

PARHAM VILLAGE HALL

REPORT TO PARHAM PARISH COUNCIL FOR THE YEAR 2024/25

Introduction

The Village Hall has continued to provide a meeting place for the village and provide facilities for the local community. The following is a brief summary of the main features of the past year and an outline of future plans.

The Hall runs its affairs on a year from 1st November until 31st October and the annual financial reports for both the Parham Hut Charity and the Bar Association are both attached. Returns to the Charity Commission and HMRC have been made based on these reports.

Activities of the Village Hall in 2024/25

The main social functions have been monthly bar nights which are increasingly well attended. Food is now offered at the bar nights which has substantially increased both attendance and the revenue obtained. There have also been quiz nights and similar social functions.

Hire of the Hall

The hall has been hired for the following activities:-

- Our Animal World, a mobile zoo for the education of young children. This has been a major activity and a major input to the funds of the hall. The sessions were very popular initially, there were sessions on two days per week. Unfortunately, attendance has reduced in recent months and the regular weekly sessions were reduced and ceased completely on 1st April 2025. It is hoped that some sessions will continue during school holidays.
- A Spinners and Weavers group continue to use the hall for a weekly meeting.
- The hall is regularly used by a table tennis group and the snooker tables are hired almost every week.
- The hall is used by a dance group for young people on Saturday mornings.
- The hall has been hired around once a month for a variety of private functions including parties and receptions.
- The meeting room is used by the Parish Council and Village Hall Management Committee.
- The Hall has been used as a polling station

Changes in the Management Committee

The Chairman, Paul Goring, has resigned at the end of March 2025 and his role has been taken by Alan Gray. Mary Simmons took over as the Treasurer at the beginning of the 24/25 year and Phil Simmons is now acting as Secretary. The necessary notifications of these changes have been made to the Charity Commission.

Michael Block has resigned from the Management Committee and his role as liaison with the Parish Council has been taken by Jonathan Cottrell.

Improvements/ Maintenance to the Hall

The Gents' toilets have been redecorated and a new urinal flushing control system and self-closing taps have been installed. A new cooker has been installed and the kitchen redecorated. New smoke and CO alarms have also been installed. This work has been carried out by volunteers.

Current Situation

The hall faces significant challenges in the immediate future. The main problem is the lack of new membership of the Management Committee to develop new interest and activities for the facilities involving the new residents of the village.

Financially the hall is just meeting its obligations, but there are insufficient funds to renew the décor and equipment of the hall without compromising the prudent cash reserves necessary to deal with problems with the fabric of the hall.

No grant funding has been obtained this year because the grants will not usually fund routine replacement or renewal of worn-out facilities. With the current finances of the hall grants are an essential component to upgrading the facilities. The Committee is seeking ways to renew the facilities without compromising the essential reserve of funds necessary to fund replacement of significant elements of the hall such as the heating system or replacement of a section of the roof.

Future Plans

It is intended to accomplish the following in the coming year:-

- Revise the Village Hall Constitution which is now around 65 years old and completely outdated. The new constitution will be as a charitable incorporated organisation (CIO) following a template authorised by the Charity Commission.
- Register the Title of the Hall with HM Land Registry.
- Revise the policies and procedures of the Hall in line with current requirements.
- Replace the outdated Fire Alarm Panel and its isolator to maintain compliance with regulations.
- Within current financial constraints to improve the décor and equipment of the hall with the aid of grants if possible. The Committee has authorised a programme for volunteers to upgrade the main hall by resurfacing the floor and redecorating. This should make a significant difference at moderate cost.

Phil Simmons, Secretary

THE PARHAM HUT CHARITY

FINANCIAL REPORT FOR THE YEAR ENDING 31ST OCT 2024

The aim of the Parham Hut Charity (The Charity) has been to operate the Hall as a facility for the benefit of the local community. Community events have been held including quiz evenings and monthly bar nights. The Hall has been used by a group educating children with a mobile zoo and by a Spinners and Weavers Group, a children's dance group and the facilities have regularly been used for both Snooker and Table Tennis.

The Village Hall finances are summarised in the attached table. During the year 2023/2024 our income had increased to £13,467 when invoices were paid (£12,302 on 31st October 2024). This is a substantial increase compared to the £6,343 of income in 2022/23. Due in large part to an increase in income from hiring the Hall which increased from £3,361 to £10,814, for which the Hall Manager is to be congratulated.

The Treasurer, Annette Gray, retired from the role mid-way through the year and her place has been taken by Mary Simmons.

No grant funding has been received during this year. Little maintenance has been undertaken during the year and the accumulation of funds will be required to begin the process of improving the appearance and equipment of the Hall. Many areas of the hall have not been decorated for 20 years or more and much of the equipment is decades old and showing its age. At present it is unlikely that grants can be obtained for expenditure to rectify wear and tear and so this will have to be self financed.

There were 11 bar nights and a quiz evening held during the year which raised a total of £1,378 from bar takings, entry fees etc. The bar nights have recently been enhanced by the provision of food and encouragement of the use of the games facilities which is increasing takings substantially.

Expenditure during the year 2023/24 increased significantly to £8,620 plus £603 spent on building maintenance. The equivalent overall expenditure in 22/23 was substantially less at £6,874 but the maintenance expenditure was substantially higher at £12,183, of which £6,000 was a grant. The high maintenance expenditure in 22/23 was largely due to a major project to repair the main hall access ramp, handrails and other works on the concrete surrounding the Hall.

Utilities costs increased due mainly to the increased use of the Hall. Insurance costs increased to £1,991 from £1,431 this was due to starting to insure the Hall contents, updating the sums insured and increases in insurance costs. Cleaning/caretaking decreased to £1,912 compared with £2,602 in 2022/23. Building maintenance included provision of new village hall signs, replacement of lighting in the bar and purchase of new kettles.

