



HARMSTON MEMORIAL HALL TRUSTEES ANNUAL REPORT

FOR THE PERIOD 1 NOVEMBER 2023 TO 31 OCTOBER 2024



CONTENTS:

Section	Description	Page
1.	Objects	2
2.	Trustees, Elective Committee Members and Governance	2
a.	Governing Document & Charity Status	2
b.	Trustees	2
c.	The Elective Committee Members (2023/2024)	3
3.	Report of the Secretary	3
a.	Governance Review & Update	3-4
b.	Key Documents Register	4
c.	Other Work During the Year	5
4.	Report of the Chair	5-6
5.	Treasurer's Financial Report	6
a.	A brief review of the year	6-7
b.	General Running Costs	7
c.	Refurbishment	7
d.	The Forecast	7-8
e.	Reserves	8
f.	Yearly Comparisons (2020 to 2024)	8
g.	Total Income and Expenditure Summary (2023/2024)	9
h.	Summary of Bank Balances and Pledges	9
6.	Signatures Page	10

**HARMSTON MEMORIAL HALL
TRUSTEES ANNUAL REPORT & FINANCIAL ACCOUNTS
FOR THE PERIOD 1 NOVEMBER 2023 TO 31 OCTOBER 2024**

1. Objects

The objects of the charity are that Harmston Memorial Hall be used in perpetuity as a non-sectarian and non-political place of recreation and social intercourse or Village Institute under the name of "Harmston Memorial Hall" 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 Harmston Memorial Hall to be used for the purposes of any particular church, denomination or sect or of any political party.

2. Trustees, Elective Committee Members and Governance

a. Governing Document & Charity Status

Up and until the 2nd September 2024 the governing document for Harmston Memorial Hall was the Conveyance and Deed of Trust entered into by John Cockburn Cockburn and the trustees on the 21st October 1943 ("*the Old Deed*").

Harmston Hall was subsequently entered into the Register of Charities on the 16th May 1997 (Reg. No. 1062434) and continues to enjoy Charity status.

The Old Deed was superseded by the Declaration of Trust of Harmston Memorial Hall dated 3rd September 2024 ("*the New Deed*"). Accordingly the trustees and their successors now act in accordance with the New Deed and the Charities Act 2011 (as may be amended).

b. Trustees

Under the Old Deed 5 (five) trustees were formally appointed by Resolution dated 6th October 2023 and legalised under deed on 7th October 2023 (being a minimum of four and a maximum of eight including the Parish Nominee). By agreement the term of appointment is 3 (three) years. This was done for the purposes of Land Registry and also to oversee the transition period to bring the New Deed into effect.

They are:

- I. Mr. Paul Hill
- II. Mr. Alan Humphries
- III. Mr. Keith Elms
- IV. Mr. David Bridges
- V. Mrs. Joanne Horn (the Parish Nominee elected and recorded at the AGM held on the 24th November 2022 and legalised by Resolution and Deed as noted above).

c. The Elective Committee members (2023/2024)

The Elective Committee members duly elected at the Annual General Meeting held on the 23rd November 2023, for the year 2023/2024, were:

- Mrs. Gillian Dowse (Chair)
- Mr. David Bridges (Secretary)
- Mrs. Helen Robertson (Treasurer)
- Mrs. Joanna Horn
- Mrs. Kate Stockbridge-Sime
- Mrs. Keren Shepherd
- Mrs. Christine Wright
- Mrs. Janice Cross
- Mr. Brian Hamilton
- Mrs. Teresa Bridges

In addition Mrs. Vanessa Baptie-Woods has served on the Facilities Management Sub-Committee throughout the year and the Committee thanks her for her support.

3. Report of the Secretary

a. Governance Review & Update

Mrs. Catriona Wheeler of Adie Pepperdine Solicitors has continued to act for our charity throughout the year. You may recall from last year's AGM that our aims were as follows:

- I. New Deeds of Appointments to be made for the incumbent trustees¹
- II. The registration of HMH Land and Buildings with the Land.
- III. An update of the HMH 1943 Conveyance and Governing Document following steps I. and II. above.
- IV. The appointment of the Charity Commission as Official Custodian thereby replacing incumbent trustees as individuals holding title to the HMH's Land and Buildings

A brief progress update follows:

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

This was completed on the 7th October 2023 and returned to Adie Pepperdine for safekeeping.²

STATUS - Complete.

¹ Paragraph 2 b. refers

² On 10th October 2023 and receipted.

