

# RUNHALL COMMUNITY GROUP



# CHAIRMAN'S ANNUAL REPORT

## (2022)

### Fund Raising and Events

We have finally got back on our feet since the the pandemic emerged and have held some successful events. In April, some of our community gathered together to be part of the 'Big South Norfolk Litter Pick'. We managed to collect 8 bags and will receive a donation for our involvement.

Our Platinum Jubilee event was our main focus and our first 'public' event. We were overwhelmed by the support we received and the community spirit. Fun was had by all ages that attended this event and we raised some much needed funds.

Our younger members of the community did amazingly with filling their smartie tubes with coins from doing 'jobs for good' meaning that we were able to refurbish their football goal.

We decided to postpone our sponsored dog walk until spring.

### Communication

We have also increased our communication reach by setting up a Runhall Community Facebook site, an dedicated Runhall Community Group e-mail and are regularly utilising Group News and the notice boards.

### Survey

We conducted a survey of our community in April. There were less respondents than we had hoped for however it has provided us with a steer on our communities priorities and this will guide us for future investment of money and time.

### Play Area

The Play Area was assessed by RoSPA in July with many areas still requiring attention. The areas reported as highest risk (at amber rating) are the large gate timber decay, the multiplay (internal timber decay and surface), and the toddler swing fixtures and fittings.

During the year we held several maintenance sessions and have managed to get many jobs done, including clearing the leaves, mending the tunnel and the small gate, refurbishing the goal post, pruning the hedges, weeding the basketball area, fitting anti-bird devices, replacing missing caps on equipment, cleaning equipment, etc to name a few.

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## Defibrillator

A bake sale was held at the beginning of the year to raise funds. The survey has confirmed this as a priority for the community. Our next steps are to renew our research on our approach and the likely cost.

## Grants

Our applications to The Norfolk Foundation Saracen fund were both denied but we have been made aware of another fund that might help. The Norfolk Community Foundation photo competition was entered but we didn't win, We have set up AmazonSmile which has started to see small amounts trickling in.

The Parish Council awarded funding to cover the cost of insurance for the Play Area and we got a further amount towards our Jubilee event.

Our next steps are to look for larger funds to help support the improvement of the basketball surface and large gate replacement (ROSPA priorities) and installation of seating and a roundabout (community priorities).

## Marquee

The Marquee has been bought outright. We have not had any bookings this year but it was used for our Jubilee event. The marquee was noted to be in soiled condition with some fixings starting to deteriorate. The marquee was wiped down but many of the marks are stains.

## The Exchange (Phone Box)

This service is well used throughout the seasons by people within the village and those who pass through, with plants, fruit and veg exchange particularly popular during the Summer and Autumn. There is a good supply of books, CDs, DVDs etc and the notice board is also being well used. The Christmas Tree has been well utilised for events such as valentines day, book week etc. Many thanks to the Jane Brown, Clare Miller and Janet for maintaining this facility.

## The Bus Stop

Despite requesting updates there has been no new information on this. Bev Long has a good relationship with the Norfolk County Council team and will try to find out more for us.

# CHAIRMAN'S ANNUAL REPORT

## Conclusion

Overall it has been a busy and successful year and we thank everyone who has helped us along the way.

Thanks to all the committee members for their time and effort and continued enthusiasm throughout a busy year. Special thanks to the non-members (Iain Hair, Andrew Jewson, Tom Blacklock, Mark Gill and Charlie Stringer) for their help with maintenance activities and all the many volunteers that helped make our Jubilee event a great success.

A particular thank you to Deborah for hosting all our meetings.

Let's make 2023 about having fun whilst making money for worthy causes.

# TREASURER'S ANNUAL REPORT

## RUNHALL RECREATION GROUND JANUARY 2022 TO OCTOBER 2022

### Logistics

There was no incoming or outgoing activity from November 21 to May 21 due to account changes. In December 2021 the original Play Area account at HSBC was closed and both this account and the Runhall Village Community Group account were transferred together to a single NatWest account under the name of Runhall Village Community Group. The intention was to set up an umbrella and sub account to separate the play area and community funds however this has been delayed. The change of 'treasurer' has been implemented but the account name change is still pending. Once this is in effect we should be able to set up the sub account.

