

# THE LYMPNE PLAYING FIELD AND VILLAGE HALL

England & Wales · Charity number 1178573

## Details

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Status	Registered
Legal form	CIO
Registered	2018-05-30
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Lympne Village Hall Aldington Road Lympne Hythe Kent CT21 4LE
Phone	00
Email	<a href="mailto:chair@lympnevillagehall.co.uk">chair@lympnevillagehall.co.uk</a>
Website	<a href="http://www.lympnevillagehall.co.uk">www.lympnevillagehall.co.uk</a>

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE:TO ESTABLISH AND RUN A VILLAGE HALL AND TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF LYMPNE ("AREA OF BENEFIT") WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.

**Activities:** We manage the Village Hall and Playing Field in the Parish of Lympne in Kent. The facilities are provided for the benefit of all residents of the Parish for their benefit with no groups excluded, for leisure and recreational purposes for all ages with the object of improving the conditions of life of the said inhabitants.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Recreation
- **Who:** The General Public/mankind

## Geography

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- Kent

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-09-30	£53,518	£56,049	-	-
2024-09-30	£43,430	£47,673	-	-
2023-09-30	£42,012	£49,700	-	-
2022-09-30	£39,640	£40,743	-	-
2021-09-30	£56,193	£47,114	-	-

## Trustees

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Name	Role	Appointed
<b>Philip Scrivener</b>	Chair	2021-11-22
DIANE JEAN LATTER		2018-05-30
David Paul Martin		2021-05-04
India Darke-Godden		2025-12-18
Lisa Coffey		2020-11-03
Luke Percy		2025-02-14
Michael Boor		2021-06-01
ROSEMARY ANNE STUTCHBURY		2018-05-30

**THE LYMPNE PLAYING FIELD AND VILLAGE HALL**

England & Wales - Charity number 1178573

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# Accounts

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# **Lympne Playing Field and Village Hall**

Registered Charity No. 1178573

## **Trustees' Annual Report**

1 October 2024 – 30 September 2025

Email: [chair@lympnevillagehall.co.uk](mailto:chair@lympnevillagehall.co.uk)

### Names of Trustees

Philip Scrivener	Chair
David Martin	Treasurer
Elliot Kriehn	Booking Clerk
Rosemary Stutchbury	User Rep
Michael Boor	Parish Council Rep
Lisa Coffey	Events
Gary Lukehurst	
Diane Latter	
Luke Percy	
Julie Murphy	User Rep
Liz Bennett	User Rep

### Sources of advice and support

Bank: HSBC plc, Sandgate Road, Folkestone, Kent  
Lympne Parish Council  
PG Lemon Llp Accountants

## Governance

Lympne Playing Field and Village Hall was established as a charity by a Trust deed and Lease dated the 11<sup>th</sup> December 1987. At this time the term of the lease granted was 28 years. The lease was subsequently extended on 13<sup>th</sup> August 2012 and will expire on the 10<sup>th</sup> December 2050. The lease is a full repairing lease which means that the Village Hall management committee is responsible for keeping the building and playing field in a state of good repair.

The charitable status was changed from an Unincorporated Charity to a Charitable Incorporated Organisation (CIO) and registered as such on 30<sup>th</sup> May 2018.

## Appointment of Trustees

The Trust Deed of the CIO governs the appointment of trustees and the management of the charity. Up to 12 trustees can be elected at the Annual General Meeting held in November. In addition, each nominated body (user group) can appoint one person to become a trustee. The trustees form the Management Committee of the Village Hall.

## Policies and Procedures

To guide the management Committee in exercising its duty of care to members, employers and users of the hall, the following policy statements have been adopted.

- Children and Vulnerable Users Policy
- Environment Energy Efficient Policy
- Equal Opportunities Policy
- Health and Safety/Hygiene Policy
- Hiring Policy and Procedures
- Financial Policy
- Fund Raising Policy
- Privacy Policy
- Reserves Policy
- Risk Assessments
- Covid -19

Copies of these policies are filed in the Trustees' Information File.

