

**NORMANDY VILLAGE HALL CIO  
CHARITY NUMBER 1177242  
PERIOD ENDED 31 AUGUST 2021**

# **NORMANDY VILLAGE HALL**

## **REPORT AND FINANCIAL STATEMENTS**

**for the**

**PERIOD 1 SEPTEMBER 2020 to 31 AUGUST 2021**

**REGISTERED CHARITY NUMBER: 1177242**

**Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT**

**NORMANDY VILLAGE HALL CIO  
CHARITY NUMBER 1177242  
PERIOD ENDED 31 AUGUST 2021**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees**

*Roshan Bailey (Chairman)	<i>appointed 20/2/2018</i>
*Ian Rose	<i>re-appointed 20/2/2020</i>
*Arthur Towner (Treasurer)	<i>re-appointed 20/2/2021</i>
Amanda Ellis	<i>re-appointed 16/10/2021</i>
Joyce Hutchins	<i>re-appointed 16/10/2021</i>
Amanda Pick	<i>appointed 2/12/2020</i>
Anne Seymour	<i>re-appointed 16/10/2021</i>
Roger Thomas	<i>re-appointed 16/10/2021</i>
Chris Weeks	<i>appointed 28/09/2021</i>

\*The first Trustees were appointed for varied durations. All subsequent appointments and reappointments are for 3 years.

**Management arrangements**

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager, Briony Howarth as Bookings Secretary, both of whom attend and participate in meetings of the Board of Trustees.

**Address**

Normandy Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy, Surrey GU3 2DT

**Website**

[www.normandyvillagehall.org](http://www.normandyvillagehall.org)

**Bankers**

CAF Bank Limited, Kings Hill, West Malling, Kent ME19 4TA

**Independent Examiner**

Joan Swain BSc(Hons) FCCA  
JMSolutions, 48 Rothschild Drive, Sarisbury Green, Southampton SO31 7NS

**Registered Charity Number**

Normandy Village Hall is registered with the Charity Commissioners of England and Wales. The Charity registration number is 1177242.

**NORMANDY VILLAGE HALL CIO  
CHARITY NUMBER 1177242  
PERIOD ENDED 31 AUGUST 2021**

**TRUSTEES' ANNUAL REPORT**

The Trustees present their report and financial statements for the period 1 September 2020 to 31 August 2021.

**Reference and Administration Details**

All general information relating to Normandy Village Hall can be found on page 1.

**Financial Review**

The results for the year are set out in the financial statements on pages 6 -13.

**Structure, Governance and Management**

Normandy Village Hall CIO was established on 20 February 2018 in order to provide a modern governance structure for the unincorporated charity running Normandy Village Hall (Charity number 304967). The process was completed by means of a merger of the two charities at midnight on 31 August 2018 and the CIO started operating from 1 September 2018.

The Trustees are responsible for running the organisation and, during this year, they were supported by Jon Pick as Hall Manager and Briony Howarth as Bookings Secretary, both of whom attend and participate in meetings of the Board of Trustees. The Trustees considered that the Charity held sufficient reserves, having reviewed possible risks.

**Objectives and Activities**

The principal objective of the Charity is to provide Village Hall facilities in Normandy for the benefit of local residents.

**Public Benefit Statement**

The Trustees have complied with their duty to have due regard to the Charity Commission's guidance on public benefit. The Charity's main activities for the public benefit are:

- The provision and maintenance of Normandy Village Hall which includes a Large Hall, Small Hall, Meeting Room, two kitchens and supporting facilities.
- Making the venue available for the use of local residents.
- Ensuring a range of activities provided by regular users for the benefit of local residents.
- Providing and maintaining a website with information about the Village Hall and a booking system to facilitate its use.

