

# LAVENHAM COMMUNITY COUNCIL

## COMPANY INFORMATION

---

Directors	J R Bradburne J C Corney B A Goddard P V Smith P A Marigliani J J Smyth	appointed 7 Oct 2024 appointed 23 Jan 2025
Secretary	J R Bradburne	
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**

### **CONTENTS OF THE ANNUAL REPORT TO 31 MARCH 2025**

<b>Trustees Report</b>	<b>Page 1</b>
<b>Independent Examiner's Report</b>	<b>Page 2</b>
<b>Statement of Financial Activities</b>	<b>Page 3</b>
<b>Balance Sheet</b>	<b>Page 4</b>
<b>Notes to the Financial Statements</b>	<b>Page 5-9</b>

**LAVENHAM COMMUNITY COUNCIL**  
**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025**

**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 - Each of the directors is a member of the company. 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.

**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**

The after effect of Covid and Cost of Living Crisis continues to affect the Village Hall letting and events income which has still not returned to the 2019 level but the running costs have increased substantially. The ongoing lack of functions such as weddings and other celebrations is affecting the organisation's financial status.

Looking forward the summer of 2025 and 2026 is looking more promising with bookings for weddings and parties. During the year we continued to maintain and operate Lavenham Village Hall 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 reinstated the Car Show with great success for Summer 2024.

The Hidden Gardens have been outsourced and the LCC received a donation.

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.

During the winter of 2024 we applied for the Babergh Grant for Living well in winter which continued on from Warm Spaces and provided free coffee mornings and film shows. Due to popular demand we hope to continue this activity if grants become available.

**FINANCIAL REVIEW**

Total unrestricted income during the year was £81,999 (£81,079 2024 excluding Covid grants) an increase of £920.

Village Hall income dropped from £68,548 to £66,763 including Library and Preschool rents.

Total unrestricted expenditure excluding depreciation was £83,478 (£88,291 2024), a reduction of £4,813.

Wages and Salaries costs rose from £35,292 to £38,218.

The Restricted Fund held for the Pre school new Build and Living Well in Winter still unspent at 31 March 2025 was £631 and £319. Total funds have decreased by £47,447 from £960,564 to £913,117 after charging depreciation of £45,599.

**RESERVES POLICY**

In the current situation the board has had to revise its policy that unrestricted reserves should be held at an average minimum level of £45,000 which is the equivalent to nine months running costs. This is becoming more difficult with the cost of overheads continuing to rise.

The board hope 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

4/9/2025  
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 2025 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)

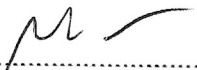
Having satisfied myself that the financial statements of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 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..... 8/9/25 .....

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 2025**

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2025</u>	<u>Total 2024</u>
<b>INCOME FROM:</b>					
<b>Income from generated funds</b>					
Donations grants and similar income	2c	2,673	5,210	7,883	7,494
Investment Income	2b	836		836	651
<b>Income from Charitable Activities</b>					
Village Hall	2a	64,746		64,746	68,548
Motor Show		3,217		3,217	0
Hidden Gardens		500		500	1,500
100 Clubs		1,966		1,966	2,030
Pavilion and playing fields	2d	8,061		8,061	7,579
		81,999	5,210	87,209	87,802
<b>TOTAL INCOME</b>		81,999	5,210	87,209	87,802
<b>EXPENDITURE ON:</b>					
<b>Charitable Activities</b>					
Village Hall	3a	66,763		66,763	72,287
Motor Show		880		880	0
100 Clubs		1,440		1,440	1,440
Independent Examination		750		750	720
Sundry Expenses		343		343	210
Grants Made	3b	72		72	572
Pavilion Expenses	3d	13,230		13,230	13,062
Depreciation	3c	3,372	42,227	45,599	45,599
Restricted Expenditure	3e		5,579	5,579	6,527
		86,850	47,806	134,656	140,417
<b>TOTAL EXPENDITURE</b>		86,850	47,806	134,656	140,417
<b>NET INCOME (EXPENDITURE)</b>		-4,851	-42,596	-47,447	-52,615
<b>TOTAL FUNDS BROUGHT FORWARD AT 1ST APRIL 2024</b>		88,703	871,861	960,564	1,013,179
<b>TOTAL FUNDS CARRIED FORWARD AT 31ST MARCH 2025</b>		83,852	829,265	913,117	960,564