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

This is a legal requirement and the first application was submitted to Land Registry under Title Number LL425698 shortly after the new deeds of appointment were completed in October 2023. We are advised that the process currently takes between 14 and 16 months to complete. A response is therefore expected in the first quarter of 2025.

STATUS – Under Process

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

Under the guidance of Solicitors the Constitution was re-drafted using the Charity Commission's Charitable Trusts: Model Trust Deed (GD2). This was completed and the new constitution was approved unanimously by the trustees and elective committee members present at an extra-ordinary meeting held on the 3rd September 2024.

Importantly the Objects of the Charity remain the same.

The new constitution has been approved by the Charity Commission and came into effect on the 3rd September 2024.

It was previously noted that changes to the constitution required a 75% in favour vote by the adult residents of the Parish of Harmston attending a meeting called for that purpose. We were further advised that our Charity is NOT a Member Organisation and as such this decision rests with the Charity's Trustees on a majority vote basis. This occurred on the 3rd September 2024.

STATUS – Complete

IV. To appoint the Charity Commission as Official Custodian.

Application has been made by Adie Pepperdine on behalf of HMH and a response is awaited.

When this happens Mr. Paul Hill, Mr. Alan Humphries, Mr. Keith Elms, Mr. David Bridges and Mrs. Joanne Horn will step down as trustees and title holders for the purposes of Land Registry.

N.B. The Deed Packet for HMH is held by Adie Pepperdine for safekeeping. This contains the original 1943 Conveyance, resolutions, deeds of appointment and retirement.

b) 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 trustees. A copy is available upon request.

c) Other Work During the Year

Work has continued during the year to improve the Charity's processes and procedures. This includes;

- I. The implementation of a Safeguarding Policy and the appointment of a Safeguarding Officer.
- II. Dual authorization online banking.
- III. Regular reviews of Regular Hirers & Contractors Insurances
- IV. Checks on Regular Hirers own Safeguarding Policies and Risk Assessments to ensure they are in place.
- V. Re-introduction of Meet & Greet Service for all one off hirers by our Facilities Team.

4. Report of the Chair

We have had another successful year at our Memorial Hall. I would like to thank all of the committee members and our volunteer helpers for their ideas, dedication, enthusiasm, hard work and team work. Without you all we couldn't make our events so successful and enjoyable. As well as organising these events, all committee members give up their time to ensure the Hall is maintained, bills are paid, the kitchen and bar run smoothly and through marketing the village and surrounding areas are kept informed of all upcoming events. This enables us to ensure our Hall is a key feature in our village life and continues to be a venue which caters for all interests and ages.

Annual events which have taken place this year have included our ever-popular food and drink fair, village BBQ, the Big Breakfast and the Village Produce Show. We have also organised family bingo, a spooky story trail, pie night, chip and cheerful event, music event by The Frank Birkbeck jazz Trio, a Halloween disco, a pop-up coffee morning and our forthcoming Festive Friday on 13th December. Our new big screen TV has enabled us to arrange successful and enjoyable watch events for the Wimbledon final, England Euro Football matches and The Eurovision Song Contest. Most of these events have been well supported but sadly we had to cancel the Jelly Legs music event earlier this year due to low ticket sales. Some events raise a great deal of money, others have covered costs and raised smaller amounts. Our range of organised events are put on to cater for the interests and enjoyment of all villagers, young and old. They are not all intended to raise large sums of money but we need support and attendance from villagers and friends to ensure that we don't lose hard earned funds on our events.

A big thank you must go to our regular hirers who form a large part of our income. Our regular hirers this year have been the WI, the U3A, Harmston Young Farmers, Katy Baker's dance classes, Cathy Ainsworth's Yoga, Harmston Parish Council, Phillippa Butler Harris's Pilates and our newest regular hirer Laura Wade who holds 3 very well attended Zumba classes per week. I would also like to thank Shep who runs our monthly charity quiz. He raises hundreds of pounds each year for various charities chosen by quiz participants. This year's charities that have received £100 have been Teenage Cancer Trust, CenterPoint, Guide Dogs for the Blind, Lincs and Nott's Air Ambulance. Shep's quiz has already raised £351 out of a target of £500 for our very own 'Restore Our Floor' campaign. In addition to our regular hirers we have privately hired out the Hall for many occasions such as birthday parties, christenings, children's parties, wakes, the Church Harvest Supper, the WI fair and various charity events. Many private hirers have made use of our fabulous kitchen and bar facilities.

