

# The Millennium Memorial Hall Trust

Charity Number 1045690

Website: [www.littletonhall.co.uk](http://www.littletonhall.co.uk)

## Trustees' Annual Report: 1<sup>st</sup> January to 31<sup>st</sup> December 2022

### 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 4<sup>th</sup> 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 (term ended May 2022)
Barbara Kingston (Chairman)	A (elected July 2022)
John Biddlecombe (resigned May 2022)	C
Terence Rath (Secretary)	A
Cathy Wallis (ended May 2022)	B (term ended May 2022)
Donna Oliver	B
Frances Martin	B
Julia Whitburn	C
Edward Maun	C
Stephen Handford (Honorary Treasurer)	A
Timothy Jackson	C (from May 2022)
Geoffrey Cox	B (from November 2022)

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 £6,336. Income from the Hall lettings increased to £29,489 in 2022 compared with £15,006 in 2021 but was still a long way short of the pre-Covid level of £41,350 in 2019. Government and local Council grants of £4,866 for businesses affected by the pandemic offset part of the income shortfall. Interest on COIF deposit funds was £1,141 compared with just £14 in 2021, due to several increases in bank base rates.

Total costs were £43,572 which was £5,466 higher than 2021, mainly due to increases in electricity prices (albeit partly offset by the benefit of solar panels installed in April 2022) and higher maintenance costs because of greater usage of the Hall. In addition, a cost of £1,740 was incurred on an Energy Audit report, but this was fully funded by a Hampshire County Council grant, included in Income.

No trustee received any remuneration or expenses.

Cash balances at 31<sup>st</sup> December, 2022 amount to £96,226 of which £91,085 is invested with COIF. Unrestricted reserves at 31<sup>st</sup> December, 2022 amount to £59,039. 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 2022 and a likely small deficit in 2023. The Trust's cash reserves are more than adequate to withstand another year of deficit.

The restricted reserves amounting to £162,700 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 31<sup>st</sup> December, 2022 there have been 24 years of write offs with a future 16 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 on the low side, as building costs have increased since 2018. Another formal valuation for insurance purposes will be carried out during 2023.

## **Performance**

During 2022 there were several changes of Trustees. The Chairman Simon Kingston completed his 6 year period of service as a Trustee, and stepped down under the terms of the constitution. The Trustees thank him for his excellent commitment and leadership over his period of office. Barbara Kingston was elected to replace him in July 2022. 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 Trust installed solar panels on the hall roof in April 2022, which has mitigated the increasing costs of electricity.

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.

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 2023**

The outlook for the year ahead is still subject to some uncertainty, because booking levels have still not fully recovered to pre-Covid levels. The Hall's main user, the village Pre-school, continues to operate, and increased its hours of use of the Hall from September 2022.

The Trustees consider that a further small deficit is likely in 2023, 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 seek a grant in 2023 for the purchase of a battery to store electricity generated by the solar panels, thus further reducing electricity costs and carbon footprint. Further cost and carbon saving measures are also being investigated.

The Trust will be implementing the Hallmaster booking system in 2023, to streamline the administration of bookings. In addition, the Hall website will be upgraded and will include a link to the new booking system.

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 refurbishment and redecoration programme is planned in August 2023. As at 31<sup>st</sup> December 2022 the accumulated provisions for floor replacement and refurbishments amounted to £24,000 and £18,678 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 busy year.

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 2022 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, many thanks to all the Trustees who served during the year.