**NORMANDY VILLAGE HALL CIO  
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**CHAIRMAN'S REVIEW**

Normandy Village Hall has continued to be a very popular venue, attracting bookings for a wide range of regular activities and special events for people of all ages, including education, specialist exhibitions and sales, arts and crafts, dancing and other physical activities. Unfortunately, many bookings had to be cancelled or postponed throughout the year due to restrictions arising from the Covid pandemic.

During periods of full lockdown, the building was, of course, closed to all users but we were very pleased to welcome two regular user groups who provided activities for babies, toddlers and parents during the periods of heaviest restrictions short of full lockdown. Other users returned gradually as restrictions eased and we were very impressed with the extent to which all our users understood and complied with the Special Conditions and Risk Assessment actions which we had drawn up to keep everybody as safe as possible and to meet government requirements. No Covid incidents arose as a result of any activities at NVH.

Unfortunately, Covid risks meant that we had to pause our free life saving training for the local community and users of NVH, designed to give people extra confidence in resuscitation techniques and familiarity with our Public Access Defibrillator. We hope to restart the sessions in 2022.

As indicated in last year's annual report, much of our building-related project work planned for 2020/21 had been pulled forward to 2019/20 and we therefore undertook no major project work during the year under review. Regular maintenance was, as always, very ably managed by Hall Manager Jon Pick throughout the year.

**FINANCE**

**Finance:** Despite the significant impact of Covid-19 on our operations and income, our financial situation and accounts for Normandy Village Hall for the period September 2020 to August 2021 continue to be satisfactory, under the efficient management of our Treasurer, Arthur Towner.

Our main source of income is the hiring of the Halls to our Regular and Occasional Users. We continued to refund (or carry forward to future dates) all advance hire payments and deposits for Covid-dictated cancellations, whether initiated by hirers or by us, waiving contractual notice periods. Over the year, our income from bookings was £18,820, down to about 35% of the pre-Covid 2018/19 rental income. This is the inevitable result of a long period of complete Covid lockdown together with additional periods of restrictions on permitted activities.

During the year, we received a total of £18,793 through a series of government grants for the Retail, Hospitality & Leisure sector via Guildford Borough Council to cover periods of full closure and partial opening. These grants helped us to cope with the loss of income, payment of refunds, and continued adaptation of processes and facilities to remain Covid-secure.

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The photovoltaic panels provide a very important source of funding for our maintenance programme and improvement projects, with income this year of £4895.

We have kept costs very low this year, with no major projects to fund as indicated in the Chairman's Review above. Our biggest running cost is cleaning, and our cleaning company continued to provide very responsive flexibility, enabling us to cease payments quickly at lockdown, and subsequently to match cleaning with user activity when users gradually started to return, only having to pay for cleaning when we needed it. With the assistance of the grants mentioned above, we were able to manage cash flow very effectively and our reserves continue to be healthy.

**Reserves**

The freehold land and buildings at Manor Fruit Farm are valued at £639,857, representing the majority of the Charity's reserves, and these are fundamental to operations. Reserves are held in two funds totalling £749,888 with the cash element being held in three bank accounts to optimise accessibility, security and interest. The Hall Manager's Fund, which ended the period at £13,725, is cash only and is used for all normal running costs of the building and land. The Trustees' Fund, which stands at £736,162 including both property and cash, is used for longer term maintenance and development of the building and land. £25K is earmarked for replacement of the floor in the Main Hall, likely to be required in the medium term. The Trustees aim to maintain free reserves of 9 - 12 month's normal gross expenditure which has been achieved.

**Fundraising**

NVC does not carry out any regular fundraising but specific funding bids are made from time to time. We did not receive any fundraising income during September 2020 to August 2021 and had not submitted any funding bids.

**RISK ASSESSMENT**

The Trustees have reviewed the major risks to which Normandy Village Hall is exposed. Systems are in place to mitigate identified risks, together with mechanisms for the Trustees to review progress and new developments.

**TRUSTEES' LIABILITY INSURANCE**

Insurance was acquired for the Trustees against liabilities in relation to their duties.