We do have two members of our committee stepping down, so a massive thank you to Janice Cross who has served on the committee for many years and has done a great job of being in charge of our kitchen, ensuring it is well stocked, in good condition, is regularly checked by electrical and fire safety experts and continues to have a 5-star food hygiene rating. Another massive thank you goes to Jo Horn who has also been on the committee for several years and has served as secretary, marketing manager and chairperson. You will both be missed but we are all delighted that you will both continue to support the Hall by being on our volunteers list.

After many years of research, enquiries and legal advice all the Hall trustees have finally signed a new Constitution - a Declaration of Trust Document. This is a crucial legal document needed by all charities. I would like on behalf of all the trustees to thank our secretary Julien Bridges for all his time and hard work in researching and arranging for this updated Constitution to be completed. Our popular 200 Club draw has gained a number of new participants this year but there are a few numbers still left. This monthly draw gives out half the takings out as prizes and half for the Hall funds.

We raise money for the ongoing running and maintenance of our Hall and we do have a contingency fund for unexpected expenses. This year two such unexpected situations have occurred. One is the realisation that the Hall floor which is over 100 years old is deteriorating and will need replacing in the very near future. This work will cost in excess of £30,000 – our contingency will not cover these costs, therefore we have had to launch a fund-raising campaign to raise the money needed. We are in the process of applying for various grants too. Please read our newsletters and posters or ask any committee member to see how you could support this campaign to enable our hall to continue to function effectively as it has done for over 100 years. The second unexpected occurrence was finding out from Anglian Water that we have a serious water leak meaning we are losing gallons of water daily. We are working with Anglian Water to locate the leak but it isn't proving easy as the water pipe from the mains to the hall is several metres long and goes under adjoining private land. Despite our insurances, the solution to this problem is going to cost thousands of pounds. We are therefore exploring several options to pay for and rectify this situation.

As you can see, there are lots of people involved in the running of our Memorial Hall and I would therefore like to end with a huge thank you to everyone, no matter how large or small your involvement. We have a great team all working together for the benefit of our lovely Harmston community.

5. Treasurers Financial Report

a. A brief review of the year

The Trustees are pleased to report that the Charity continued to maintain a sound financial position, with a healthy balance this year.

It must be noted however that significant maintenance challenges are forecast for the forthcoming year including:

- I. A replacement Main Hall Floor following a report in May 2024, and
- II. Repairs to the incoming Water Main which failed in August 2024.

The cost of this essential work is likely to reduce our reserves and working capital below our currently recommended threshold of £10,000 during the forthcoming year.

The aim of the Trustees is to continue providing capital for day to day running costs and Maintenance, whilst maintaining an adequate reserve for Hall improvements as necessary. None of the trustees receive any form of remuneration for the deliverance of their duties. Not reflected in the accounts is all the material help given by the Committee and other volunteers, who freely give of their time and expertise.

The financial period opened on 1 November 2023 with a balance of £18,667.67. This was applied to meet normal running costs and as a base for planned maintenance costs throughout the year. The fund closed on 31 October 2024 with a balance of £22,294.06, an increase in funds this financial year of £3,626.39, with all costs met³.

Income for reserves and working capital is derived from Hall Hire fees, bar income, 200 Club monthly draw, Events and fund-raising activities. Hall finances have continued to improve throughout 2023/24. At the close of the Accounts on 31 October 2024, total income generated was £32,373.26, an increase of £6,984.64 in income over last year's total.

b. General Running costs

The day to day running costs, which cover Maintenance, Utilities, Cleaning and Administration etc., totalled £15,137.61. This is an increase of £3,242.06 on last year's costs. This increase can be attributed mostly to the rise in the Gas and Electric (£2,719 more than 22/23). Maintenance costs also increased in comparison to the previous year by £389.89, though the broadband charges were less due to a refund because of limited service earlier in the year. Administration costs remained about the same as last year, despite now including a new payment for a TV license and fees for using SumUp card payments.

c. Refurbishment

Spending on Hall Refurbishment this year totalled £1,960 which was for replacement patio doors.

Planned refurbishment and Maintenance spending for the next financial year 2024/2025 has yet to be finalised, but the major costs will be replacement of the wooden floor of the Hall and repairs to a mains water leak for which the Hall is responsible as noted above.

