

Registered number  
3921451  
Charity number  
1081181

**Letterston Memorial Hall Limited**

**Report and Accounts**

**for the year ended  
31 December 2020**

Prepared by:

Pritchard & Co  
74 High Street  
Fishguard  
Pembrokeshire  
SA65 9AU

**Letterston Memorial Hall Limited**  
**Report and accounts**  
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## **Letterston Memorial Hall Limited**

### **The Management Committees' Report**

The management committee present their report and accounts for the year ended 31 December 2020. The Charity's objective is the administration of the Memorial Hall for the benefit of the local community. The legal estate in the Letterston Memorial Hall is vested in Letterston Community Council which holds it upon trust for Letterston Memorial Hall Limited.

#### **The trustees who served during the year were as follows :**

Mark Rees (Chairman)  
William Owen Gareth Evans (Treasurer)  
Paul Douglas Clive Hart (Vice Chairman)  
Helena Francis Johnson (Secretary)  
Rhyswyn Thomas

New trustees are recruited from the community through local advertisement followed by interview and selection by the trustees.

They are formally appointed at a meeting of the trustees/directors following a suitable trial period.

#### **Objects and Activities**

The provision and maintenance of a Village Hall for the use by the inhabitants of the parish of Letterston in the County of Pembrokeshire and its immediate vicinity without distinction of political, religious, or other opinions including use for :

A) Meetings, lectures and classes and

B) Other forms of recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants.

The main activities undertaken are the maintenance of the Hall and its provision for the local community to use. The trustees encourage use of the Hall and they organise occasional attractions to both bring the Hall to the attention of the wider community and also to generate funds.

#### **Achievement and Performance**

This year since March 2020 the COVID-19 epidemic has meant that all the facilities and rooms have had almost no use other than essential users such as Youth Club, and training for local nursing home staff. A local business used it occasionally.

Communications have been maintained with social clubs and other regular Hall users, including as examples Brownies, Bridge, Bowls, Karate and singing groups.

The trustees have not arranged any events themselves - the annual Letterston Carnival, Pantomime, Touring theatre performances and Children's Discos were cancelled.

The Trustees have taken a very cautious view of reopening facilities while COVID-19 is prevalent.

Current and past Hall activities are displayed on our active website: [www.letterstonmemorialhall.co.uk](http://www.letterstonmemorialhall.co.uk).

This supplements and reinforces more traditional methods of communicating with residents such as leaflet drops, posters, notice boards, newspaper advertisements and local radio announcements.

#### **Financial Review**

a) We formally adopted such a policy on March 29 2011.

b) No fund is in deficit.

This report was approved by the Management Committee on 24 September 2021.

.....  
Gareth Evans  
Trustee

**Letterston Memorial Hall Limited**  
**Accountants' Report for the year ended 31 December 2020**  
**Independent accountants report to the trustees of**  
**Letterston Memorial Hall Limited**

I report on the charity trustees on my examination of the accounts of the Company for the ended 31 December 2020.

**Respective Responsibilities of Trustees and Examiner**

The trustees (who are also the directors for the purpose of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

**Basis of the Independent Examiner's Report**

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 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 statements below.

**Independent Examiner's Statement**

In connection with 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 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

.....  
I R Williams FCA. FCCA.  
Pritchard & Co.  
Chartered Certified Accountants

74 High Street  
Fishguard  
Pembrokeshire

24 September 2021

**Letterston Memorial Hall Limited**  
**Statement of financial activities**  
**for the year ended 31 December 2020**

	Unrestricted Funds £	Restricted Funds £	2020 £	2019 £
<b>Incoming Resources</b>				
Income resources from generated funds				
Grants	12,000	-	12,000	-
Investment Income	7	-	7	14
Incoming resources from charitable activities	12,814	-	12,814	39,131
Other incoming resources	1,474	-	1,474	598
<b>Total incoming resources</b>	<b>26,295</b>	<b>-</b>	<b>26,295</b>	<b>39,743</b>
<b>Resources Expended</b>				
Costs of generating funds				
Costs of generating voluntary income	900	-	900	900
Charitable activities	21,522	-	21,522	25,704
<b>Total resources expended</b>	<b>22,422</b>	<b>-</b>	<b>22,422</b>	<b>26,604</b>
<b>Net Incoming Resources before transfers</b>	<b>3,873</b>	<b>-</b>	<b>3,873</b>	<b>13,139</b>
<b>Net movement in funds:</b>				
Net income for the year	3,873	-	3,873	13,139
Total funds brought forward	34,343	-	34,343	21,204
<b>Net funds carried forward</b>	<b>38,216</b>	<b>-</b>	<b>38,216</b>	<b>34,343</b>

