



HARMSTON MEMORIAL HALL TRUSTEES ANNUAL REPORT

FOR THE PERIOD 1 NOVEMBER 2022 TO 31 OCTOBER 2023



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**HARMSTON MEMORIAL HALL
TRUSTEES ANNUAL REPORT & FINANCIAL ACCOUNTS
FOR THE PERIOD 1 NOVEMBER 2022 TO 31 OCTOBER 2023**

1. Objects

To provide a non-sectarian and non-political place of recreation and social intercourse or Village Institute for the advantage or benefit of the adult inhabitants of Harmston either gratuitous or in consideration of any money payment or on such terms as the trustees may think fit. The trustees shall not permit use for the purposes of any particular church, denomination or sect or of any political party.

These objects are to be applied without distinction of sex, sexual orientation, age, disability, nationality, race, or political, religious or other opinions.

2. Trustees, Elective Committee Members and Governance

a. Governing Document & Charity Status

The governing document for Harmston Memorial Hall is the Conveyance and Deed of Trust entered into by John Cockburn Cockburn and the trustees on the 21st October 1943. Harmston Hall was subsequently entered into the Register of Charities on the 16th May 1997 (Reg. No. 1062434) and thereby continues to enjoy Charity status.

Accordingly, the trustees, their successors, and the elective committee members continue to act in accordance with the governing document and the Charities Act 2011 (as may be amended).

b. Trustees

The incumbent trustees and successors (being a minimum of four and a maximum of eight including the Parish Nominee) to those named in the governing document are:

- I. Mr. Paul Hill*
- II. Mr. Alan Humphries*
- III. Mr. Keith Elms*
- IV. Mr. David Bridges*
- V. Mrs. Joanne Horne* as the Parish Nominee elected and recorded at the AGM held on the 24th November 2022.

Mrs. Pamela Bomford resigned as trustee on the 7th October 2023 and the Committee have expressed their thanks for her service to the parish community.

Note: * Denotes - Formally appointed by Resolution dated 6th October 2023 and legalised under deed on 7th October 2023. It is agreed that the term of appointment is 3 (three) years.

c. The Elective Committee members (2022/2023)

The Elective Committee members are elected at the Annual General Meeting (AGM) which is held in November of each year.

The Elective Committee members duly elected at the Annual General Meeting held on the 24th November 2022, for the year 2022/2023, were:

- Mrs. Gillian Dowes (acting Chair)
- Mrs. Joanna Horn (acting Secretary)
- Mr. Neil Smith (acting Treasurer)**
- Mr. Jonathan Baptie-Wood**
- Mrs. Kate Stockbridge-Sime
- Mrs. Keren Shepherd
- Mrs. Christine Wright
- Mrs. Janice Cross
- Mr. Brian Hamilton
- Mrs. Teresa Bridges
- Mrs. Joanne Oldham**

Note: ** Denotes – Those who have tendered their resignation and are not standing for re-election with effect immediately following the Annual General Meeting to be held on 23rd November 2023.

d. Governance Review & Update

Chattertons Solicitors of Lincoln, who previously acted for the HMH, stood down this year when their Charity Law specialist, Catriona Wheeler, left the practice. Following enquiries for a replacement the HMH Committee were pleased to be able to re-appoint¹ Catriona in her new practice at Adie Pepperdine and she continues to assist us.

The Deed Packet was also transferred² from Chattertons to Adie Pepperdine for safekeeping.

You will recall that the governance updates were planned with professional guidance. They were and remain:

- I. New Deeds of Appointments to be made for the incumbent trustees³
- II. The registration of HMH Land and Buildings with the Land Registry.
- III. An update of the HMH 1943 Conveyance and Governing Document including liaison with the Charities Commission, as necessary, following steps I. and II. above.

These proposed changes and updates were approved by the HMH Committee at the Meeting held on the 28th July 2021.

¹ Adie Pepperdine Letter dated 24th August 2023 signed by HMH on 5th September 2023

² Transferred on 20th September 2023 and receipted.

³ Paragraph 2 b. refers

A brief progress update follows:

- I. New Deeds of Appointments to be made for the incumbent trustees.

The new Deeds of Appointment were signed and witnessed at the Memorial Hall on the 7th October 2023 and returned to Adie Pepperdine for safekeeping.⁴

- II. The registration of HMH Land and Buildings with Land Registry.

