

ANNUAL REPORT AND  
UNAUDITED FINANCIAL STATEMENTS OF  
LAVENHAM COMMUNITY COUNCIL

FOR THE YEAR ENDED

31 March 2022

Registered Company 5269736  
Registered Charity 1106956

LAVENHAM COMMUNITY COUNCIL

COMPANY INFORMATION

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Directors	J M Jones J C Corney B A Goddard P V Smith J R Bradburne	resigned 31/01/2022
Secretary	J M Jones J R Bradburne	resigned 31/01/2022 appointed 09/03/2022
Village Hall Managers	H Delves JT Gosling	
Company Number	5269736	
Charity Number	1106956	
Registered Office	The Village Hall Church Street, Lavenham Sudbury CO10 9QT	
Bankers	Cooperative Bank PO Box101 1 Balloon Street Manchester M60 4EP  Santander UK plc Bridle Road Bootle Merseyside L30 4GB	
Independent Examiner	Nick Farr FCA	

## LAVENHAM COMMUNITY COUNCIL

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**LAVENHAM COMMUNITY COUNCIL**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2022**

**STRUCTURE GOVERNANCE AND MANAGEMENT**

Governing Document - The organisation is a charitable company limited by guarantee, incorporated on 26 October 2004 and registered as a charity on 24 November 2004.

Organisational Structure - The company has four(2021 five) registered members. The Charity is organised so that the trustees have regular general meetings comprising the elected and nominated members to discuss progress, activities and administration. All the directors of the company are also trustees of the charity, and there are no other trustees. None of the trustees has any beneficial interest in the company

Risk Management - The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error.

The outbreak of Covid 19 resulted in closedown of all facilities on 23 March 2020. All subsequent bookings were cancelled and all facilities remained closed until August 2020. The staff were all furloughed until July 2020 when the caretaker and cleaner were brought back full time but the managers remained on 50% time. The staff were again furloughed during lockdown from November 2020 to May 2021 when leisure industry organisations were closed. The facilities reopened as from 17 May 2021 but the staff were still only working 50% time until the use of the facilities increased using the continuing partial furlough support system. All staff returned to full time work from September 2021

Grants from Babergh District Council under the UK Government Scheme to support organisations in the leisure sector forced to close during the pandemic (RHL Grants) were received in April 2020 and then subsequently from November 2020 to May 2021.

The trustees believe that the Grants will enable the charity to continue as a going concern over the next twelve months despite the loss of its regular income for much of the year.

**OBJECTIVES AND ACTIVITIES**

Objectives and aims for the Public Benefit. The Charity's exclusive charitable objectives are to encourage, provide, maintain and develop recreational and other leisure time activities, advancement of education, improving health, relieving poverty, distress or sickness or in pursuing other charitable objects in the interest of social welfare for the inhabitants of Lavenham and its immediate neighbourhood.

The trustees confirm that they have referred to the guidance contained in the Charity Commissioner's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The charity carries out these objects by maintaining and operating Lavenham Village Hall, Pavilion and playing fields which provide facilities for many local services. They also hold events and fundraising which provide services for Lavenham residents and also encourages visitors from outside the village.

**ACHIEVEMENT AND PERFORMANCE**

During the year we continued to maintain and operate Lavenham Village Hall when allowed by restrictions, which provides facilities for many local societies, farmers' markets, film nights, craft fairs, sports nights, social gatherings and a venue for private functions. The Community Council also organised the Car Show.

The Village Fete and Hidden Gardens did not take place due to Covid 19 restrictions.

The Pavilion and playing fields, leased from Lavenham Parish Council, were used for tennis, football and junior football and by Lavenham Primary School.

The Village Hall premises also house the Lavenham Library and Lavenham Preschool.

**FINANCIAL REVIEW**

Total unrestricted income excluding Covid Support and Furlough grants during the year was £58,226 (£21,596 2021) an increase of £36,630

Village Hall income rose from £14,800 to £44,931

The net profit from Car Show rose from £2,441 to £2,828.

Total unrestricted expenditure was £72,385 (£62,686 2021), a rise of £9,699.

Wages and Salaries were supported by Furlough Grants with a net cost after grant of £25,002 (£10,435 2021)

There was a drop in net incoming unrestricted income of £23,552 from a surplus of £39,344 in 2021 to a surplus of £15,792 in 2022.

The Restricted Fund held for the Pre school new Build still unspent at 31 March 2021 was £631.

