

# **ANNUAL REPORT**

for

## **2025**

# **HORNING VILLAGE HALL**

**REGISTERED CHARITY No 303984.**

## **Report of the Trustees**

**February 2026**

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## **Background.**

Horning Village Hall and the accompanying Mill Suite are situated adjacent the recreation ground and children's play area in the centre of the village of Horning. The car park to the Hall serves as the main free public parking within the village.

The village Hall is a freehold property vested in Registered Charity Number 303984 by virtue of a conveyance and Trust Deed dated 2nd May 1980 between Horning Parish Council and the Trustees of Horning Village Hall. The original trust deed is retained by the Charity commission.

The Trustees are charged with the maintenance of a village Hall for use by the inhabitants of the parish of Horning for meetings, lectures, classes and for other forms of recreation and leisure time occupations. The number of Trustees is limited to a maximum of 12, six of whom are elected, three of whom are nominated as representatives of users and the remaining three may be co-opted.

## **The Trustee Year 2025.**

At the Annual General Meeting of the Trustees held on 19 February 2025, the following Trustees were re-appointed.

Derek Ayley	John Alford
Craig Bassam	Kim Alford
Christine Charles	Julie Thomson
David Evans	Christopher Nicholson
Ralph Morris	Robin Paskins

It was with great regret that our Past Chairman, Derrick Vernall, after many years of valuable and faithful service, decided to stand down

At the first committee meeting in March 2025, the following officers were appointed:-

Chairman	David Evans
Secretary	Christine Charles
Booking Secretary	Robin Paskins
Treasurer	David Evans.

During the course of the year, Christopher Nicholson decided to stand down for personal reasons.

During the year, the Trustees held 12 formal meetings and a considerable number of informal subcommittee meetings to consider in detail various diverse activities such as interface with the new Lemon booking system, fundraising, renovation work on the Mill Suite, etc.

The Trustees organised regular Cinema evenings as in previous years and also introduce monthly Bingo evenings. These latter are a great success: not only have they contributed greatly to the social life in the village, they have made and continue to make a significant difference to the finances of the charity. We celebrated the VE Day 80<sup>th</sup> Anniversary with our own version of a street party in the Hall. Horning Amateur Theatre Society (HATS) put on a fund raising event in September which was well attended and which also contributed greatly to the finances. The Trustees also support the Horning Hub in its various activities in the village from the weekly Cosy Cafe in the Mill Suite to one-off events in the Hall such as the Christmas Party in December 2025.

The Hall is also home to HATS who ran an excellent summer show and a hilarious panto in January 2025 both which were well received and supported by the village and surrounding area.

Disappointingly, hire income for the Hall and the Mill Suite were down on last year. Part of this was due to the dearth of elections, we can only assume that the difficult financial conditions in the country were a contributing factor. The Windmill Café run by the Trustees for major events continues to make a significant financial contribution.

The Hall and Mill Suite still remain relatively underused at weekends. They do understand, however, that the alternative attractions of sailing and boating on the Norfolk Broads have a part to play in this! The Trustees have been working to have regular football on the playing field which uses the Mill Suite and the Bowls Club Pavilion for changing rooms.

## **Site Management**

**Cleaning.** Keeping the Village Hall and the Mill Suite to a high standard of cleanliness both internally and externally is a high priority for the Trustees and in one form or another the subject of cleaning comes up at virtually every Trustees meeting. Our contract cleaner works to ensure high standards of cleanliness. Ensuring the premises are “clean and tidy” for each succeeding customer is the responsibility of the outgoing Hirer and unfortunately, on too many occasions, the premises have needed further attention by the incoming user before commencing

their various activities. The Trustees continue to remind hirers of their responsibility before leaving the Hall.

## **Maintenance**

Routine maintenance is carried out on an as-needed basis; the Treasurer continues to ear-marked funds to allow routine maintenance to be conducted without waiting for a committee meeting's approval. This will ensure the general maintenance work is carried out properly and with the minimum of delay.

During the year we have had on-going problem with leaks which has had a seriously adverse effect on the water bill! This has resulted in the need to replace both toilets in the Mill Suite and to replace some of the plumbing as well. We have undertaken a review on a regular basis of all facilities to identify leaks at an early stage. Many of the systems in the Hall and the Mill Suite are old and need replacing.

As promised last year, we arranged for a survey on the main hall. This was completed in the early part of the year and report was surprisingly favourable. For a 45-year-old building, there was very little of note to report. There is a myriad of very minor maintenance issues which have been included in the ongoing maintenance list. The major finding was a small hole in the ridge of the roof. This is obviously a priority for the trustees and action to deal with this is in hand.