A new project has been launched called 'Restore Our Floor' – all fundraising activities for the last year have been channeled towards this, and any personal donations received from residents are now held in a separate, interest-bearing bank account. Further pledges of financial support have been received, and the Committee are in the process of applying for a substantial grant from the FCC Communities Foundation.

d. The Forecast

This year's finances have once again kept pace with rising prices and inflation, with income for Hall Hire and bar sales increasing over 22/23 by 40% and 54% respectively. The margin for Bar sales this year has averaged over 46% before overheads.

³ Excluding Water Main and Floor Repairs

Functions and Events are planned for next year though these will be dependent on the timings of the Restore Our Floor project. If the submitted grant application is accepted, then the outlook for 2024-2025 should see continued financial stability for the Hall with planned returns sufficient to cover re-occurring overhead costs. Hire Fees and Bar prices continue to be reviewed against expenditure and it is hoped that the current rates can be retained during 2025.

e. Reserves

The total funds of the charity are held at Barclay's Bank with a current account used for the normal running costs and expenditure that may occur. The general aim is to maintain a fixed reserve of £5,000 for unforeseen or exceptional costs, leaving a working capital account of £5,000 to £10,000 for day to day running costs, stocks, events and activities. To this end a Savings account was set up during this last year to act as the 'reserve' with an initial £5,000 transferred from the working capital account. A further £3,000 was transferred later as the working capital account was comfortably above £10,000. Interest at 1.96% is payable on both savings' accounts. At the end of the financial year 2023/2024, total of £22,029.83 was held in the bank accounts with £264.23 in cash held by the treasurer.

f. Yearly Comparisons (2020 to 2024)

	2024	2023	2022	2021	2020
Net Income					
Hall Hire	£ 8,471.85	£ 6,033.01	£ 4,073.45	£ 1,289.00	£ 3,182.50
Fund Raising	£ 1,465.93	£ 1,715.23	£ 649.09	£ 734.12	£ 308.00
Events	£ 1,331.12	£ 1,076.89	£ (179.95)	£ 197.57	£ (372.60)
Donations	£ 1,210.00	£ 26.31	£ 180.00	£ 725.00	£ 8,563.30
200 Club	£ 958.00	£ 1,098.00	£ 1,114.00	£ 662.00	£ 1,049.00
Bar	£ 7,274.98	£ 4,720.06	£ 2,941.59	£ 1,113.98	£ 550.34
Kitchen	£ (367.69)	£ 1,291.55	£ 286.45	£ -	£ (57.28)
Bank Interest	£ 12.12	£ -	£ -	£ -	£ -
Total Net Income	£ 20,356.31	£ 15,961.05	£ 9,064.63	£ 4,721.67	£ 13,223.26
Expenditure					
Maintenance (inc Cleaning)	£ (5,351.22)	£ (4,961.33)	£ (5,910.19)	£ (2,494.85)	£ (2,975.41)
Gas_Elec	£ (6,569.03)	£ (3,849.82)	£ (1,843.05)	£ (610.83)	£ (1,190.58)
Water	£ (540.14)	£ (503.72)	£ (368.38)	£ (187.02)	£ (207.92)
Admin / Fees	£ (2,055.05)	£ (2,075.04)	£ (1,861.41)	£ (1,824.52)	£ (1,043.00)
Phone/Broadband	£ (254.48)	£ (505.64)	£ (396.95)	£ (438.67)	£ (607.38)
Refurbishment	£ (1,960.00)	£ (2,686.51)	£ (918.81)	£ (3,270.00)	£ (1,696.00)
	£(16,729.92)	£(14,582.06)	£ (11,298.79)	£ (8,825.89)	£ (7,720.29)

g. Total Income and Expenditure Summary (2023/2024)

	Income	Payment	Balance
HallHire	£8,471.85	£0.00	£8,471.85
Event	£4,039.53	-£2,708.41	£1,331.12
Bar	£15,757.41	-£8,482.43	£7,274.98
Kitchen	£412.00	-£779.69	-£367.69
200Club	£958.00	£0.00	£958.00
Raffle	£1,232.50	£0.00	£1,232.50
Fundraising	£1,469.85	-£26.42	£1,443.43
Gas_Elec	£0.00	-£6,569.03	-£6,569.03
Water	£0.00	-£540.14	-£540.14
Maintenance	£0.00	-£5,351.22	-£5,351.22
Refurbishment	£0.00	-£1,960.00	-£1,960.00
BT	£0.00	-£254.48	-£254.48
Admin_Fees	£20.00	-£2,075.05	-£2,055.05
Interest	£12.12	£0.00	£12.12
TOTALS	£32,373.26	-£28,746.87	£3,626.39