Total funds have decreased by £27,425 from £1,090,160 to £1,062,735 after charging depreciation of £45,140

**RESERVES POLICY**

The board have established a revised policy that unrestricted reserves should be held at a minimum level of £60,000 which is the equivalent to twelve months running costs. The charity's unrestricted funds excluding fixed assets at 31 March 2022 are £105,724.

This level of unrestricted funds is due to the Covid 19 funding support from the Government. The restrictions to income are ongoing as the Village Hall is still unable to operate fully. Any excess funds may be used in future to allow for essential maintenance to the building. Plans are in hand to provide a private parking facility at the playing field to avoid traffic disruption on Bridge Street Road.

The Village Hall is also planning to upgrade the current audio visual system which is no longer fit for purpose.

The board feel that they would be able to continue the current activities of the charity in the event of a drop in income or unforeseen expenditure. It would obviously need to consider how the funding could be replaced or if the activities need to be altered.

**SMALL COMPANIES PROVISIONS**

This report has been prepared in accordance with the provisions applicable to the small companies exemption.

**ON BEHALF OF THE BOARD**



P V Smith Trustee & Chairman

15/8/2022  
Date

LAVENHAM COMMUNITY COUNCIL (Registered Charity No 1106956)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
LAVENHAM COMMUNITY COUNCIL

I report to the Trustees on my examination of the financial statements of Lavenham Community Council for the year ended 31 March 2022 which are set out on pages 3 to 9

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees (who are also the directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006. (the 2006 Act)

Having satisfied myself that the financial statements of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

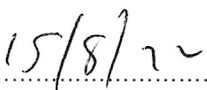
INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no 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 Company as required by section 386 of the 2006 Act: or
- 2 the financial statements do not accord with those records: or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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: or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.

.....

Dated.....

Nick Farr FCA  
Moore Green  
22 Frairs Street  
Sudbury, Suffolk CO10 2AA

LAVENHAM COMMUNITY COUNCIL  
(Registered Charity No. 1106956)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED AS AT 31 MARCH 2022

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2022</u>	<u>Total 2021</u>
<b>INCOME FROM:</b>					
<b>Income from generated funds</b>					
Donations grants and similar income	2c	29,916	0	29,916	80,434
Investment Income	2b	23		23	94
<b>Income from Charitable Activities</b>					
Village Hall	2a	44,931		44,931	14,800
Motor Show		3,607		3,607	3,008
Hidden Gardens		0		0	0
100 Clubs		1,960		1,960	2,182
Pavilion and playing fields	2d	7,740		7,740	1,512
		<b>88,177</b>	<b>0</b>	<b>88,177</b>	<b>102,030</b>
<b>TOTAL INCOME</b>		<b>88,177</b>	<b>0</b>	<b>88,177</b>	<b>102,030</b>
<b>EXPENDITURE ON:</b>					
<b>Charitable Activities</b>					
Village Hall	3a	53,129		53,129	51,616
Motor Show		779		779	567
Hidden Gardens		0		0	0
100 Clubs		1,440		1,440	1,440
Independent Examination		600		600	
Sundry Expenses		0		0	32
Grants Made	3b	5,125		5,125	0
Pavilion Expenses	3d	9,389		9,389	6,995
Depreciation	3c	1,923	43,217	45,140	45,253
Restricted Expenditure	3e		0	0	0
		<b>72,385</b>	<b>43,217</b>	<b>115,602</b>	<b>105,903</b>
<b>TOTAL EXPENDITURE</b>		<b>72,385</b>	<b>43,217</b>	<b>115,602</b>	<b>105,903</b>
<b>NET INCOME (EXPENDITURE)</b>		<b>15,792</b>	<b>-43,217</b>	<b>-27,425</b>	<b>-3,873</b>
<b>TOTAL FUNDS BROUGHT FORWARD AT 1ST APRIL 2021</b>					
		89,969	1,000,191	1,090,160	1,094,033
<b>TOTAL FUNDS CARRIED FORWARD AT 31ST MARCH 2022</b>					
		<b>105,761</b>	<b>956,974</b>	<b>1,062,735</b>	<b>1,090,160</b>



LAVENHAM COMMUNITY COUNCIL  
(Registered Charity No. 1106956)

BALANCE SHEET AS AT 31 MARCH 2022

		<u>2022</u>	<u>2021</u>
	<u>Notes</u>		
FIXED ASSETS			
Tangible	6	960,099	1,005,239
		<u>960,099</u>	<u>1,005,239</u>
CURRENT ASSETS			
Debtors and prepayments	7	540	1,519
Cash at bank and in hand		111,687	90,977
Stock at cost		1,162	485
		<u>113,389</u>	<u>92,981</u>
CURRENT LIABILITIES			
Creditors - amounts falling due within one year	8	10,753	8,060
NET CURRENT ASSETS / (LIABILITIES)		102,636	84,921
TOTAL NET ASSETS	9	<u>1,062,735</u>	<u>1,090,160</u>
FUNDS			
Unrestricted		105,761	89,969
Restricted	10	956,974	1,000,191
		<u>1,062,735</u>	<u>1,090,160</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2022.

