

The Millennium Memorial Hall Trust

Charity Number 1045690

Website: www.littletonhall.co.uk

Trustees' Annual Report: 1st January to 31st December 2021

Objective

The objective of the Trust is to provide a modern and well-equipped village hall that enables a wide range of events and activities for the benefit of all sectors of the communities of Littleton and Harestock and the adjoining parishes.

Legal and Administrative

The Trust is governed by a Trust Deed dated 4th April 1995 (as amended by Deeds of Variation in 1999, 2001 and 2004).

The Trustees who have served during the year are:

Simon Kingston (Chairman)	A
John Biddlecombe	C
Joan Burgess	C (resigned)
Hugh Cartwright	A (resigned)
Peter Highfield	C (resigned)
Grazyna Holland	B (term ended)
Carol Mortimer	B (resigned)
Terence Rath	A
Cathy Wallis	B
Donna Oliver	B
Frances Martin	B
Julia Whitburn	C
Edward Maun	C
Stephen Handford	A (Co-opted)

- A Elected by ballot by parishioners in open meeting
- B Appointed by users of the Hall that qualify for block booking rates
- C Appointed by the Littleton and Harestock Parish Council

Correspondence Office: Hall Manager, Katie Burnell, 18 Pine Close, South Wonston, SO21 3EB

Bankers: Barclays Bank, PO Box 87, Winchester, SO23 8TN

Financial Review

The financial statements are attached to this report. They show a deficit for the year on unrestricted funds of £5,045. Income from the Hall lettings increased to £15,006 in 2021 compared with £12,116 in 2020 but was a long way short of the pre-Covid level of £41,350 in 2019. Government and local Council grants of £16,573 for businesses affected by the pandemic offset part of the income shortfall, and a further £1,468 was received from HMRC Job Retention Scheme in respect of furloughed cleaning staff. Interest on COIF funds was £14 compared with £216 in 2020, due to the drop to near zero of bank base rates.

Total costs were £38,106 which was £1,956 higher than 2020, mainly due to increases in maintenance and administration costs because of greater usage of the Hall.

No trustee received any remuneration or expenses.

Cash balances at 31st December, 2021 amount to £104,475 of which £94,944 is invested with COIF. Unrestricted reserves at 31st December, 2021 amount to £65,375. The Trustees consider the reserves held in the Balance Sheet to be at an adequate level and meet their responsibilities and commitments to protect and advance the Trust's current activities and to enable it to progress long term aims and objectives. The Charity continues to be a satisfactory going concern, despite the deficit in 2021 and a likely deficit in 2022. The Trust's cash reserves are more than adequate to withstand another year of deficit.

The restricted reserves amounting to £172,869 represent the written-down value of the building, being the Millennium Memorial Hall. The original cost of £406,751 of the building is being written off over 40 years. As at 31st December, 2021 there have been 23 years of write offs with a future 17 years until the balance is finally written off. A professional valuation for insurance purposes carried out in 2018 indicated that full rebuilding costs of the Hall were £809,000. The Trustees consider that this figure may now be a little low since building costs have increased during 2021. However, another formal valuation for insurance purposes is likely to be carried out within the next 2 years.

Performance

During 2021 there were several changes of Trustees. Steve Handford who formally became Honorary Treasurer to the Trust on 1st January, 2020 has continued the excellent work of his predecessors and by co-option became a Trustee in 2021. The Hall continues to benefit from the strong commitment of the Hall Manager and the Trustees' commitment to maintain the Hall to a high standard.

The Trustees again complied with the requirements of the Licensing Act 2003. The Premises Licence has proved valuable in the past and will no doubt be valuable in the future: although this was little used in 2021 as the Hall was closed or not used much for licensed events.

On the administrative side, the Trustees comply with Employment Law with formal Contracts of Employment and Job Descriptions for the manager and cleaning staff. The Trust operates a pension scheme through NEST, which is open to all employees. The Trust submitted the Trustees' Annual Return and Accounts to the Charity Commission as required.

The Outlook for 2022

The outlook for the year ahead is still subject to significant uncertainty, because of the Covid19 pandemic and particularly the Omicron variant. The Hall's main user, the village Pre-school, continues to operate and the Trust has received a further Government/local Council grant of £2,667 in January 2022 partially to offset the lack of the usual level of rental income. With the success of the vaccine programme, it is expected that bookings will start to return to pre-Covid levels during the year.