## **HEALTH & SAFETY.**

During the coming year, the heating system and electricity system will be checked by qualified engineers and all electrical appliances will be PAT tested. An annual inspection of the fire alarm systems fire appliances and emergency equipment installed in the Hall and the Mill Suite is carried out by approved contractors and on completion, copies of a certificate of compliance for each category will be posted on the notice board in the Hall Foyer.

First-Aid kits are maintained in the kitchen with backup supplies in the disabled toilet. Sanitiser units are maintained in the Hall Foyer, toilets and kitchen areas and there is a continuing provision of antiseptic wipes in toilets and kitchens. We are continuing with the provision of a dedicated cupboard in each kitchen area with disposable cups, plates, cutlery, serviettes and rubber gloves etc.

We also keep an eye on one of the village defibrillators which is located on the wall of the hall juxtaposed the driveway.

## **Vandalism.**

We are pleased to report we have not had any further incidents of vandals raking into the hall and we have now fitted all the external doors of the hall and the Mill Suite with doorknobs which are significantly more vandal-proof. The downside of this is that the knobs, themselves, are difficult to manipulate particularly by arthritic hands and this has resulted in some “adverse comment” from our hirers. This is an issue that remains under review.

Graffiti continues to be a problem, as is its removal. They are, however, proposing to deal with this matter in a slightly unorthodox manner and we trust, that when complete, customers will approve. We are pleased to report that there have been no further incidents of removal of fire appliances from the hall; we continue with increased inspections of fire appliances and safety equipment generally to ensure that these appliances remain fit for purpose at all time.

We ask hirers and users of the Hall and Mill Suite to be vigilant and if they feel or think that appliances have been tampered with, then one of the Trustees should be notified immediately.

## **UTILITIES.**

The cost of power for the Village Hall and the Mill Suite continues to be a major problem for the Trustees while the improvements we have made to the Mill Suite has had the effect of making the Mill Suite more comfortable for users, it has also had the advantage of reducing the cost of heating. In the village Hall, some hirers are still leaving the thermostat turned up after leaving the Hall to the detriment of our heating bills.

The Trustees ask all users when leaving either the Hall or the Mill Suite, to check that the heating is turned off in the Mill Suite and turned down to 13°C in the Hall.

When leaving the Hall the Trustees ask users not just to lock the door but to check that the door is actually locked by attempting to open the door after they had withdrawn their key. In this way, we can enhance the security of the Hall and at the same time ensure that our power use is kept to a minimum.

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## **FINANCE**

The day-to-day organisation of the village Hall accounts is the responsibility of the Treasurer, David Evans. After early teething troubles, the new Lemon Booking System is beginning to show real benefits. During the course of the last year we have

moved to a system of online booking by potential customers and this has removed some of the workload in booking. It has produced some additional work checking the bookings and has resulted in one of two “quaint” invoicing incidents while the Treasurer becomes acquainted with the considerable ingenuity that customers displayed in manipulating booking system! This year has, therefore, been something of learning curve but by the end of the year, we had made the necessary adaptations to the system and to our own internal accounts system which has allowed much tighter control.

A review and analysis of the previous year’s accounts showed that on a revenue basis, the Hall and Mill Suite were still seriously underperforming. Furthermore, in the early part of 2025 we were still experiencing a relatively high rate of inflation with a result that the benefit of the relatively modest increase in the previous August was being rapidly eroded. In order to go some way towards arresting this, the Trustees decided to increase charges further from the 1 January 2026 by adding 1 pound to the costs of each hire session making a charge to residents of £32 or a four hour session in the Main Hall.

Both the village Hall and the Mill Suite are power hungry in the sense that the Hall has little or no natural light in the main part of the Hall itself and therefore has to make use of artificial lighting throughout any hire period. The Mill Suite has all electric heating and as a result, the cost of heating is extremely high during the winter months.

Towards the end of the year, it was becoming apparent that the gap between income from hiring the hall and the cost of maintaining it was widening at an alarming rate and this is reflected in the current set of accounts. While some of that can be explained by one-off issues such, for example, as the dearth of elections and the considerable leak problems, even removing these from the figures there is still a considerable ongoing deficit. After much discussion both within the trusteeship and in the wider community, the trustees will in the coming year look seriously at the possibility of installing solar panels on the roof of the Main Hall with a view to generating sufficient solar power to offset a significant part of our power needs. This full also give us an opportunity of dealing with the roof problem identified in the recent survey.