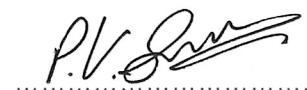
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of sections 354 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions relating to small charitable companies and in accordance with the Financial Reporting Standard 102, The Financial Reporting Standard applicable to the UK and the Republic of Ireland

The financial statements were approved by the Board of Trustees on 15/03/2022 and were signed on its behalf by:



Philip Smith - Trustee



Justine Corney - Trustee

The notes on pages 5 to 9 form part of these accounts

## LAVENHAM COMMUNITY COUNCIL

(Registered Charity No1106956)

### NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st March 2022

#### 1 ACCOUNTING POLICIES

These financial statements have been prepared in accordance Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable to the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements are prepared in sterling, which is the functional currency of the entity. The charity constitutes a public benefit entity as defined by FRS 102.

#### FUNDS

Unrestricted Funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted Funds can only be used for specified purposes within the objects of the charity.

Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

#### GOING CONCERN

The accounts have been prepared on the going concern basis and the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected income and expenditure for the next 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

#### INCOME

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

All income is accounted for gross.

#### EXPENDITURE

Expenditure is accounted for on an accruals basis as a liability is occurred.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

#### TAXATION

The charity is exempt from corporation tax on its charitable activities.

#### STOCKS

Stocks are valued at the lower of cost and net realisable value after making allowance for slow moving and obsolete items.

#### FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Freehold Property - over 40 years, the expected life of the property

Equipment, fixtures and fittings - at an average of 10% flat rate

Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

#### LEASES

To facilitate the building of Lavenham Village Hall on a specified part of the Glebe, two leases were negotiated with the Diocesan Board of Finance (DBF) in late 2003/early 2004

1 A full repairing and maintaining lease between the DBF and the Parochial Church Council (PCC) for the Glebe for a term of 40 years with effect from 1 June 2004 at a rent of £150 per annum with rent reviews every 5 years.

2 A full repairing and maintaining Underlease between the Lavenham Community Council (through their holding Trustees), the PCC and the DBF for a defined plot on the Glebe (and consent to build the Lavenham Village Hall) for a term of 40 years less 2 days, at a rent of £200 per annum with rent reviews every 5 years.

A lease for the term of 28 years from 12 February 1968 from Lavenham Parish Council for the playing fields which was extended for a further 99 years on 6 February 1995 at a peppercorn rent of £1 per annum.



**LAVENHAM COMMUNITY COUNCIL**  
**(Registered Charity No. 1106956)**  
**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2022**

2	INCOME	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
2a	<i>Village Hall Income</i>				
	Rents and activities	33,211		33,211	4,599
	Library Rent	7,220		7,220	6,495
	Preschool Rents	4,500		4,500	3,706
		<u>44,931</u>		<u>44,931</u>	<u>14,800</u>
2b	<i>Investment Income</i>				
	Bank Interest	23		23	94
		<u>23</u>		<u>23</u>	<u>94</u>
2c	<i>Donation Grants and similar Income</i>				
	Coronavirus Job Retention Scheme	5,916		5,916	19,469
	Coronavirus Support Grants	24,000		24,000	60,965
		<u>29,916</u>		<u>29,916</u>	<u>80,434</u>
2d	<i>Pavilion &amp; playing field Income</i>				
	Sports Club rents	3,913		3,913	1,012
	Private Hire	3,827		3,827	500
		<u>7,740</u>		<u>7,740</u>	<u>1,512</u>
3	EXPENDITURE				
3a	<i>Village Hall Expenses</i>				
	Light and heat	4,501		4,501	2,562
	Insurance	3,235		3,235	3,160
	Rent and Rates	1,345		1,345	498
	Repairs and Cleaning	8,485		8,485	12,689
	Bar Purchases	1,703		1,703	894
	Advertising	341		341	96
	Licences	729		729	507
	Event Costs	825		825	43
	Wages	30,918		30,918	29,904
	Telephone and Sundries	1,047		1,047	1,263
		<u>53,129</u>		<u>53,129</u>	<u>51,616</u>
3b	<i>Grants Made</i>				
	Lavenham Preschool	5,125		5,125	
	(including rental holiday 12 months from 01/09/2021)				
		<u>5,125</u>		<u>5,125</u>	<u>0</u>
3c	<i>Other Resources Expended</i>				
	Depreciation	1,923	43,217	45,140	45,253

In the year ended 31 March 2022 all Village Hall and Pavillion income and expenditure was unrestricted  
Grant Income from the Government Coronavirus Support Schemes was £24,000 and Job Retention Scheme was £5,916  
Depreciation was £1,923 Unrestricted and £43,217 Restricted.

LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2022

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2022</u>	<u>Total</u> <u>2021</u>
3d <i>Pavilion Expenses</i>				
Rates and Water	386		386	65
Electricity	2,938		2,938	700
Repairs	625		625	104
Grounds Maintenance	5,440		5,440	2,846
Fencing, Hedges & Car Park	0		0	3,280
	<u>9,389</u>	<u>0</u>	<u>9,389</u>	<u>6,995</u>
3e <i>Restricted Expenses</i>				
Preschool Expenses	<u>0</u>		<u>0</u>	

4 EMPLOYEE AND STAFF COSTS

The average number of full & part time employees during the year was 4 4

In addition the Village Hall employed a number of part time staff  
The cost of employing staff both full and part time was

Salaries and Wages	29,538	28,496
National Insurance	0	0
Pension Contributions	217	213
Payroll costs	<u>1,163</u>	<u>1,195</u>
	<u>30,918</u>	<u>29,904</u>

The remuneration of key management personnel, including senior staff, was £20,545 (2021 £18,742)

No employee received benefits of more than £60,000 during the year (2021 Nil)

5 TRUSTEES REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

## LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 MARCH 2022

6	FIXED ASSETS	Equipment Leasehold		
	Tangible fixed assets	fixtures & fittings	Property	Total
				<u>2022</u>
	<b>Cost</b>			
	As at 01.04.21	56,276	1,482,465	1,538,741
	Additions during the year at cost		0	0
	As at 31.03.22	<u>56,276</u>	<u>1,482,465</u>	<u>1,538,741</u>
	<b>Depreciation</b>			
	As at 01.04.21	47,227	486,275	533,502
	Charge for the year	2,896	42,244	45,140
	As at 31.03.22	<u>50,123</u>	<u>528,519</u>	<u>578,642</u>
	<b>Net book value at 31.03.22</b>	<u>6,153</u>	<u>953,946</u>	<u>960,099</u>
	Net book value at 31.03.21	<u>9,049</u>	<u>996,190</u>	<u>1,005,239</u>
7	DEBTORS	Total		Total
		<u>2022</u>		<u>2021</u>
	Trade Debtors	450		1,429
	Prepayments	90		90
		<u>540</u>		<u>1,519</u>

## LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2022

8	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>Total</u> <u>2022</u>	<u>Total</u> <u>2021</u>
	Deferred Income and accruals	10,753	8,060
		<u>10,753</u>	<u>8,060</u>

9	ANALYSIS OF NET ASSETS BY FUND	Unrestricted Fund	Restricted Fund	<u>Total</u> <u>2022</u>	<u>Total</u> <u>2021</u>
	Tangible fixed assets	5,173	954,926	960,099	1,005,239
	Current assets	1,702		1,702	2,004
	Cash	109,625	2,048	111,673	90,977
	Current liabilities	-10,776		-10,776	-8,060
		<u>105,724</u>	<u>956,974</u>	<u>1,062,698</u>	<u>1,090,160</u>

10	MOVEMENT IN FUNDS	31/03/2021	Income	Expenditure	31/03/2022
	<b>Unrestricted Funds</b>	<u>89,969</u>	<u>88,142</u>	<u>72,350</u>	<u>105,761</u>
	<b>Restricted Funds</b>				
	Village Hall & Pavilion	635,600		26,508	609,092
	Awards for All	2,335		989	1,346
	Building Extension	361,625		15,720	345,905
	Pre school Funds	631			631
		<u>1,000,191</u>	<u>0</u>	<u>43,217</u>	<u>956,974</u>
	Total Funds	<u>1,090,160</u>	<u>88,142</u>	<u>115,567</u>	<u>1,062,735</u>

**Purpose of Restricted Funds**

The Village Hall & Pavilion, Awards for All and Building Extension Funds relate to funding received and expended on these capital projects. The fund balances represent the net book value of the asset. The Preschool funds represent the balance of monies raised as yet unspent on the project.