Increase in funds for the accounting period 2023/2024 - £3,626.39

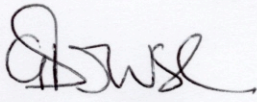
h. Summary of Bank Account Balances & Pledges

	Opening Funds 01 November 2023	Closing Funds 31 October 2024
Balances		
Bank (Current)	£18,427.19	£11,335.84
Bank (Reserve)	£0.00	£8,012.12
Bank (Restore Our Floor)	£0.00	£2,681.87
Cash	£240.48	£264.23
Total	£18,667.67	£22,294.06

Restore-Our-Floor Pledges (not banked or included in the above amounts) total £3,000

Note: All amounts stated remain subject to Independent Examination with the Examiners Report to follow.

Signed



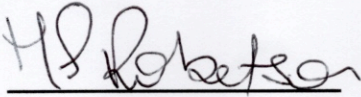
G Dowse (Chair)

Date: 21 November 2024



DJO Bridges (Secretary)

Date: 21 November 2024



H Robertson (Treasurer)

Date: 21 November 2024





Receipts and payments accounts

CC16a

For the period
from

01-Nov-23

To

31-Oct-24

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hall Hire	8 472	-	-	8 472	6 033
Events	4 040	-	-	4 040	3 414
Fundraising	2 457	-	-	2 457	2 099
Donations	246	-	-	246	26
200Club	958	-	-	958	1 122
Bar	15 757	-	-	15 757	11 014
Kitchen	412	-	-	412	1 680
Admin/Fees	20	-	-	20	-
Interest	12	-	-	12	-
Sub total (Gross income for AR)	32 374	-	-	32 374	25 388
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	32 374	-	-	32 374	25 388
A3 Payments					
Fund Raising costs	26	-	-	26	384
Event costs	2 708	-	-	2 708	2 337
200club	-	-	-	-	24
Bar Costs	8 483	-	-	8 483	6 294
Kitchen supplies	780	-	-	780	388
Maintenance	5 351	-	-	5 351	3 004
Refurbishment	1 960	-	-	1 960	2 687
Gas/Electricity	6 569	-	-	6 569	3 849
Water	540	-	-	540	504
Hall Cleaning	-	-	-	-	1 958
Telephone/Broadband	255	-	-	255	506
Admin/Fees	2 075	-	-	2 075	2 075
Sub total	28 747	-	-	28 747	24 010
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	28 747	-	-	28 747	24 010
Net of receipts/(payments)	3 627	-	-	3 627	1 378
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	18 667	-	-	18 667	19 523
Cash funds this year end	22 294	-	-	22 294	20 901

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	22 030	-	-
	Cash	264	-	-
		-	-	-
	Total cash funds	22 294	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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	25-Jun-25	

HARMSTON MEMORIAL HALL
Charity Commission Registered Number 1062434

ACCOUNTS FOR THE YEAR ENDED 31 OCTOBER 2024
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 2024.

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

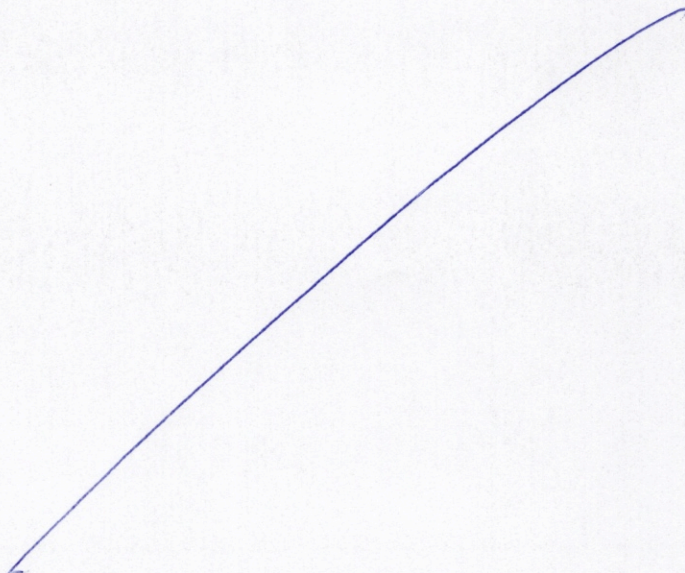
My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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 6.7.2025

Name: Graham Button

Address: 1 Harmston Park Avenue
Harmston
Lincoln
LN5 9GF