**PLANS FOR THE FUTURE**

The future continues to be uncertain in relation to the impact of Covid, but the prospects for continuing vibrant use of Normandy Village Hall are very good based on the strength of forward bookings by Regular and Occasional Users. We have been very heartened by the almost complete return of previous Regular Users – even some who thought their memberships would have dropped too low are finding themselves able to return after all. However, income will inevitably be depressed if further restrictions have to be imposed by the government in the coming year, and only time will tell whether further grants would be forthcoming to alleviate the impact.

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As indicated above, much of our planned future maintenance and improvement work was carried out in the previous year during the first national lockdown. One major expense planned during 2021/22 is the replacement of gutters and soffit boards. We are also keeping the installation of new integral blinds in the Main Hall kitchen under review, having deferred this pending the recovery of normal cash flow, with solar film having been placed on the windows to reduce the adverse impact of afternoon and evening sun in the meantime. The Trustees continue to listen and respond to user feedback and will take this into account in planning future work.

**FINANCIAL ACCOUNTS**

The Independent Examiner's Report and Financial Accounts which follow on pages 6 - 13 form part of this Annual Report.

**APPROVED BY THE TRUSTEES AND SIGNED ON BEHALF OF THE TRUSTEES by**



Roshan Bailey, Chairman

25 November 2021

Date:

**NORMANDY VILLAGE HALL CIO  
CHARITY NUMBER 1177242  
PERIOD ENDED 31 AUGUST 2021**



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's report on the accounts**

**Report to the trustees/  
members of**

Normandy Village Hall

**On accounts for  
the year ended**

31 August 2021

**Charity  
no (if  
any)**

1177242

**Set out on pages**

7 to 13

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2021.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

**Responsibilities  
and basis of  
report**

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's  
statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*J Swain*

**Date:** 10/11/21

**Name:** Ms Joan Swain

**Relevant  
professional  
qualification(s) or  
body:**

Association of Chartered Certified Accountants

**Address:** 48 Rothschild Drive, Sarsbury Green, Southampton SO31 7NS

**NORMANDY VILLAGE HALL  
REGISTERED CHARITY No. 1177242  
STATEMENT OF FINANCIAL ACTIVITIES  
12 MONTHS ENDED 31st AUGUST 2021**

	01.09.20 to 31.08.21 Unrestricted Funds	01.09.19 to 31.08.20 Unrestricted Funds
<b>INCOMING RESOURCES (Note 4)</b>		
Income from:		
Donations	3	54
Charitable activities	18820	34294
Government grants	18793	10000
Feed in Tariff	4895	4448
Investments (interest)	406	722
<b>TOTAL</b>	<u>42917</u>	<u>49518</u>
<b>RESOURCES EXPENDED (Note 5)</b>		
Expenditure on:		
Charitable activities	40638	63318
<b>TOTAL</b>	<u>40638</u>	<u>63318</u>
<b>Net income/(expenditure)</b>	<b>2,279</b>	<b>(13,800)</b>
<b>Total funds brought forward</b>	<b>747,609</b>	<b>761,409</b>
<b>Total funds carried forward</b>	<u><b>749,888</b></u>	<u><b>747,609</b></u>



**NORMANDY VILLAGE HALL  
REGISTERED CHARITY No. 1177242  
BALANCE SHEET AS AT 31st AUGUST 2021**

	<b>2021</b>	<b>2020</b>
	<b>Unrestricted funds</b>	<b>Unrestricted funds</b>
	<b>£</b>	<b>£</b>
<b>Fixed assets</b>		
Tangible assets (Note 9)	631,683	646,574
<b>Total fixed assets</b>	<u>631,683</u>	<u>646,574</u>
<b>Current assets</b>		
Debtors (Note 10)	6,017	3,869
Cash at bank and in hand (Note 12)	118,810	101,797
<b>Total current assets</b>	<u>124,827</u>	<u>105,666</u>
<b>Creditors</b>		
Amounts falling due within one year (Note 11)	(6,622)	(4,631)
	<u>(6,622)</u>	<u>(4,631)</u>
<b>Net current assets/(liabilities)</b>	<u>118,205</u>	<u>101,035</u>
<b>Total assets less current liabilities</b>	<u>749,888</u>	<u>747,609</u>
<b>Funds of the charity</b>		
Unrestricted funds	<u>749,888</u>	<u>747,609</u>