This is now under process and is a legal requirement triggered by the execution of the Deed of Appointment of Trustees. Adie Pepperdine have advised that this may flag up a Chancel Repair Liability with Land Registry and it has therefore been decided to take out Chancel Repair Liability Insurance to manage this risk. Land Registry is then likely to take between 14 and 16 months.

- III. An update of the HMH 1943 Conveyance and Governing Document.

A meeting was held with Adie Pepperdine on the 7th November 2023. There are various constitutional models recommended by the Charity Commission and ACRE.

After some debate the two most suitable models are considered to be either:

- An un-incorporated trust (similar to the existing constitution but modernised). The Management Committee would retain liability for contracts etc., and the Charity Commission would replace the Lifetime or Holding Trustees and become the Official Custodian of title to land and buildings, or
- A Charity Incorporated Organisation (CIO) with voting members other than the Charity Trustees (similar to a limited company). The CIO would retain liability for contracts etc., and hold title to the land and buildings.

In both cases voting members would continue to be the adult residents of the parish of Harmston as the existing constitution.

The Committee will continue to study and develop these models in conjunction with Adie Pepperdine and hope to present its recommendation on or before the next Annual General Meeting in 2024.

Approval of any constitutional changes will be subject to vote of all Members⁵ at an AGM or Extra Ordinary Meeting held for that purpose with a threshold of 75% approval required.

⁴ On 10th October 2023 and receipted.

⁵ Members means - The adult residents of the Parish of Harmston who have resided there for a minimum of 3 months

e. Key Documents Register

The HMH Key Document Register continues as an important reference and administration tool setting out such things as HMH affiliations, licenses, registrations, utilities and renewal dates together with the associated account details and contacts. The register is reviewed, updated and circulated regularly to the committee and renewals are monitored and actioned by the Secretary and Treasurer. A copy is available upon request.

3) Report of the Chair

Following another successful year of events at the Hall, I really cannot thank every one of the Committee members and all volunteers enough for making these events possible and also enjoyable. As well as organising the events, all Committee members give up their time to ensure the Hall is maintained, bills are paid, the kitchen and bar run smoothly, and the village is kept informed of all upcoming events. This enables us to ensure the Hall is a large part of our village life and continues to be a place which caters for all interests and ages. As an example, with funds raised this year we have purchased a large screen television which can be used for children's film events, sporting events and music events.

A big thanks must go to our regular hirers who form the backbone of our income. Namely, the WI, U3A, Harmston Young Farmers, Katy Bakers Dance Classes, Cathy Ainsworth's Yoga, Harmston Parish Council and Phillipa Butler Harris. Also, I would like to thank Shep who runs the monthly Charity Quiz, he has raised £1,400 for various charities and last month saw us celebrate his 50th quiz. This year's charities to benefit by £100 were RNLI, Alzheimer's Society, Lincoln Food Bank and Teenage Cancer Trust and a further £100 will be given away next week.

We do have some changes in the Committee, with 3 members leaving, so a big thank you to Jonny Baptie, who has been a great help with the Hall Maintenance and advice, Jo Oldham for her great organisational skills and finally Neil Smith, who has served as Treasurer for a number of years, and has also been invaluable with his knowledge of Building maintenance. Thank you all for all your hard work. I would also like to thank Jane Bauer for her work as Chairperson at the beginning of the year, along with all the delicious cakes and food she provided at various events. Jo Horn is resigning as Secretary but will stay on as a member of the Committee, so thank you Jo for all your support and hard work this year. Joining the Committee will be Julien Bridges who will take over as Secretary and Helen Robertson, who will be our new Treasurer. Welcome back Julien and welcome to the team Helen. I would also like to thank Julien for his hard work in getting us back on track with the Governance of the Hall and making sure we stay on the straight and narrow.

Finally, I would like to thank Alan Humphries who has finally handed over the reins of the 200 club, after many years of collecting subscriptions, paying out the lucky winners and raising hundreds of pounds for the Hall. We will continue his hard work and if anyone is interested in a number there are some available!

As you can see, there are lots of people involved in the running of this Hall, and I would like to end with a huge thank you to everyone, no matter how big or small your involvement. Thank you!!

4) Treasurers Financial Report

a. A brief review of the year

The Trustees are pleased to report that the Charity continues to operate in sound financial health, maintaining a healthy balance.

The financial fund starting with £17288.68p on 1st November 2022, covered regular operational expenses and served as a foundation for planned maintenance costs throughout the year. Closing on 31st October 2023, the fund stood at £18667.67p, marking a financial year increase of £1378.99p, covering all expenses.