The Trustees consider that a further small deficit is likely in 2022, because of the continuing Covid19 impact on rental income and the relatively fixed nature of much of the cost base. However, the Trust is in no danger of running out of cash for the foreseeable future.

The Trust plans to instal solar panels on the hall roof in February 2022, which will mitigate the increasing costs of electricity.

The Trustees have continued to make a provision of £3,000 per annum to provide for the future cost of replacing the main hall floor, and £4,800 per annum to provide for the cost of regular refurbishments. A partial refurbishment and redecoration programme took place in August 2020 at a

cost of £7,361, with a further refurbishment likely to take place in 2022 or 2023. As at 31st December, 2021 the accumulated provisions for floor replacement and refurbishments amounted to £21,000 and £13,878 respectively.

Acknowledgments

Hard work and good team work were the basis for the smooth running of the Hall and for which our thanks are due to many people:

Katie Burnell, the Hall Manager for looking after the Hall and the staff in what has been another difficult year because of the pandemic and coping with the myriad administrative issues arising from the closures and subsequent re-openings of the Hall.

Steve Handford for all his work as the Treasurer and in particular keeping the Trustees advised of the financial position of the Trust by the preparation of comprehensive Management Accounts and Notes. He has also produced and prepared the Statutory Accounts for 2021 for vetting by the Independent Examiner and subsequent filing with the Charity Commission.

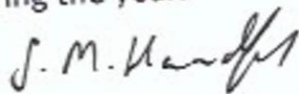
Lisa Fielding, the Parish Clerk, for her co-operation and attention to matters concerning both the Trust and the Parish Council.

Our Independent Examiner, Paul Brooks, who agreed to examine the Trustees' Accounts thus ensuring that the Trustees will have met all statutory and other requirements.

Finally, to all the Trustees, who served during the year.



Simon Kingston
Chairman of Trustees



Stephen Handford,
Hon. Treasurer and Trustee

Date: 7th February 2022

THE MILLENNIUM MEMORIAL HALL TRUST

Statement of Financial Activities for the year ended 31st December 2021

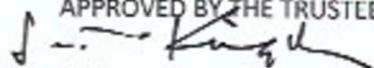
	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	TOTAL 2020 £
INCOMING RESOURCES				
Charitable Income				
Hire of Hall		15,006		12,116
Covid 19 government grants received		16,573		11,334
HMRC Job Retention Scheme receipts		1,468		2,384
Interest received		14		216
TOTAL INCOMING RESOURCES		33,061		26,050
RESOURCES EXPENDED				
Hall Running Costs				
Salaries, Wages and Honorarium		16,047		16,385
Maintenance and Cleaning Materials	2	3,773		2,771
Administration (incl. licences)		3,055		2,581
Insurance		1,661		1,638
Services		5,340		4,975
New & Replacement equipment		430		-
Provision for future redecoration	3	4,800		4,800
Provision for floor replacement	2	3,000		3,000
Miscellaneous		-		-
Depreciation: Statutory Write-off of Assets		-	10,169	10,174
TOTAL RESOURCES EXPENDED		38,106	10,169	46,324
NET MOVEMENT OF FUNDS		(5,045)	(10,169)	(20,274)
BALANCES BROUGHT FORWARD		70,420	183,038	273,732
BALANCES CARRIED FORWARD		65,375	172,869	253,458

THE MILLENNIUM MEMORIAL HALL TRUST

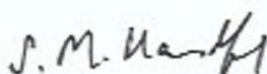
Balance Sheet as at 31st December 2021

	Note	2021 £	2020 £
FIXED ASSETS			
Building	4	172,869	183,038
Loose Equipment	4	-	-
		<u>172,869</u>	<u>183,038</u>
CURRENT ASSETS			
Debtors & prepayments	5	3,143	2,010
Cash at Bank	6	104,475	102,358
		<u>107,618</u>	<u>104,368</u>
LIABILITIES:			
Amounts falling due within one year	7	7,365	6,870
Amounts falling due in excess of one year	7	34,878	27,078
		<u>42,243</u>	<u>33,948</u>
NET CURRENT ASSETS		65,375	70,420
NET ASSETS		<u>238,244</u>	<u>253,458</u>
FUNDS			
Unrestricted			
Revenue Reserves	8	65,375	70,420
Restricted			
Written-down Hall Fund	4	172,869	183,038
TOTAL FUNDS		<u>238,244</u>	<u>253,458</u>

