

Potter Heigham Parish Council Grant Application Form

Date Submitted ____ January 29, 2025 ____

Organisation name.....Potter Heigham Village Hall Management Committee.....

Organisation address... School Rd. Potter Heigham, NR29 5LW.....

Nature of business.....Charity serving and representing community of Potter Heigham.....

Are you a charity.....YES If yes registered charity number.....304041.....

Contact name and position.....Donald Pickering, Chair VPMC.....

Contact email.....donaldpickering48@btinternet.com

Contact telephone number.....01692 670470.....

Grant amount requested.....£5,000..... Business Bank Account Name...Unity Trust Bank
..... Sort Code _60-83-01_____ Account Number _20485401_____

Please check if funds are for:

Programming (inc. equipment)_____ Capital expenditures _____ Operating __XX_____

Grant Period: Begin Date __April 1 2025__ Conclusion __March 31, 2026__

Please provide a detailed description of what the funding will be used for. Please include an approximate break down of costs (Programming and Capital) or current year budget showing how the grant funds will support expenses.

Potter Heigham Village Hall continues to serve as a valuable asset to the residents of Potter Heigham as well as the surrounding community and is managed by the Village Hall Management Committee all of whom are appointed volunteers. Ongoing programmes continue to thrive and for the most part, are all doing very well with strong participation and attendance providing Village residents and opportunities for social activities, health and fitness and other events, all operated by volunteers.

This past year has been busy for the Village Hall in many ways:

1. The Constitution governing the operation and management of the Village Hall was outdated, not having been amended since 1981. With input from Community Action Norfolk the Constitution was amended to better reflect current usage of the Hall. As a result, a couple of long-standing Trustees stepped down and several new members joined. The addition of these new members has injected a revived energy into the Management committee providing broader depth of expertise and skills.
2. Two significant capital investments were made this last year. With support through gifts from the Art Fair, the Mardlers, Produce Show and Bingo the double doors inside the hall were replaced making them smarter but of more importance easier to see through especially by people with disabilities. Similarly, the outside doors which were a) not up to code and b) plastic, were replaced with commercial grade aluminium doors. The width was increased making them fully accessible along with anti-pinch function for additional safety.
3. A grant was solicited and received from the National Lottery enabling the installation of a Ball Wall which is getting great reviews.

4. With support from the Produce Show a Marquee was purchased which not only significantly improved the Produce Show event in 2024 but can be used by others to reduce dependency on the weather.
5. A Village Hall Facebook page has been created which we hope will increase bookings.
6. The cost of electricity has been a huge drain on the Village Hall funds since the fire. Due to persistence and enormous time and effort on the part of two committee members over a period of sometime, in October of last year, we were successful in securing a significant refund from EON.

Although programmes continue to be strong and even though we received the refund from EON, the Hall is far from being in the ideal financial position for the long term. Due to the large electric bills, we were unable to initiate several capital projects that are now long overdue. To ensure that the Hall is well used it must be clean, well maintained and inviting. Projects on the list for this year include:

1. Repair of the flat roof over the annex - £7,400. The felt has deteriorated and there is no insulation in the roof. We had temporary repairs done two years ago but to avoid further leaks and improve insulation, this must be done.
2. Restoration of the outside shed. £2,300. The shed is currently unusable as nothing stays dry. The structure is solid, but the roof and doors need replacement. Storage at the Hall is at a premium. For convenience many groups keep supplies and equipment at the Hall. If items like Christmas trees and the marquee could be stored outside, it would free up space.
3. Hot water heaters are needed in the ladies and men's washrooms including additional electric work- £1200.
4. The carpet in the annex is in need of replacement and ideally the hall flooring should be renewed. Annex approx. £ 3,300 and main hall £8,000.
5. Replacement bench at entry way to hall (agreed at December meeting) £550.
6. The sewer drainage in the men's toilet requires investigation and work as currently, to avoid back up it is being rodded out every other week (this could be quite an expensive project estimated at £10,000).
7. Other ongoing concerns are maintenance of the trees (approximately £5,000)
8. Finally, although hopefully not needed for the next couple of years, equipment in the children's play area will need to be replaced. At 50% of the cost, assuming a grant might be obtained this will be a minimum outlay of £25,000.

Overall capital maintenance costs are projected at a total of **£62,750.00**.

When reviewing the Village Hall's financial position, one might think that we are flush with funds. We are not. In an ideal world at least 6 months operating revenue should be held in reserve; there are several capital projects that must be done as listed above and reserves must be built in anticipation of replacement of the children's play equipment in the next 3 to 5 years.

The VHMC will continue to make every effort to bolster its financial situation through expanded programming and other grants, many of which require a match of funding, with a goal of reducing reliance on the generous support of the Potter Heigham Parish Council.

Clerk L Bateman

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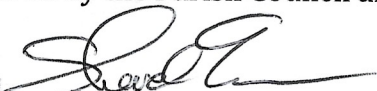
Review date December 2025

It should also be noted that as well as being a community hub for social activities the Village Hall is also the designated venue for the community in the case of an emergency.

Summary:

For the year ended March 31, 2025, the VHMC anticipates earned revenues including the £5,000 grant from the PHPC to be £19,357 and expenses of £17,702.41 resulting in a surplus of £1,654.98. For the year ended March 31, 2026 we anticipate earned revenues of £12,800 and expenses of £14,871 (excluding a grant from the PHPC) resulting in an operating deficit of **£2,071**. This does not include any of the capital expenses highlighted on Attachment A (capital projects anticipated.)

To enable the VHMC to pursue necessary capital expenditures and secure sufficient resources for the future in reserve, we respectfully request support of £5,000. This will be matched at a 1-2 basis as required by the Parish Council and as revenues during the year are realized.

Signed  (Representative of Organisation)

Date Jan 28, 2025

on behalf of Village Hall Mgmt Committee

To be completed by Potter Heigham Parish Council

Date Application Received: _____ Date of Meeting: _____

Application **approved/declined**.

Councillor signature

1. Date.

Councillor Signature

2. Date.

ATTACHMENT A

CAPITAL PROJECTS IDENTIFIED	(estimated costs)	Actual Costs
Annex Roof	7,400.00	-
Shed repair	2,300.00	-
Annex Carpet	3,300.00	-
New Floor main hall	8,000.00 est	-
Water Heaters	1,200.00	-
Gents toilet plumbing	10,000.00	-
New Bench	550.00	-
Tree topping	5,000.00	-
Childrens Play Equipment	25,000.00	-
	62,750.00	-

Note: Childrens Play Equipment is budgeted at 50% of cost