**NORMANDY VILLAGE HALL**  
**REGISTERED CHARITY No. 1177242**

**NOTES TO THE ACCOUNTS**

**Note 1: Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:  
the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014  
and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102)  
and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

**Note 2: Going concern**

These accounts have been prepared on a going concern basis.

**Note 3: Accounting policies**

**3.1 Recognition of income:**

Income is included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive the resources; and
- the monetary value can be measured with sufficient reliability

**3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP of FRS102.

**3.3 Grants and donations**

Grants and donations are only included in the SOFA when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP).

**3.4 Support costs**

The charity has incurred expenditure on support costs.

**3.5 Volunteer help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**3.6 Income from interest, royalties, dividends and Feed in Tariff**

This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.

**3.7 Expenditure and Liabilities**

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

**NORMANDY VILLAGE HALL**  
**REGISTERED CHARITY No. 1177242**

**NOTES TO THE ACCOUNTS (CONT'D)**

**3.8 Governance and support costs**

Support costs have been allocated between governance costs and other support (where applicable). Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Governance costs are allocated against the Trustees funds.  
Day to day running of the charitable activities are allocated against the Hall Manager's Fund.

**3.9 Deferred income**

No material item of deferred income has been included in the accounts.

**3.10 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

**3.11 Tangible fixed assets for use by the charity**

These are capitalised if they can be used for more than one year, and cost at least £500

They are valued at cost.

Depreciation rates are:

Plant & machinery - 5 years straight-line

Computer equipment - 3 years straight-line

Buildings - 50 years straight-line

**3.12 Debtors**

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

**3.13 Current asset investments**

The charity has cash held on deposit for investment purposes rather than to meet short term cash commitments as they fall due.

**NORMANDY VILLAGE HALL  
REGISTERED CHARITY No. 1177242**

<b>NOTES TO THE ACCOUNTS (CONT'D)</b>	<b>2021 Unrestricted Funds</b>	<b>2020 Unrestricted Funds</b>
<b>Note 4: Analysis of income</b>		
<b>Donations</b>	<u>3</u>	<u>54</u>
<b>Charitable Activities</b>		
Hall Lettings	18,820	34,294
Grants (GBC Covid-19)	<u>18,793</u>	<u>10,000</u>
	<u>37,613</u>	<u>44,294</u>
<b>Income from investments</b>		
Interest CAF Gold a/c	2	29
Interest CAF 60 day a/c	404	693
Feed in Tariff	<u>4,895</u>	<u>4,448</u>
	<u>5,301</u>	<u>5,170</u>
<b>TOTAL</b>	<u>42,917</u>	<u>49,518</u>
<b>Note 5: Analysis of expenditure</b>		
<b>Expenditure on charitable activities</b>		
Rates and water	169	1,257
Gas and electricity	4,514	4,877
Insurance (Note 8)	1,716	1,734
Cleaning	6,888	8,575
Refuse collection	886	1,432
Repairs and maintenance	7,437	16,594
Telephone	74	255
Projects (supplies to new ovens)	794	6,055
Online fees	2,368	7,255
Defibrillator accessories	31	-
Accountant's fees	750	750
Bank charges	84	60
Advertising	-	56
Miscellaneous (Note 15)	35	-
Depreciation	<u>14,892</u>	<u>14,418</u>
	<u>40,638</u>	<u>63,318</u>