APPROVED BY THE TRUSTEES ON 7th FEBRUARY 2022 AND SIGNED ON ITS BEHALF BY :-


S. Kingston

S. Handford



THE MILLENNIUM MEMORIAL HALL TRUST

CASH FLOW STATEMENT
for the year ended 31st December 2021

	2021 £	2020 £
Cash received from charitable activities		
Hall lettings	15,791	12,747
Cash received from Government Covid 19 grants	16,573	11,334
Cash received from HMRC wage furlough grants	1,468	2,384
Cash received from investments	14	216
TOTAL CASH RECEIVED	33,846	26,681
Cash expended on charitable activities		
Hall operations	31,729	27,702
Redecoration costs	-	7,361
TOTAL CASH EXPENDED	31,729	35,063
CASH SURPLUS/ (SHORTFALL)	2,117	(8,382)
Bank balances at 1st January 2021	102,358	110,740
Bank balances at 31st December 2021	104,475	102,358
CASH SURPLUS/ (SHORTFALL)	2,117	(8,382)

THE MILLENNIUM MEMORIAL HALL TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

General

The financial statements have been prepared in accordance with current accounting standards and under the historical cost convention.

Funds

Income associated with the running of the Hall is not subject to any restrictions regarding its use, and is available for application to the general purposes of the Trust.

The accounts include transactions, assets and liabilities for which the Trust can be held liable.

Incoming Resources

Receipts from hiring fees are accounted for in the year in which the hire takes place.

Interest is accounted for when received.

Donations are accounted for when received.

Resources Expended

Expenditure includes provisions for goods and services received by the Trust, but not paid for as at 31st December.

Fixed Assets

For statutory accounts purposes, the building is being depreciated over 40 years.

2. MAINTENANCE

The hall is in its twenty-third year of operation.

It is the Trustees' intention to continue to make improvements where necessary, and to keep the hall in first class condition. The flooring of the main hall will require to be renewed in the foreseeable future. An annual charge of £3,000 is being made to provide funds for that replacement. At 31 December 2021, the provision for replacement of the floor was £21,000.

3. REDECORATION

The Trustees carried out the triennial redecoration in August 2020. An annual charge of £4,800 is being made to provide funds for the cost of the regular work. The cost of work done in 2021 was £nil so nothing was charged against the provision. At 31 December 2021, the provision for redecoration was £13,878.

4. FIXED ASSETS AND THE RESTRICTED HALL FUND

Following guidance from the Charity Commissioners, the original cost of the building is being written off over forty years in the statutory accounts. All of the costs of building and equipping the hall have been paid and there are no outstanding covenants.

The write-down in 2021 impacts the net book value as follows:-

		Building	Loose Equipment
		£	£
Gross book value	At 1st January 2021	406,751	27,852
	At 31st December 2021	406,751	27,852
Write down	At 1st January 2021	223,713	27,852
	At 31st December 2021	233,882	27,852
Net book value	At 1st January 2021	183,038	NIL
	At 31st December 2021	£ 172,869	NIL

The annual write down on Buildings is not reflected in the Trustees' management accounts, as it cannot form part of their cost structure and will not be reflected in charges to hall users. There are no cash flow implications. Ongoing maintenance and renewal of hall equipment will be the responsibility of current and future trustees. As and when the hall needs replacement, the community will need to repeat the fundraising activities conducted by their forebears in 1922-26 and 1995-99. It is unrealistic to assume that trustees can build up a reserve with which to replace the hall in the future.

5. DEBTORS AND PREPAYMENTS

The Trust is owed or has prepaid the following sums:-

	2021	2020
Prepaid insurance premiums	1,698	196
Other prepaid costs	1,445	1,814
Other debtors - due from hirers	0	0
	<u>£ 3,143</u>	<u>£ 2,010</u>

6. CASH

The following sums are held on the Trust's behalf:-

	2021	2020
Barclays Bank current account	9,531	7,428
COIF Deposit Account	94,944	94,930
	<u>£ 104,475</u>	<u>£ 102,358</u>

7. LIABILITIES

The Trust has the following liabilities:-

	2021	2020
Future rentals paid by hirers	6,628	5,843
Sundry creditors and accruals	737	1,027
Provision for redecoration	13,878	9,078
Provision for floor replacement	21,000	18,000
	<u>£ 42,243</u>	<u>£ 33,948</u>

8. UNRESTRICTED FUNDS

Revenue reserves at 31st December 2021 were £65,375. By resolution of the trustees' meetings these funds can be designated for any purpose that the trustees wish.

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