**Letterston Memorial Hall Limited**  
**Balance Sheet**  
**for the year ended 31 December 2020**

	Notes	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	3	493	1,086
<b>Current assets</b>			
Stock	4	-	-
Debtors (amounts falling due within one year)	5	1,832	953
Cash at bank and in hand		<u>35,891</u>	<u>32,304</u>
		37,723	33,257
<b>CREDITORS: Ammounts falling due within one year</b>	6	<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		<u>37,723</u>	<u>33,257</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>38,216</u>	<u>34,343</u>
<b>CAPITAL AND RESERVES</b>			
General fund	8	38,216	34,343
Restricted Funds	9	<u>-</u>	<u>-</u>
		<u>38,216</u>	<u>34,343</u>

These annual accounts have not been audited because the company is entitled to exemption provided by s477 Companies Act 2006 and its members have not required the company to obtain an audit of these accounts in accordance with s476. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with ss386 and 387 Companies Act 2006. The directors also acknowledge their responsibilities for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year and of its profit and loss for the financial year in accordance with ss394 and 395 Companies Act 2006, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board of Trustees on 24 September 2021 signed on their behalf by

.....  
Helena Francis Johnson  
Trustee

# Letterston Memorial Hall Limited

## Notes to the Accounts

### for the year ended 31 December 2020

#### 1. Accounting policies

##### Basis of preparation of Financial Statements

The accounts have been prepared under the historical cost convention and in accordance with applicable UK Accounting Standards. In preparing the accounts the charity follows best practice as set out in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS102) effective 1 January 2015.

##### Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### Resources Expended

Expenditure is accounted for on accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### Depreciation

Depreciation has been provided at the following rate in order to write off the assets over their estimated useful lives.

Fixtures and fittings	25% on cost
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##### Stocks

Stock and work in progress are valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks.

##### Turnover

Turnover represents the invoiced value of goods and services supplied by the company, net of value added and trade discounts.

#### 2. Operating profit

	2020	2019
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	593	593
<b>Directors And Employees</b>		
	2020	2019
	£	£
Particulars of employees (including directors) are shown below:		
Employee costs during the year amounted to:		
Wages and salaries	3,506	3,432
	<u>3,506</u>	<u>3,432</u>

## Letterston Memorial Hall Limited

### 3. Tangible Fixed Assets

	Fixtures and Fittings £	Total £
<b>Cost</b>		
At 1 January 2020	50,428	50,428
Additions	-	-
At 31 December 2020	<u>50,428</u>	<u>50,428</u>
<b>Depreciation</b>		
At 1 January 2020	49,342	49,342
Charge for year	593	593
At 31 December 2020	<u>49,935</u>	<u>49,935</u>
<b>Net book value</b>		
At 31 December 2019	<u>493</u>	<u>493</u>

### 4. Stock

	2020 £	2019 £
Stock comprises		
Bar stock	<u>-</u>	<u>-</u>

### 5. Debtors

	2020 £	2019 £
Amounts falling due within one year		
Trade debtors	<u>1,832</u>	<u>953</u>

### 6. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	<u>-</u>	<u>-</u>

### 7. Unrestricted Funds

	2020 £	2019 £
At 1 January 2020	34,343	21,204
Transfer from P&L account	3,873	13,139
At 31 December 2020	<u>38,216</u>	<u>34,343</u>

### 8. Restricted Funds

	2020 £	2019 £
At 1 January 2020	-	-
Transfer from P&L account	-	-
At 31 December 2020	<u>-</u>	<u>-</u>



**Letterston Memorial Hall Limited**  
**Schedule to the statement of financial activities**  
**for the year ended 31 December 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources</b>		
Income from Activities and Events		
Hire of hall	9,799	31,475
Bar sales	834	6,061
Wayleave	4	-
Lottery income	2,177	1,595
	<u>12,814</u>	<u>39,131</u>
Deposit account interest	7	14
Feed in tariff	1,474	598
Grants	12,000	-
	<u>26,295</u>	<u>39,743</u>
<b>Resources expended</b>		
Activities and Events	-	2,321
Lottery prizes	900	900
Bar purchases	689	3,823
Light and heat	6,041	7,297
Cleaning	498	1,082
Repairs and maintenance	7,826	4,457
Wages and salaries	3,506	3,432
Insurance	1,616	1,503
Stationery and printing	13	605
Telephone and fax	416	356
Licences	324	235
Performing rights	-	-
Depreciation	593	593
	<u>22,422</u>	<u>26,604</u>

This page does not form part of the Company's Statutory Accounts and is prepared for the information of the directors only.