## Hiring Agreement

Use of the village hall is subject to a Hiring Agreement in which the hirer must acknowledge our terms and conditions when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## Licences

The hall has a Premises Licence (not including alcohol). The hall is licenced jointly by Phonographic Performance Ltd for recorded music and by the Performing Right Society for live and recorded music. It is also licensed by Motion Picture Licensing Company (MPLC) to show Films.

## Risk Management

### Insurance

The village hall is insured in conjunction with the Parish Council with respect to property damage (buildings insurance) by Hiscox Insurance Company Limited. It is insured with the same company with respect to contents and equipment of the Parish Council and Village Hall, public liability (£10,000,000) employers' liability (£10,000,000) and legal assistance. The Parish Council pay the annual insurance premium on behalf of the Village Hall Committee.

The management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

### Building Issues

Portable electrical appliances are tested by qualified personnel annually.

Firefighting appliances are inspected annually under contract with the supplier and monthly by one of the Committee.

A Fire Safety Risk Assessment is updated annually by the Committee as required by law.

We are required to have the mains electrical installation checked by a qualified electrician every three years. The test was due this year and was carried out in February, with no issues found. The next test is due in February 2028.

Fire alarms are checked monthly by a committee member and twice yearly by a qualified electrician.

Emergency lights are checked monthly by one of the Committee and annually by a qualified electrician.

Fire doors are checked monthly by one of the Committee.

Volunteers from the committee carry out regular maintenance checks.

## Objectives of the Charity

Provision of a Village Hall for the use of the inhabitants of the Parish of Lympe without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

Use of the Village Hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

The Trustees consider these objectives to be consistent with Charity commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

## Principal Activities in Pursuit of Objectives

Our well used halls are home to a wide variety of groups and organisations, covering an eclectic mix of interests, hobbies and community provision including a Nursery, a Playgroup, Guides & Brownies, Youth Club, Karate, Dancing, Short Mat Bowls, etc. Having the two halls means that groups such as the P3 Dance Academy have been able to increase their sessions and we are able to hold two parties or celebrations simultaneously when required.

The Lunch Club and the Film Club continue to attract villagers to their events.

Information about events can be found in the newsletter ("green sheet").

With regards to fundraising, just post the last AGM we hosted our Christmas Fayre, which was a great success, particularly Santa's Grotto. We ran a very successful Jumble Sale in March and we also hosted a Summer Fayre and Fun Day in July, with craft stalls, a dog show, live music and childrens' entertainment. Funds raised from these were donated to the Playing Field Redevelopment project.

The Playing Field Redevelopment project, which is the beneficiary of many of our fund raising events is an ongoing scheme to improve the natural environment and facilities as a free entry area for all ages to enjoy and use. The scheme to date has provided an all weather 400m walking track, planted over 200 nature friendly trees and shrubs around the perimeter, 12 benches for people to sit and relax, and a children's play mound with slide and climbing equipment. The next stage is provision of an enclosed children's play area with play equipment suitable for small children including those with mobility issues.

We have continued to maintain and improve the halls over the last 12 months. Our main focus this year being the installation of acoustic tiles in the Harry Margary Hall, to reduce echo and reverberation, replacing worn weatherboarding on the main hall

## Reserves Policy

We are holding an Operating Reserve of £10,000 to protect us in the event of further lockdowns or other events that would force us to cease hiring the hall. We also hold restricted and unrestricted reserves to spread the cost of major works, such as redecoration every five to ten years or other major works.

## Future Plans

In the immediate future, our Christmas Fayre will be held on Sunday 7<sup>th</sup> December, at the time of writing all available stalls are sold out. We have managed to secure the services of Father Christmas again this year, at what is traditionally his busiest time of the year.