### Fundraising

Congratulations to the children in the village who did 'jobs for good' and raised a fantastic £88 to cover the revamp of the football goal. We also had success with our public events, raising £64 towards the defibrillator through our bake sale and approximately £600 from our Jubilee Event which we will use to buy a bench in memory of the late Queen. We are also starting to receive small amounts trickling in simply from people buying items through amazon smile.

### Donations

We have gratefully received an anonymous donation of £2000 which has been earmarked for play area equipment. We have also received a donation of time and money from Maurice for the renovation of the goal post.

### Grants

A grant application was made to the Parish Council for £210.00 towards the cost of the insurance. Which was successful, we also successfully applied for and received £100 towards our jubilee event.

### Future Fundraising

We have planned a date for our main fundraising event (Runfest) in 2023 and hope to increase takings through donations and sponsorship. We will continue to look for grants for larger pieces of equipment for the play area. We have some smaller events planned such as carol singing and the Christmas hamper and we hope to tap into crowdsourcing through a sponsored dog walk.

# TREASURER'S ANNUAL REPORT

<u>RCG ACCOUNT</u>	2021 Jan - Dec	2022 Jan - Sept
<b>OPENING BALANCE</b>		
Runhall Playground	£1,403.00	£1,574.46
RCG		£679.00
		<b>£2,253.46</b>
<b><u>INCOME</u></b>		
Children's collection		£85.40
Amazon Smile		£16.72
Jubilee Event		£1,081.85
Anonymous donation**		£2,000.00
Bake sale		£64.00
SNDC defib grant	£500.00	
Bank compensation	£100.00	
R Parish Council Grant	£210.00	£310.00
Archant Charity (Cash for Charities tokens)	£87.86	
Donation - C Blacklock	£100.00	
<b>TOTAL INCOME</b>	<b>£997.86</b>	<b>£3,557.97</b>
<b><u>EXPENDITURE</u></b>		
Jubilee Event Float		(£200.00)
Jubilee Event Expenses		(£322.13)
Purchase of Half of Marquee		(£200.00)
R Play Safety (ROSPA)	(£86.40)	(£88.20)
R CAS Insurance (Zurich)	(£210.00)	(£308.00)
M Thank you voucher - A Jewson	(£25.00)	
RCG defib grant	(£500.00)	
Bank charge	(£5.00)	
<b>TOTAL EXPENDITURE</b>	<b>(£826.40)</b>	<b>(£1,118.33)</b>
<b>EXCESS OF INCOME OVER EXPENDITURE</b>	<b>£171.46</b>	<b>£2,439.64</b>
<b>BALANCE</b>	<b>£1,574.46</b>	<b>£4,693.10</b>

## Key

- R Risk activity  
M Maintenance activity

Balance @ End September	Allocated in		Source
	2022	£4,693.10	
Defibrillator	£685.00	£4,008.10	£500 grant, £50 donation, £64 bake sale, £71 carol singing '21)
Maintenance - ditches & fence painting etc.	£400.00	£3,608.10	Reseves, amazon smile £16
Bench	£600.00	£3,008.10	Jubilee Event proceeds
Play equipment	£2,000.00	£1,008.10	Anonymous donation

