

Littleton Memorial Hall Trust
(formerly The Millennium Memorial Hall Trust)

Charity Number 1045690

Website: www.littletonmemorialhall.co.uk

Trustees' Annual Report: 1st January to 31st December 2024

Object

The object 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). On 1st November 2024 the Trustees signed a Deed of Variation to change the name of the Trust to Littleton Memorial Hall Trust, and the new name has been notified to the Charity Commission.

The Trustees who have served during the year are:

Barbara Kingston (Chairman)	A
Terence Rath (Secretary)	A
Stephen Handford (Honorary Treasurer)	A
Donna Oliver	B
Frances Martin	B
Geoffrey Cox	B
Edward Maun	C
Timothy Jackson	C
Clifford Morton	C Appointed 4 th April 2024

- 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 surplus for the year on unrestricted funds of £7,355, compared with a deficit of £4,116 in 2023.

Income from the Hall lettings increased to £41,707 in 2024 compared with £33,318 in 2023, despite the closure in July 2024 of the Littleton Pre-school which had been the largest user of the Hall since it opened in 1999. The Trustees were saddened by the loss of this much valued hirer. Fortunately, a new hirer, Florian School of Dance, started operating at the Hall from April 2024, and this has largely replaced the income lost from the Pre-school.

Interest on COIF deposit funds was £4,269 compared with £3,873 in 2023.

The first annual receipt of Smart Export Guarantee Income (£882) was received in December 2024, representing income earned from electricity exported to the national grid from the solar panels which were installed on the roof of the Hall in 2022.

Total costs were £39,503 which was £1,804 lower than 2023, mainly due to lower repair and maintenance costs, thanks to the good work done by the Maintenance Manager.

Electricity usage by the Hall has reduced very significantly from 28,128 kWh in 2019 to 13,064 kWh in 2024, thanks to the installation of solar panels in 2022, and LED lighting in August 2023, followed by a solar battery in November 2023. The Trustees are considering further measures to reduce electricity consumption even further.

No Trustee received any remuneration or expenses.

Cash balances at 31st December 2024 amount to £98,492 of which £90,226 is invested with COIF. Cash balances increased by £15,738 in the year, due mainly to a combination of the financial surplus and increased income received in advance for 2025 Hall bookings.

Unrestricted reserves at 31st December 2024 amount to £62,278. 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. The Trust's cash reserves are considered to be more than adequate for the foreseeable future.

The restricted reserves amounting to £142,362 represent the written-down value of the building, being the Littleton Memorial Hall. The original cost of £406,751 of the building is being written off over 40 years. As at 31st December 2024 there have been 26 years of write offs with a further 14 years until the balance is finally written off. A

professional valuation for insurance purposes carried out in 2023 indicated that full rebuilding costs of the Hall were £946,344.

Performance

During 2024 the Trust was fortunate to retain the services of eight of its Trustees. Cliff Morton was appointed as a Parish Council nominated Trustee on 4th April, bringing the Board of Trustees back up to its full complement of nine.

2024 saw the 25th anniversary of the opening of the Hall and this was celebrated at a small reception immediately before the AGM on the 13th May. Two projects were undertaken by the Trustees to mark the anniversary: the cleaning of the sculpture, *Pax in Futuro*, at the rear of the building and the installation of a Chairmen's Honours Board in the foyer.

As already mentioned, the Trustees resolved to revert to the original name of the Hall, *Littleton Memorial Hall* in 2024. The change of name of the Trust was confirmed by the Charity Commission on the 9th December 2024. A new name sign is displayed at the entrance to the building, a new logo has been adopted and our website has been updated to reflect the change.

The Trustees continue to comply with the requirements of the Licensing Act 2003 and with Employment Law, with formal Contracts of Employment and Job Descriptions for the managers 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 2025

The outlook for the year ahead remains positive, with demand for the use of the Hall from both regular users and casual bookers remaining strong.