Lastly, the Treasurer has largely completed the transfer of the accounts from the original paper system to a fully electronic one. There is still work to do to improve the interface between the Treasurer’s system and the Lemon system but the result is that we have much more detail in the accounts. For example, as of the middle of last year we have been distinguishing between hires in the Mill Suite and hires in the Main Hall.

The profit and loss figures for 2025 are set out below.

## ACCOUNTS

The attached accounts show a surplus of £2559.55. It should be borne in mind, however, that this includes the carry forward the £4500 from last year. The capital expenditure for the year was some £7000. The Trustees had obtained grants for £4500 of this expenditure, but as you can see from the notes to the accounts statement, the money was not received until early in 2025 – hence the loss! Analysis of these accounts shows that we need to increase the volume of lettings by approximately 10% to “break even”.

### BALANCE SHEET

Account	2024	2025
<b>ASSETS</b>		
<b>Cash and Bank Accounts</b>		
Barclays Current	£4,750.85	£7,161.02
COIF Charities Dep Acct	£0.00	£0.00
HVH 300 Club	£5.34	£530.34
Savings	£20,198.71	£20,198.71
HVH Cash Account	£1,031.06	£655.44
<b>TOTAL Cash and Bank Accounts</b>	<b>£25,985.96</b>	<b>£28,545.51</b>
<b>Other Assets</b>		
Customer Invoices		
<b>TOTAL Other Assets</b>		
<b>TOTAL ASSETS</b>	<b>£25,985.96</b>	<b>£28,545.51</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>LIABILITIES</b>		
Other Liabilities		
<b>TOTAL Other Liabilities</b>		
<b>TOTAL LIABILITIES</b>	<b>£0.00</b>	<b>£0.00</b>
<b>EQUITY</b>		<b>£0.00</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>£25,985.96</b>	<b>£28,545.51</b>

### Inc/Expense Comparison

	2024	2025
Fund Raising Receipts	£6,029.54	£7,805.28
Grant Awards	£0.00	£12,860.00
Hire Fees	£18,190.30	£15,601.00
Interest Received	£198.71	£0.00
<b>TOTAL INCOME</b>	<b>£24,418.55</b>	<b>£36,266.28</b>
0		
<b>EXPENSES</b>		
Cap Ex	£7,255.50	£7,935.78
Event & Fund Raising Costs	£2,093.56	£2,993.03
General Running Costs	£3,333.36	£4,357.43
Repairs & Maintenance	£9,443.73	£10,274.41
Utilities	£6,799.25	£8,146.08
<b>TOTAL EXPENSES</b>	<b>£28,925.40</b>	<b>£33,706.73</b>
0		
<b>OVERALL TOTAL</b>	<b>-£4,506.85</b>	<b>£2,559.55</b>

As reported last year, there was a carry-over of £4500 from last year to cover capital expenditure suspended in 2024. The detail of the grant income is as follows: –

### Grant Awards - 2025

01/01/2025 through 31/12/2025 (in U.K. Pounds Sterling) (Cash Basis)

Date	Funder	Amount
<b>INCOME</b>		
<b>Grant Awards</b>		
<b>02/01/2025</b>	Horning Boat Show Fund	£3,500.00
<b>02/01/2025</b>	Lions	£1,000.00
<b>24/06/2025</b>	Boshier Hinton Grant	£2,000.00
<b>10/09/2025</b>	Lottery Funding	£6,360.00
<b>OVERALL TOTAL</b>		<b>£12,860.00</b>

All of these funds were restricted: the income from Horning Boat Show was towards the cost of the new double glazing in the North side of the Mill Suite. The grant from the Lions was towards the cost of insulation of the north side of the Mill Suite. The grant from Bowsher-Hinton was towards the supply and fitting of the new main door to the Middle Suite to enable access by modern motorised invalid vehicles. The

grant from the National Lottery was for the enlarged fire door at the entrance to the suite and also for the invalid access at the rear of the Mill Suite and renovation of the access ramp. These works are largely complete but it is estimated that because of the generosity of the Boshier-Hinton award it is likely that there will be a surplus of funds and the Treasurer anticipates a small repayment to the National Lottery when the work is complete.