**Barbara Kingston  
Handford,  
Chairman of Trustees  
and Trustee**

**Stephen  
Hon. Treasurer**

**Date: 17th April 2023**

# THE MILLENNIUM MEMORIAL HALL TRUST

## Statement of Financial Activities for the year ended 31st December 2022

	Note	Unrestricted Funds 2022 £	Restricted Funds 2022 £	TOTAL 2021 £
<b>INCOMING RESOURCES</b>				
<b>Charitable Income</b>				
Hire of Hall		29,489		15,006
Covid 19 government grants received		4,866		16,573
HMRC Job Retention Scheme receipts		-		1,468
Hampshire County Council grant - Energy Audit		1,740		-
Interest received		1,141		14
<b>TOTAL INCOMING RESOURCES</b>		<b>37,236</b>		<b>33,061</b>
<b>RESOURCES EXPENDED</b>				
<b>Hall Running Costs</b>				
Salaries, Wages and Honorarium		18,537		16,047
Maintenance and Cleaning Materials	2	5,205		3,773
Administration (incl. licences )		2,117		3,055
Insurance		1,791		1,661
Services		6,062		5,340
New & Replacement equipment		-		430
Provision for future redecoration	3	4,800		4,800
Provision for floor replacement	2	3,000		3,000
Energy Audit cost (funded by grant above)		1,740		-
Depreciation of solar panels		320		-
Depreciation: Statutory Write-off of Assets		-	10,169	10,169
<b>TOTAL RESOURCES EXPENDED</b>		<b>43,572</b>	<b>10,169</b>	<b>48,275</b>
<b>NET MOVEMENT OF FUNDS</b>		<b>(6,336)</b>	<b>-10,169</b>	<b>(15,214)</b>
<b>BALANCES BROUGHT FORWARD</b>		<b>65,375</b>	<b>172,869</b>	<b>253,458</b>
<b>BALANCES CARRIED FORWARD</b>		<b>59,039</b>	<b>162,700</b>	<b>238,244</b>

# THE MILLENNIUM MEMORIAL HALL TRUST

## Balance Sheet as at 31<sup>st</sup> December 2022

	Note	2022 £	2021 £
<b>FIXED ASSETS</b>			
Building	4	162,700	172,869
Loose Equipment	4	-	-
Solar Panels	4	9,278	-
		<b>171,978</b>	<b>172,869</b>
<b>CURRENT ASSETS</b>			
Debtors & prepayments	5	2,398	3,143
Cash at Bank	6	96,226	104,475
		<b>98,624</b>	<b>107,618</b>
<b>LIABILITIES:</b>			
Amounts falling due within one year	7	24,863	7,365
Amounts falling due in excess of one year	7	24,000	34,878
		<b>48,863</b>	<b>42,243</b>
<b>NET CURRENT ASSETS</b>		<b>49,761</b>	<b>65,375</b>
<b>NET ASSETS</b>		<b>221,739</b>	<b>238,244</b>
<b>FUNDS</b>			
<b>Unrestricted</b>			
Revenue Reserves	8	59,039	65,375
<b>Restricted</b>			
Written-down Hall Fund	4	162,700	172,869
<b>TOTAL FUNDS</b>		<b>221,739</b>	<b>238,244</b>

APPROVED BY THE TRUSTEES ON 30th JANUARY 2023 AND SIGNED ON ITS BEHALF BY :-

B. Kingston

S. Handford

# THE MILLENNIUM MEMORIAL HALL TRUST

## CASH FLOW STATEMENT for the year ended 31st December 2022

	2022 £	2021 £
Cash received from charitable activities		
Hall lettings	28,229	15,791
Cash received from Government Covid 19 grants	4,866	16,573
Cash received from HMRC wage furlough grants	-	1,468
Cash received from HCC Energy Audit grant	1,740	-
Cash received from investments	1,141	14
<b>TOTAL CASH RECEIVED</b>	<b>35,976</b>	<b>33,846</b>
Cash expended on charitable activities		
Hall operations	34,627	31,729
Capital expenditure on solar panels	9,598	-
Redecoration costs	-	-
<b>TOTAL CASH EXPENDED</b>	<b>44,225</b>	<b>31,729</b>
<b>CASH SURPLUS/ (SHORTFALL)</b>	<b>(8,249)</b>	<b>2,117</b>
Bank balances at 1st January 2022	104,475	102,358
Bank balances at 31st December 2022	96,226	104,475
<b>CASH SURPLUS/ (SHORTFALL)</b>	<b>(8,249)</b>	<b>2,117</b>



# **THE MILLENNIUM MEMORIAL HALL TRUST**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022**

### **1. ACCOUNTING POLICIES**

#### **General**

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

#### **Funds**

Income associated with the running of the Hall is not subject to the provisions of the Act 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 is held liable.

