Account	
Opening Balance	-£299.69
INCOME	
Hire	£8,114.50
Fund-raising	£6,145.63
Donations	£40,724.02
NPC Precept	£1,500.00
Other	£370.77
Transfers from BMM Account	£7,300.00
	£64,154.92
EXPENDITURE	
Cleaners	£2,423.14
Mat Contract	£0.00
Electricity	£1,165.61
Water	£259.78
Insurance	£902.36
Maintenance	£119.54
PRS Licence	£140.34
Equip./Refurb.	£30,001.58
Consumables	£155.49
Fund-raising	£3,261.23
Other	£250.00
refund deposit	£465.00
Transfers to BMM Account	£21,500.00
	£60,644.07
Closing Balance	£3,211.16

BMM Account	
Opening Balance	£6,302.28
Transfers In	£21,500.00
Transfers Out	£7,300.00
Interest Earned	£7.20
Closing Balance	£20,509.48

Independent Examiner's Report on the Accounts



Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name **NORTON VILLAGE HALL**

On accounts for the year ended

3 | 1 | 0 | 3 | 1 | 7

Charity no (if any) 4 | 0 | 6 | 3 | 0 | 6 | 2

Set out on pages

1 (remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees 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,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 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 (other than that disclosed below):

(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 Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

* Please delete the words in the brackets if they do not apply.

Signed

[Signature] Date 22/09/17

Name

ROBERT SOUTHGATE FCA CTA

Relevant professional qualification(s) or body (if any)

INSTITUTE CHARTERED ACCOUNTANTS ENGLAND & WALES
THE CHARTERED INSTITUTE TAXATION

Address

MAY COTTAGE
ASWELD ROAD
NORTON
BURY ST EDMUNDS IP31 3NF