The Trustees consider that a breakeven financial outturn is likely in 2025, because of lower interest income (as interest rates are forecast to fall), the loss of Littleton Pre-school income, and the cost of the 3-yearly electrical certification which is due towards the end of the year. However, the Trust is in no danger of running out of cash for the foreseeable future.

The Trustees have continued to make a provision of £4,800 per annum to provide for the cost of regular refurbishments, to maintain the Hall in a good condition. A refurbishment and redecoration programme was carried out as planned in August 2023 at a cost of £15,273, and the next refurbishment is due in August 2026. As at 31st December 2024 the accumulated provision for refurbishments stood at £13,005.

Acknowledgments

Diligence and good teamwork are the basis for the smooth running of the Hall and for which our thanks are due to many people:

Katie and Andrew Burnell, the Hall Managers for looking after the Hall and the staff in what has been another busy and sometimes challenging 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 2024 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 has again 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, with particular thanks to Terry Rath, our Secretary, who will have served six years by the date of the 2025 AGM and will therefore have to stand down as Trustee.

Barbara Kingston
Chairman of Trustees

Stephen Handford
Honorary Treasurer and Trustee

Date: 7th April 2025

LITTLETON MEMORIAL HALL TRUST (FORMERLY THE MILLENNIUM MEMORIAL HALL TRUST)

Statement of Financial Activities for the year ended 31st December 2024

		Unrestricted Funds 2024 £	Restricted Funds 2024 £	Unrestricted Funds 2023 £	Restricted Funds 2023 £
INCOMING RESOURCES	Note				
Charitable Income					
Hire of Hall		41707		33318	
Smart Export Guarantee Income		882		-	
Hampshire County Council grants		-	-	-	13440
Interest received		4269		3873	
TOTAL INCOMING RESOURCES		46858	-	37191	13440
RESOURCES EXPENDED					
Hall Running Costs					
Salaries and Wages		19896		19757	
Maintenance and Cleaning Materials	2	2869		5221	
Administration (including Licences)		3825		2922	
Insurance		1749		1701	
Services		5884		6426	
New & Replacement equipment		-		-	
Provision for future redecoration	3	4800		4800	
Provision for floor replacement	2	-		-	
Solar battery, LED lighting (funded by HCC grants)		-	-	-	13440
Depreciation of solar panels		480		480	
Depreciation: Statutory Write-off of Assets		-	10169	-	10169
TOTAL RESOURCES EXPENDED		39503	10169	41307	23609
NET MOVEMENT OF FUNDS		7355	-10169	-4116	(10169)
BALANCES BROUGHT FORWARD		54923	152531	59039	162700
BALANCES CARRIED FORWARD		62278	142362	54923	152531

LITTLETON MEMORIAL HALL TRUST (FORMERLY THE MILLENNIUM MEMORIAL HALL TRUST)

Balance Sheet as at 31st December 2024

	Note	2024 £	2023 £
FIXED ASSETS			
Building	4	142362	152531
Loose Equipment	4	-	-
Solar Panels	4	8319	8799
		<u>150681</u>	<u>161330</u>
CURRENT ASSETS			
Debtors & prepayments	5	3244	3186
Cash at Bank	6	98492	82754
		<u>101736</u>	<u>85940</u>
LIABILITIES:			
Amounts falling due within one year	7	10772	7612
Amounts falling due in excess of one year	7	37005	32204
		<u>47777</u>	<u>39816</u>
NET CURRENT ASSETS		53959	46124
NET ASSETS		<u>204640</u>	<u>207454</u>
FUNDS			
Unrestricted			
Revenue Reserves	8	62278	54923
Restricted			
Written-down Hall Fund	4	142362	152531
TOTAL FUNDS		<u>204640</u>	<u>207454</u>

APPROVED BY THE TRUSTEES ON 27th JANUARY 2025 AND SIGNED ON ITS BEHALF BY :-

B. Kingston

S. Handford

LITTLETON MEMORIAL HALL TRUST (FORMERLY THE MILLENNIUM MEMORIAL HALL TRUST)