LAVENHAM COMMUNITY COUNCIL  
(Registered Charity No. 1106956)

**BALANCE SHEET AS AT 31 MARCH 2025**

		<u>2025</u>	<u>2024</u>
	<u>Notes</u>		
<b>FIXED ASSETS</b>			
Tangible	6	864,784	905,253
		<u>864,784</u>	<u>905,253</u>
<b>CURRENT ASSETS</b>			
Debtors and prepayments	7	1,291	4,451
Cash at bank and in hand		60,222	63,686
Stock at cost		381	328
		<u>61,894</u>	<u>68,465</u>
<b>CURRENT LIABILITIES</b>			
Creditors - amounts falling due within one year	8	13,561	13,154
<b>NET CURRENT ASSETS / (LIABILITIES)</b>		<b>48,333</b>	<b>55,311</b>
<b>TOTAL NET ASSETS</b>	9	<u>913,117</u>	<u>960,564</u>
<b>FUNDS</b>			
Unrestricted		83,852	88,703
Restricted	10	829,265	871,861
		<u>913,117</u>	<u>960,564</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2025.

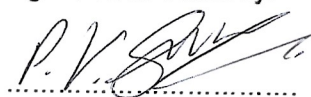
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

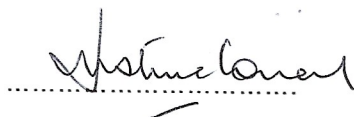
- (a) ensuring that the charitable company keeps accounting records that comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its 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 4th September 2025 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 2025

#### 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 2025**

**2 INCOME**

	Unrestricted <u>Funds</u>	Restricted <u>Funds</u>	Total <u>2025</u>	Total <u>2024</u>
<b>2a Village Hall Income</b>				
Rents and activities	50,815		50,815	55,012
Library Rent	8,531		8,531	8,136
Preschool Rents	5,400		5,400	5,400
	<u>64,746</u>		<u>64,746</u>	<u>68,548</u>
<b>2b Investment Income</b>				
Bank Interest	836		836	651
	<u>836</u>		<u>836</u>	<u>651</u>
<b>2c Donation Grants and similar Income</b>				
LCC balance of cost Generator		0	0	500
Babergh DC -Generator Grant/Fire alarm		4,104	4,104	3,500
Babergh DC -Warm Spaces/ Living well		1,106	1,106	1,900
Public Donations	2,673	0	2,673	1,594
	<u>2,673</u>	<u>5,210</u>	<u>7,883</u>	<u>7,494</u>
<b>2d Pavilion &amp; playing field Income</b>				
Sports Club rents	5,328		5,328	5,592
Private Hire	2,733		2,733	1,987
	<u>8,061</u>		<u>8,061</u>	<u>7,579</u>

**3 EXPENDITURE**

<b>3a Village Hall Expenses</b>				
Light and heat	9,044		9,044	9,274
Insurance	3,837		3,837	3,504
Rent and Rates	1,980		1,980	1,561
Repairs and Cleaning	6,491		6,491	14,246
Grass Cutting	2,700		2,700	2,900
Bar Purchases	299		299	2,746
Licences	1,456		1,456	1,036
Event Costs	824		824	332
Wages	38,218		38,218	35,292
Telephone and Sundries	1,914		1,914	1,396
	<u>66,763</u>	<u>0</u>	<u>66,763</u>	<u>72,287</u>
<b>3b Grants Made</b>				
Lavenham Primary School	72		72	72
LCC Balance of cost of Generator	0		0	500
	<u>72</u>		<u>72</u>	<u>572</u>
<b>3c Other Resources Expended</b>				
Depreciation	3,372	42,227	45,599	45,599