Income sources include Hall Hire fees, the 200 Club monthly draw, events, fundraising, and an additional income stream from the hall bar. As anticipated in the previous year's Financial Report, Hall finances, although uncertain, were expected to improve in 2023. At the year's close on 31 October 2023, total income reached £25388.62p, an increase in generated income over the previous year's total of £18303.30p.

General running costs, encompassing maintenance, utilities, cleaning and administration totalled £11895.55p, reflecting a £1515.57p increase from last year. The rise can be attributed in part to increases in gas and electric expenses. Maintenance costs remained relatively consistent, while administration costs increased by £213.

Refurbishment spending this year amounted to £2686.51p, primarily allocated for the purchase of the Hall TV and the installation of floor covering behind the bar. Planned refurbishment and maintenance spending for the upcoming financial year 2023/2024 is yet to be determined.

Looking ahead, last year's forecast for Hall finances was uncertain due to rising utility bills and inflation. To address this, the Committee voted to raise Hall Hire Fees and Bar prices from the 1st September 2022. This decision ensured that this year's finances kept pace with rising prices and inflation, resulting in a 30% increase in income for Hall Hire and a 25% increase for bar sales. The profit margin for Bar sales averaged over 40% this year.

With functions and events planned for the next year, the outlook for 2023-2024 Hall finances appears promising, with the expectation of achieving financial stability and a modest profit by the year's end. There is currently no plan to raise Hire Fees or Bar prices in 2024, but this will be subject to review.

The trustees remain committed to providing capital for day-to-day running costs and maintenance while maintaining an adequate reserve for necessary Hall improvements.

Of note; none of the trustees receive any form of remuneration for their duties. The accounts do not fully capture the material help provided by the Committee and other volunteers who generously contribute their time and expertise.

b. Reserves

The total funds of the charity are held in a Barclay's Bank Account to meet the normal running costs and to meet any unforeseen expenditure that may occur. The general aim is to maintain a fixed reserve of £5,000, leaving the balance of the account for future improvement activity. At the end of the financial year 2022/2023, £18427.19p was held in the bank account with £240.48p in cash held by the treasurer.

c. Yearly Comparisons (2019 to 2023)

	2023	2022	2021	2020	2019
Net Income					
Hall Hire	£6033.01	£4073.45	£1289.00	£3182.50	£5042.50
Fund Raising	£1715.23	£649.09	£734.12	£308.00	£1375.06
Events	£1076.89	-£179.95	£197.57	-£372.60	£1031.13
Donations	£26.31	£180.00	£725.00	£8563.30	£17.10
Grants for Refurbishment	£0.00	£0.00	£0.00	£0.00	£0.00
200 Club	£1098.00	1114.00	£662.00	£1049.00	£1024.00
Bar	£4720.06	£2941.59	£1113.98	£550.34	£5153.71
Kitchen	£1291.55	£286.45	£0.00	-£57.28	£121.53
Expenditure					
Cleaning	-£1957.77	-£2924.92	£1283.06	£1561.50	£2762.56
Maintenance	-£3003.56	-£2985.27	£1211.79	£1413.91	£3402.78
Electric	-£1667.36	-£360.00	£327.42	£548.00	£977.00
Gas	-£2182.46	-1483.05	£283.41	£642.58	£801.20
Water	-£503.72	-£368.38	£187.02	£207.92	£376.51
Admin / Fees	-£2075.04	-£1861.41	£1824.52	£1043.00	£1206.09
British Telecom	-£505.64	-£396.95	£438.67	£607.38	£359.88
Refurbishment	-£2686.51	-£918.81	£3270.00	£1696.00	£957.99

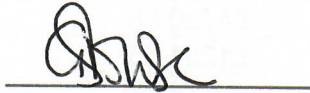
d. Total Income and Expenditure Summary (2022/2023)