This resulted in a trading net surplus of £4,345 for the year 2023/24.

Our members and volunteers should be congratulated for their continued hard work & the support they provide; without them we would it would be impossible to provide such a valuable part of village life.

The principal address for The Charity is c/o Mary Simmons, Eastern House, Parham, Woodbridge IP13 9NE.

The Charity has no investments but keeps accounts with Barclays Bank as shown in the attached accounts and a savings account with The Suffolk Building Society. Our Bankers are Barclays Bank PLC, Leicester LE87 2BB

Our Solicitors are Birketts, 24-26 Museum Street, Ipswich IP1 1HZ.

MANAGEMENT COMMITTEE MEMBERS for 2023/2024

Mr Paul Goring (Chairman)

Mr Robin Gray

Mary Simmons (Hon. Treasurer)

Mrs Sandra Poacher

Mr Phillip Simmons (Secretary)

Mr Alan Gray

Mr Michael Block (Parish Council Rep)

Mr Jonathan Cottrell

Mary Simmons:

Paul Goring:

Hon. Treasurer

Chairman

Date:

Date:

RFJ Slade

Independent Reviewer

Date:

Parham Village Hall Record of Income and Expenditure

Breakdown Village Hall Account	Income	Expenditure
Total Income Received (on 31/10/24)	£12,302.58	£9,222.67
Total Income when invoices paid	£13,467.41	
Hall Hire Income (on 31/10/24)	£ 9,649.13	
Hall Hire Income when invoices paid	£10,813.96	
Donations	£640.00	
2024 Bar Profit and Events	£1,378.45	
2023 Bar profit payment	£635.00	
Utilities – Electricity, Gas, Water, Internet / phone		£2,017.65
Insurance		£1,991.47
Caretaker/cleaning		£1,912.00
Hall Manager		£1,208.00
Building Maintenance		£602.98
Inspections of Fire Alarms and Gas Boiler		£468.63
Ground Maintenance		£230.00
Consumables		£325.07
Council Tax		£109.50
Licence Fees PRS and data		£189.80
Transfer to Bar Account for cash paid into VH account in error		£167.54

TRADING ACCOUNT	2023/24	2022/23
Total Income (After payment of Invoices)	£13,467	
Total Expenditure	£9,223	
Bar Profit not yet paid to VH	£101	
Margin	£4,345	- £ 5987

ASSETS	31st October 2024	31st October 2023
Barclay Current Account	£9,854	£7,939
Invoices owed	£1,165	
Suffolk Building Society	£9,516	£9,254
Bar Account, cash and stock	£2,182	£2,476
Total Assets Available	£22,717	£18,904

THE PARHAM VILLAGE HALL BAR TRADING ASSOCIATION
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING 31ST OCT 2024

The Bar Trading Association (The Association) was formed in 2007 and remains trading. The bar takings in 2023/24 were £2,223, mainly due to the monthly bar nights. This produced a net profit of £851, compared to £653 in the previous year.

The Association's aim is to operate a well run bar to make a profit which can be covenanted to the Parham Hut Charity. Above all it is intended to provide a facility which brings members of Parham village together in a convivial atmosphere. Towards the end of the year it was decided to introduce food at the bar nights and encourage the use of the games facilities; this has enhanced attendance and will be continued and developed.

Our members should be congratulated on their continued hard work & support they offer; without them The Association would have to cease trading.

The Association was set up primarily by the late Simon Cottrell with advice taken from the HMRC, the Charity Commission and our legal representatives.

The Association remains wholly owned by The Parham Hut Charity.

The principal address for The Charity is c/o Mrs Mary Simmons, Eastern House, Parham, Woodbridge IP13 9NE.

The Association remains separately insured for Public Liability and The Charity continues to insure our property under 'property owned by others' within its existing policy.

The Charity and the Bar Association have no investments but keep separate accounts with Barclays Bank as shown in the Village Hall accounts.

Our Bankers are Barclays Bank PLC, Barclays Bank PLC, Leicester LE87 2BB. Our Solicitors are Birketts, 24-26 Museum Street, Ipswich IP1 1HZ.

MEMBERS for 2023/2024

Mr Paul Goring (Chairman)	Mr Robin Gray
Mary Simmons (Hon. Treasurer)	Mrs Sandra Poacher
Mr Phillip Simmons (Secretary)	Mr Alan Gray
Mr Michael Block (Parish Council Rep)	Mr Jonathan Cottrell

			Date
Independent Examiner	R F J Slade
Chairman	Paul Goring
Treasurer	Mary Simmons

Parham Village Hall Bar Trading Account 23 - 24

OPENING ASSETS (01/11/2023)

Bank	£1,534	
Stock	£648	
Cash Float	£294	
		£2,476

OPENING LIABILITIES

Profit to Village Hall 2022/23		£653
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NET

£1,823

INCOME

Trading receipts	£2,223	
		£2,223

Opening Stock	£648	
Cash Purchases	£1,001	
Bank Purchases	£242	
		£1,892

Closing stock		£871
Cost of sales		£1,021

TRADING PROFIT

£1,203

OTHER INCOME

Nil	£0	£0
		£1,203

EXPENSES

Licence Fee	£70	
Insurance	£91	
New Bar Fridge	£191	
		£352

PROFIT

£851

CLOSING ASSETS (31/10/2024)

Bank	£768.13	
Stock	£871.07	
Cash Float	£542.70	
		£2,181.90

CLOSING LIABILITIES

Profit to Parham Village Hall		£851
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