**LAVENHAM COMMUNITY COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2025**

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2025</u>	<u>Total</u> <u>2024</u>
3d <i>Pavilion Expenses</i>				
Rates and Water	727		727	604
Electricity	2,061		2,061	2,535
Repairs	309		309	354
Grounds Maintenance	10,133		10,133	9,569
	<u>13,230</u>	<u>0</u>	<u>13,230</u>	<u>13,062</u>
3e <i>Restricted Expenses</i>				
Generator/Fire Alarm		4,104	4,104	4,000
Warm Spaces/Living well		1,475	1,475	2,527
		<u>5,579</u>	<u>5,579</u>	<u>6,527</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	37,128	34,309
National Insurance	0	0
Pension Contributions	398	359
Payroll costs	692	625
	<u>38,218</u>	<u>35,293</u>

The remuneration of key management personnel, including senior staff, was £26,397 (2024 £24,768)

No employee received benefits of more than £60,000 during the year (2024 Nil)

**5 TRUSTEES REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 MARCH 2025

6	<b>FIXED ASSETS</b>	<b>Equipment Leasehold</b>		
	Tangible fixed assets	<b>fixtures &amp; fittings</b>	<b>Property</b>	<b>Total</b>
				<b><u>2025</u></b>
	<b>Cost</b>			
	As at 01.04.24	57,803	1,496,080	1,553,883
	Additions during the year at cost	5,130	0	5,130
	 As at 31.03.25	 62,933	 1,496,080	 1,559,013
	<b>Depreciation</b>			
	As at 01.04.24	35,285	613,345	648,630
	Charge for the year	3,016	42,583	45,599
	 As at 31.03.25	 38,301	 655,928	 694,229
	<b>Net book value at 31.03.25</b>	<b>24,632</b>	<b>840,152</b>	<b>864,784</b>
	 Net book value at 31.03.24	 22,518	 882,735	 905,253
7	<b>DEBTORS</b>	<b>Total</b>		
		<b><u>2025</u></b>	<b><u>2024</u></b>	
	Trade Debtors	999	4,361	
	Prepayments	292	90	
		<u>1,291</u>	<u>4,451</u>	

LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2025

8	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>Total</u> <u>2025</u>	<u>Total</u> <u>2024</u>
	Deferred Income and accruals	13,561	13,154
		13,561	13,154

9	ANALYSIS OF NET ASSETS BY FUND	<u>Unrestricted</u> <u>Fund</u>	<u>Restricted</u> <u>Fund</u>	<u>Total</u> <u>2025</u>	<u>Total</u> <u>2024</u>
	Tangible fixed assets	37,886	826,898	864,784	905,253
	Current assets	1,672		1,672	4,779
	Cash	57,486	2,736	60,222	63,686
	Current liabilities	-13,561		-13,561	-13,154
		83,483	829,634	913,117	960,564

10	MOVEMENT IN FUNDS	31/03/2024	Income	Expenditure	31/03/2025
	<b>Unrestricted Funds</b>	88,703	81,999	86,850	83,852
	<b>Restricted Funds</b>				
	Village Hall & Pavilion	556,077		26,507	529,570
	Building Extension	314,465		15,720	298,745
	Pre school Funds	631	0	0	631
	Warm Spaces	688		688	0
	Living Well		1,106	787	319
	Fire Alarm		4,104	4,104	0
		871,861	5,210	47,806	829,265
	<b>Total Funds</b>	960,564	87,209	134,656	913,117

**Purpose of Restricted Funds**

The Village Hall & Pavilion 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 and Warm Spaces funds represent the balance of monies raised as yet unspent on the projects.