	Total Income	Total Exp	Net Total
Hall Hire	£6033.01	£0.00	£6033.01
Donation	£26.31	£0.00	£26.31
Fund raising	£2098.74	-£383.51	£1715.23
Events	£3413.82	-£2336.93	£1076.89
200 club	£1122.00	-£24.00	£1098.00
Bar	£11014.34	-£6294.28	£4720.06
Kitchen	£1679.94	-£388.39	£1291.55
Maintenance	£0.00	-£3003.56	-£3003.56
Refurbishment	£0.00	-£2686.51	-£2686.51
Gas	£0.00	-£2182.46	-£2182.46
Cleaning	£0.00	-£1957.77	-£1957.77
Electricity	£0.00	-£1667.36	-£1667.36
Water	£0.00	-£503.72	-£503.72
Admin/Fees	£0.00	-£2075.04	-£2075.04
BT	£0.00	-£505.64	-£505.64
Total	£25388.16	-£24009.17	£1378.99
BALANCES			
	Opening Funds 1st Nov 2022	Closing Funds 31st Oct 2023	
Bank	£16697.51	£18427.19	
Cash	£591.17	£240.48	
Total	£17288.68	£18667.67	
<p style="text-align: center;">Increase in funds for 2022/2023 of: £1378.99p</p>			

5) Signatures page


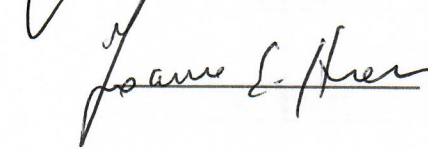
Approved as an accurate record presented at the Annual General Meeting held on 23 November 2023

Signatures:



G Dowse (Chairperson)

Date: 23 November 2023

PP

NPP Smith (Treasurer)

Date: 23 November 2023

D-J.O. BRIDGES

J Horn (Secretary)

Date: 23 November 2023





CHARITY COMMISSION
FOR ENGLAND AND WALES

Harmston Memorial Hall

1062434

Receipts and payments accounts

CC16a

For the period
from

1-Nov-22

To

31-Oct-23

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hall Hire	6,033	-	-	6,033	4,073
Fundraising	2,099	-	-	2,099	1,214
Events	3,414	-	-	3,414	1,765
Donations	26	-	-	26	180
200Club	1,122	-	-	1,122	1,114
Bar	11,014	-	-	11,014	8,837
Kitchen	1,680	-	-	1,680	1,110
Admin/Fees		-	-	-	10
Sub total (Gross income for AR)	25,388	-	-	25,388	18,303
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,388	-	-	25,388	18,303
A3 Payments					
Fund Raising costs	384	-	-	384	565
Event costs	2,337	-	-	2,337	1,944
200club	24	-	-	24	-
Bar Costs	6,294	-	-	6,294	5,895
Kitchen supplies	388	-	-	388	824
Maintenance	3,004	-	-	3,004	2,986
Refurbishment	2,687	-	-	2,687	919
Gas/Electricity	3,849	-	-	3,849	1,843
Water	504	-	-	504	368
Hall Cleaning	1,958	-	-	1,958	2,925
Telephone	506	-	-	506	397
Admin/Fees	2,075	-	-	2,075	1,871
Sub total	24,010	-	-	24,010	20,537
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	24,010	-	-	24,010	20,537
Net of receipts/(payments)	1,378	-	-	1,378	- 2,234
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	17,289	-	-	17,289	19,523
Cash funds this year end	18,667	-	-	18,667	17,289

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	18,427	-	-
	Cash	240	-	-
		-	-	-
	Total cash funds	18,667	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Hall Buildings and Land	Endowment	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		H S Robertson	H S ROBERTSON	15-Aug-24

HARMSTON MEMORIAL HALL
Charity Commission Registered Number 1062434

ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2023
INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
FOR THE HARMSTON MEMORIAL HALL

I, Graham Christopher Button, report on the accounts for the year ended 31st October 2023.

Respective responsibilities of trustees and examiner

The Trustees are appointed by virtue of the election to office as members, secretary and treasurer of the Committee. The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for the year but that an independent examination of the accounts will be carried out.

It is my responsibility to:

examine the accounts (under section 43 of the Act),
to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act), and
to state whether particular matters have come to my attention.

Basis of independent examiner's report

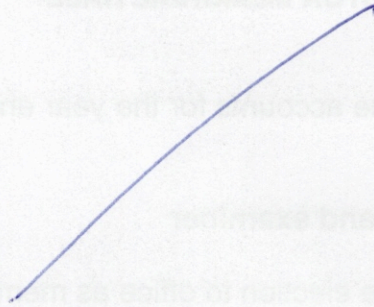
My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or
2. which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

The following matter(s), in my opinion, give(s) me reasonable cause to believe that the requirements to keep accounting records and to prepare accounts that accord with the accounting requirements have not been met and need to be brought to the attention of the Trustees.



Signed *Graham Button* Dated 6.7.2024

Name: Graham Button

Address: 1 Harmston Park Avenue
Harmston
Lincoln
LN5 9GF