The breakdown of the income is set up below: –

#### Income Detail

Category	2025
<b>INCOME</b>	
<b>Event &amp; Fund Raising Receipts</b>	£235.00
Event & Fund Raising Receipts:300 Club Income	£557.50
Event & Fund Raising Receipts:Bingo	
Event & Fund Raising Receipts:Cinema Income	£1,220.00
Event & Fund Raising Receipts:Donation	£355.98
Event & Fund Raising Receipts:Event Income	£3,115.00
Event & Fund Raising Receipts:Event Income:Bingo	£195.00
<b>TOTAL Event &amp; Fund Raising Receipts:Event Income</b>	<b>£3,310.00</b>
Event & Fund Raising Receipts:Income Catering	£1,394.02
Event & Fund Raising Receipts:Income Catering:Bar	£233.88
<b>TOTAL Event &amp; Fund Raising Receipts:Income Catering</b>	<b>£1,627.90</b>
Event & Fund Raising Receipts:Other	£15.00
Event & Fund Raising Receipts:Raffle	£483.90
<b>TOTAL Event &amp; Fund Raising Receipts</b>	<b>£7,805.28</b>
<b>Grant Awards</b>	<b>£12,860.00</b>
Hire Fees	£532.00
Hire Fees:Hall	£10,814.36
Hire Fees:Mill	£4,205.64
Hire Fees:Underpayment	£49.00
<b>TOTAL Hire Fees</b>	<b>£15,601.00</b>
<b>Interest Received</b>	
<b>TOTAL INCOME</b>	<b>£36,266.28</b>

The detail breakdown for the expenses is as follows: –

<b>EXPENSES</b>	
<b>Category</b>	<b>2025</b>
<b>Cap Ex</b>	<b>£2,025.00</b>
Event & Fund Raising Costs	£832.67
Event & Fund Raising Costs:Bingo Prizes etc	£661.50
Event & Fund Raising Costs:Catering Costs	£1,053.29
Event & Fund Raising Costs:Cinema	£445.57
Event & Fund Raising Costs:Cinema:DVD	
<b>TOTAL Event &amp; Fund Raising Costs:Cinema</b>	<b>£445.57</b>
<b>TOTAL Event &amp; Fund Raising Costs</b>	<b>£2,993.03</b>
General Running Costs:Insurance	£1,443.70
General Running Costs:Prof License & Legal	£829.53
General Running Costs:Prof License & Legal:Copyright License Cinema	£1,044.00
General Running Costs:Prof License & Legal:Hall Licence	£63.00
General Running Costs:Software Support	£519.00
General Running Costs:Tax:Council	£458.20
<b>TOTAL General Running Costs</b>	<b>£4,357.43</b>
Repairs & Maintenance:Cleaning	£7,649.24
Repairs & Maintenance:Maintenance-General	£338.80
Repairs & Maintenance:Materials	£373.91
Repairs & Maintenance:Repairs	£1,764.86
Repairs & Maintenance:Replacements	
Repairs & Maintenance:Security	£147.60
<b>TOTAL Repairs &amp; Maintenance</b>	<b>£10,274.41</b>
<b>Utilities</b>	
Utilities:Electricity	£3,135.78
Utilities:Gas	£1,969.64
Utilities:Internet	£866.26
Utilities:Waste	£628.68
Utilities:Water	£1,545.72
<b>TOTAL Utilities</b>	<b>£8,146.08</b>
<b>TOTAL EXPENSES</b>	<b>£33,706.73</b>

## Projects

During the past year, the Trustees have completed the following projects: –

1. The insulation of the North side of the Mill Suite
2. The renewal of the access ramp to the Mill Suite.
3. The replacement of the inner fire door of the mill Suite and the rear invalid/emergency exit
4. Replacement of two toilets in the Mill Suite.
5. Myriad minor improvements in the Main Hall including improving toilet locks, new cloths hooks adjacent the kitchen et cetera as

Looking forward to 2025, we are considering: –

1. Refurbishing the access ramp and entrance platform to the rear of the Mill Suite
2. To investigate and if possible install solar panels on the roof of the Main Hall together with ancillary battery storage to optimise use of the electricity generated..
3. Repair the hole in the roof
4. Continue with red visits from the community payback team to wash the Mill Suite and help maintain the area surrounding the Village Hall. This is a valuable resource for the Trustees and has a considerable saving on routine maintenance.
5. The Trustees will be looking at remedial work to the front of the Main Hall in the short term and are still considering a possible extension and will be researching the availability of grants for this work.

6. As indicated above, the trustees will also be looking at the possibility of installing solar panels on the roof of the Main Hall and seeking funding for such a project

## **CONCLUSION.**

Once again, it has been a privilege to serve as Chairman for 2025. It has been a pleasure to work with such a talented group as my fellow Trustees. They never cease to amaze me with their ingenuity for finding solutions to the sometimes intractable problems that face us on a day-to-day basis, in making sure that the Hall and the Mill Suite is fit for purpose. I thank them for their continued service

David Evans  
Chairman/Treasurer