CASH FLOW STATEMENT for the year ended 31st December 2024

	2024 £	2023 £
Cash received from charitable activities		
Hall lettings	45580	33300
Smart Export Guarantee Income	-	-
Cash received from HCC battery and LED lighting grants	-	13440
Cash received from investments	4269	3873
TOTAL CASH RECEIVED	49849	50613
Cash expended on charitable activities		
Hall operations	34111	35372
Expenditure on solar battery and LED lighting	-	13440
Redecoration costs	-	15273
TOTAL CASH EXPENDED	34111	64085
CASH SURPLUS/ (SHORTFALL)	15738	(13472)
Bank balances at 1st January 2024	82754	96226
Bank balances at 31st December 2024	98492	82754
CASH SURPLUS/ (SHORTFALL)	15738	(13472)

LITTLETON MEMORIAL HALL TRUST (FORMERLY THE MILLENNIUM MEMORIAL HALL TRUST)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

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.

Government grants for specific projects are recognised as income when they are received and when the related expenditure has been made. Any unspent grants are treated as deferred income until the related expenditure has been made.

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. The solar panels acquired in April 2022 are being depreciated over their minimum expected useful life of 20 years.

2. MAINTENANCE

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 was made in the 8 years to 2022 to provide funds for that replacement. At 31 December 2022, the provision for replacement of the floor was £24,000. In 2023 an estimate was obtained from a flooring contractor. This showed that the provision is adequate, so no further charge will be made to the accounts in 2023 and 2024. The position will be reviewed in 2025 when a new estimate will be sought.

3. REDECORATION

The Trustees carried out a triennial refurbishment in August 2023. An annual charge of £4,800 is being made to provide funds for the cost of the regular work. The next refurbishment is due in August 2026.

At 31 December 2024, the provision for redecoration was £13,005.

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 2023 impacts the net book value as follows:-

		Building	Loose Equipment	Solar Panels
		£	£	£
Gross book value	At 1st January 2024	406751	27852	9599
	At 31st December 2024	406751	27852	9599
Write down	At 1st January 2024	254220	27852	800
	At 31st December 2024	264389	27852	1280
Net book value	At 1st January 2024	152531	NIL	8799
	At 31st December 2024	£ 142362	NIL	8319

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.

Solar Panels were fitted to the roof of the Hall in April 2022 at a cost of £9,599. They are being depreciated over the minimum expected useful life of 20 years.

5. DEBTORS AND PREPAYMENTS

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

	2024	2023
Prepaid insurance premiums	1691	1610
Other prepaid costs	671	1576
Smart Export Guarantee income due	882	0
	£ 3244	£ 3186

6. CASH

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

	2024	2023
Barclays Bank current account	8266	2797
COIF Deposit Account	90226	79957
	£ 98492	£ 82754

7. LIABILITIES

The Trust has the following liabilities:-

	2024	2023
Future rentals paid by hirers	9224	5351
Sundry creditors and accruals	1548	2261
Provision for redecoration	13005	8204
Provision for floor replacement	24000	24000
	£ 47777	£ 39816

8. UNRESTRICTED FUNDS

Revenue reserves at 31st December 2024 were £62,278. By resolution of the trustees' meetings these funds can be designated for any purpose that the trustees wish.

Independent Examiner's Report to the members/trustees of The Littleton Memorial Hall Trust (Registered No. 1045690)

I report on the accounts for the year ended 31st December 2024 which are set out on the preceding pages.

Respective responsibilities of the Trustees and Independent Examiner

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention

1. which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with s.130 of the 2011 Act; or
- to prepare accounts which accord with these accounting records have not been met; or
- 2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Paul A Brooks 7 Pitter Close, Littleton, WINCHESTER, SO22 6PD.

28 February 2025