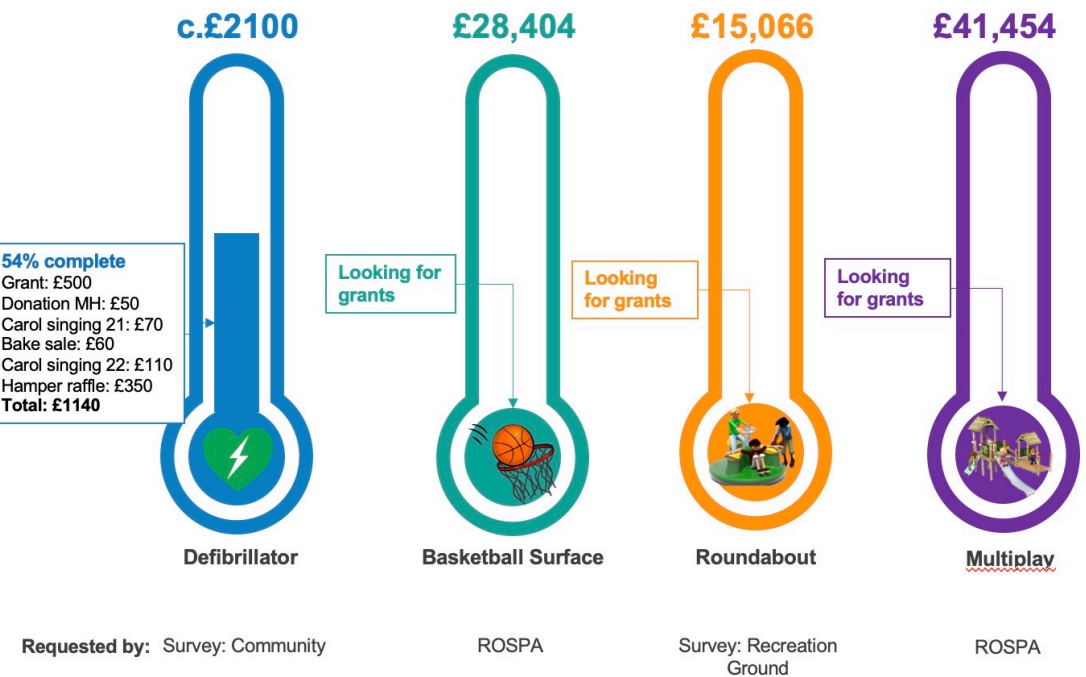
# ROLES

	Role	Responsibilities	2022/23:
Core roles	Chair	Chair meetings of the committee and the Group. Represent the Group at functions/meetings that the Group has been invited to. Act as spokesperson for the Group when necessary. (taken from Constitution document 24/04/21)	Rachel Prentice
	Secretary	Take and keep minutes of meetings Prepare the agenda for meetings of the Committee and the Group in consultation with the chairperson Maintain the membership list Deal with correspondence. Collect and circulate any relevant information within the Group. (taken from Constitution document 24/04/21)	Caroline Blacklock
	Treasurer	Supervise the financial affairs of the Group Keep proper accounts that show all monies collected and paid out by The Group. (taken from Constitution document 24/04/21)	Deborah Bourassa
	Signatories	Sign cheques on behalf of group	David Fairman Janet Parnell Deborah Bourassa
	Safety Officer	Set up and be key contact for ROSPA & insurance (including Marquee) Arrange inspection details with ROSPA Collect and circulate any relevant information within the Group.	Maurice Hutchinson
	Grant officer	Look for opportunities for Grants/ Funds and apply where appropriate.	Jane Jewson
Members	Take lead role/ support community projects listed (including fundraising activities) Support organisation of maintenance of play area/ other community resources Respond to information requests from other members Attend meetings	Caroline B David Fairman Deborah Bourassa Janet Parnell Liz Holmes Maurice Hutchinson Rachel Prentice	
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# FUNDRAISING & EVENTS

## 2022/23

### RCG Fundraising progress



**COMPLETED**

- Football Net, refurb (ROSPA)
- Story Telling Area (Survey)
- Seating (Survey)

Fundraising Ideas & Events	Date	Lead	Funding for?
Christmas Hamper Raffle	Nov		Defib
Carol singing	Dec	CB/RP	Defib
Coronation Paint & Picnic	May	CB/RP	Maintenance
Runfest	Jul	CB/RP	Play Equipment
Sponsored Dog Walk	Apr'24	DB	Defib