**NORMANDY VILLAGE HALL  
REGISTERED CHARITY No. 1177242**

**NOTES TO THE ACCOUNTS (CONT'D)**

	31.08.21	31.08.20						
<b>Note 6: Governance and support costs</b>								
Accountant's fees	750	750						
Miscellaneous (ICO fees)	<u>35</u>	<u>-</u>						
	<u>785</u>	<u>750</u>						
<b>Note 7: Fees for the examination of the accounts</b>								
Independent examiner's fees (2020)		750						
Independent examiner's fees (2021)	<u>750</u>							
	<u>750</u>	<u>750</u>						
<b>Note 8: Insurance</b>								
Insurance costs include cover for Trustees' indemnity insurance								
Prepaid in 2020	1426	1,449						
Cost for year to 30 June 2021	1743	1,711						
less prepaid 1/9/21 to 30/06/2022	<u>(1,453)</u>	<u>(1,426)</u>						
	<u>1716</u>	<u>1,734</u>						
<b>Note 9: Tangible fixed assets</b>			<b>Freehold land and buildings</b>	<b>Plant &amp; machinery</b>	<b>TOTAL</b>	<b>Freehold land and buildings</b>	<b>Plant &amp; machinery</b>	<b>TOTAL</b>
Cost b/fwd			639,857	6,717	646,574	653,187	4,650	657,837
Additions/transfers			-	-	-	-	3,155	3,155
Depreciation (Note 3.11)			13,330	1,561	14,891	13,330	1,088	14,418
Net book value at 31.08.21			<u>626,527</u>	<u>5,156</u>	<u>631,683</u>	<u>639,857</u>	<u>6,717</u>	<u>646,574</u>
<b>Note 10: Debtors</b>	<b>31.08.21</b>	<b>31.08.20</b>						
Analysis of debtors								
Debtors	1,557	637						
Prepayments	<u>4,460</u>	<u>3,232</u>						
	<u>6,017</u>	<u>3,869</u>			<b>Total</b>	<u>3,869</u>		
<b>Note 11: Creditors</b>								
Analysis of creditors								
Accruals	900	2,069						
Deposits held	3,413	1,679						
Rents received in advance	<u>2,309</u>	<u>883</u>						
<b>Total</b>	<u>6,622</u>	<u>4,631</u>			<b>Total</b>	<u>4,631</u>		

**NORMANDY VILLAGE HALL**  
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**NOTES TO THE ACCOUNTS (CONT'D)**

	31.08.21		31.08.20
<b>Note 12: Cash at bank and in hand</b>			
Short term deposits	87,352		86,890
CAF cash a/c	250		250
CAF Gold a/c	<u>31,208</u>		<u>14,657</u>
<b>Total</b>	<u><b>118,810</b></u>	<b>Total</b>	<u><b>101,797</b></u>

**Note 13: Charity funds**

**Hall Manager's Fund** For all normal running costs of the building and land.

*Unrestricted*

**Trustees Fund** For longer term maintenance and development of the building and land.

*Unrestricted*

	Balance b/fwd	Income	Expenditure	Balance c/fwd
Hall Manager's Fund	1,105	37,616	24,996	13,725
Trustees' Fund	746,504	5,301	15,642	736,162
<b>Total Funds</b>	<u><b>747,609</b></u>	<u><b>42,917</b></u>	<u><b>40,638</b></u>	<u><b>749,888</b></u>

**Note 14: Trustee remuneration and benefits**

None of the trustees has been paid any remuneration or received any other benefits from an employment with the charity.

**Note 15: Trustees expenses**

Expenses of £74 were claimed by a Trustee for use of a mobile phone which is used as the Village Hall's contact number for the issue of keys and answering queries from hirers.

**Note 16: Additional disclosures**

Normandy Village Hall CIO, charity number 1177242, took over the funds of Normandy Village Hall, Charity number 304967, on 1 September 2018.

The cost of land and buildings represents the cost of the building itself, provision of utility services and making the garden area around the building. The land was transferred for £1 by Guildford Borough Council.