#### **Incoming Resources**

Receipts from hiring fees are accounted for in the year in which they are received.

Interest is accounted for when received.

Donations are accounted for when received.

#### **Resources Expended**

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

#### **Fixed Assets**

For statutory accounts purposes, the building is being depreciated on a straight-line basis over its expected useful life of 20 years. The solar panels acquired in April 2022 are being depreciated on a straight-line basis over their expected useful life of 20 years.

### **2. MAINTENANCE**

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

It is the Trustees' intention to continue to make improvements to the hall.

and to keep the hall in first class condition. The flooring of the hall requires to be renewed in the foreseeable future. An annual contribution is being made to provide funds for that replacement. At 31 Dec 2019, the provision for replacement of the floor was £24,000.

### 3. REDECORATION

The Trustees carried out a triennial refurbishment in August 2021. A provision charge of £4,800 is being made to provide funds for the cost of redecoration. The cost of work done in 2022 was £nil so nothing was charged to the provision. At 31 December 2022, the provision for redecoration is £4,800.

### 4. FIXED ASSETS AND THE RESTRICTED HALL FUND

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

The write-down in 2022 impacts the net book value as follows:

		Building
		£
<b>Gross book value</b>	At 1st January 2022	406,751
	At 31st December 2022	406,751
<b>Write down</b>	At 1st January 2022	233,882
	At 31st December 2022	244,051
<b>Net book value</b>	At 1st January 2022	172,869
	<b>At 31st December 2022</b>	<b>£ 162,700</b>

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

Solar Panels were fitted to the roof of the Hall in April 2022 and are being depreciated over the minimum expected useful life.

## 5. DEBTORS AND PREPAYMENTS

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

	<b>2022</b>
Prepaid insurance premiums	1,568
Other prepaid costs	830
Other debtors - due from hirers	0
<b>£</b>	<b><u>2,398</u></b>

## 6. CASH

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

	<b>2022</b>
Barclays Bank current account	5,141
COIF Deposit Account	91,085
<b>£</b>	<b><u>96,226</u></b>

## 7. LIABILITIES

The Trust has the following liabilities:-

	<b>2022</b>
Future rentals paid by hirers	5,368
Sundry creditors and accruals	817
Provision for redecoration	18,678
Provision for floor replacement	24,000
<b>£</b>	<b><u>48,863</u></b>

## 8. UNRESTRICTED FUNDS

Revenue reserves at 31st December 2022 were £59,039. By trustees' meetings these funds can be designated for any purpose.

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S:-

<b>Loose Equipment</b>	<b>Solar Panels</b>
<b>£</b>	<b>£</b>
27,852	NIL
27,852	9,598
27,852	NIL
27,852	320
NIL	NIL
<b>NIL</b>	<b>9,278</b>

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	<b>2021</b>
	1,698
	1,445
	0
<b>£</b>	<b>3,143</b>

	<b>2021</b>
	9,531
	94,944
<b>£</b>	<b>104,475</b>

	<b>2021</b>
	6,628
	737
	13,878
	21,000
<b>£</b>	<b>42,243</b>

resolution of the  
 propose that the trustees



**Examiner's unqualified report (for a non-company charity preparing accruals accounts) with a gross income of £250,000 or less in the relevant financial year**

**Independent examiner's report to the trustees of The Millennium Memorial Hall Trust**  
**(Registered No. 1045690)**

I report to the trustees on my examination of the accounts of The Millennium Memorial Hall Trust (the Trust) for the year ended 31 December 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

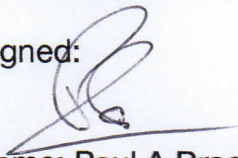
**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

  
Name: Paul A Brooks

Relevant professional qualification or membership of professional bodies (if any): ICAEW/  
FCA qualification - not now a registered member.

Address: 7, Pitter Close, Littleton, Winchester, Hants, SO22 6PD

Date: 20 March 2023