A five-year plan has been devised to consider various items of capital expenditure required to keep our halls in good condition. These plans include redecorating the Harry Margary Hall, re-developing the garden area and external building repainting.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:

Full name: Philip Scrivener

Position: Chair

Date: 11<sup>th</sup> November 2025

## The Lypne Playing Field and Village Hall

(Registered CIO Charity No:1178573)

### Receipts and Payments Accounts

for the year ended 30th September 2025

	<u>Unrestricted</u> <u>Funds</u> 2024/25	<u>Unrestricted</u> <u>Funds</u> 2023/24
<b>Opening Financial Position</b>	<b>33,806.52</b>	<b>38,049.88</b>
<u>Add Receipts</u>		
Hiring Income	38,796.95	37,950.68
Donations	8,000.00	28.23
Fund Raising	5,122.38	3,889.64
Sundry Income	830.00	780.00
Interest	768.35	781.87
<b>Total Receipts</b>	<b><u>53,517.68</u></b>	<b><u>43,430.42</u></b>
<u>Deduct Payments</u>		
Cleaning Services	10,141.00	7,349.00
Cleaning Materials	2,334.68	2,095.91
Electricity	4,544.00	4,601.00
Licences & Banking Fees	1,464.94	2,000.04
Maintenance/Improvement-Hall	5,247.34	3,356.46
Sundry Capital Expenditure	0.00	1,295.40
Waste Disposal	2,498.44	1,439.63
Water & Waste water	262.96	283.46
Postage/Admin	253.71	89.55
Film Club Expenses	29.25	72.10
Salary Costs	10,768.62	8,810.29
Fund Raising & Misc Expenses	1,007.76	1,854.75
Professional Fees	1,516.63	600.00
Playfield development	9,523.37	1,696.74
Other projects and major works	6,456.69	12,129.45
<b>Total Payments</b>	<b><u>56,049.39</u></b>	<b><u>47,673.78</u></b>
<b>Surplus/(Deficit)</b>	<b>(2,531.71)</b>	<b>(4,243.36)</b>
<b>Closing Financial Position</b>	<b>31,274.81</b>	<b>33,806.52</b>

Receipts and Payments Accounts  
for the year ended 30th September 2025  
The Lympne Playing Field and Village Hall  
(Registered CIO Charity No:1178573)

Statement of Assets & Liabilities  
for the year ended 30th September 2025

	<u>Unrestricted</u> <u>Funds</u> 2024/25	<u>Unrestricted</u> <u>Funds</u> 2023/24
<b><u>Assets</u></b>		
<b><u>Debtors</u></b>	1,394.40	595.00
<b><u>Cash Funds</u></b>		
HSBC Current A/c	338.99	1,524.83
PayPal	122.47	400.00
Stripe Holding A/c	0.00	190.04
HSBC Savings A/c	40,912.25	45,143.90
Security Deposits A/c (regulars)	821.60	792.60
Petty cash	0.00	0.05
Floats	20.00	20.00
<b>Total Cash Funds</b>	<b>42,215.31</b>	<b>48,071.42</b>
<b>Total Assets</b>	<b>43,609.71</b>	<b>48,666.42</b>
<b><u>Liabilities</u></b>		
Creditors	-	2,545.00
Security Deposits Held	1,421.60	1,401.60
	<b>1,421.60</b>	<b>3,946.60</b>
<b>Net Assets</b>	<b>42,188.11</b>	<b>44,719.82</b>
<b>Represented by:</b>		
Profit & Loss Account	31,274.81	33,806.52
P&J Ring Fenced fund	10,913.30	10,913.30
	<b>42,188.11</b>	<b>44,719.82</b>

**Receipts and Payments Accounts**  
**for the year ended 30th September 2025**  
**The Lympne Playing Field and Village Hall**  
(Registered CIO Charity No:1178573)

**Notes to the Accounts**

<b>Analysis of Reserves in Savings A/C</b>	<b>2024/25</b>	<b>2023/24</b>
Contingency Reserve	10,000.00	10,000.00
P&J Ring Fenced Fund	10,913.30	10,913.30
Decoration Reserve	10,000.00	5,000.00
Development Reserve	5,000.00	9,050.00
Unspecified Reserve	4,998.95	10,180.60
	<b><u>40,912.25</u></b>	<b><u>45,143.90</u></b>

	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
	<b><u>Funds</u></b>	<b><u>Funds</u></b>
	<b>2024/25</b>	<b>2023/24</b>
<b>Security Deposits Held</b>		
Balance from Prev year	1,401.60	1,044.61
Deposits Received	2,279.30	1,670.00
Deposits Repaid	(2,259.30)	(1,313.01)
	<b><u>1,421.60</u></b>	<b><u>1,401.60</u></b>

**Notes**

1. The charity has given no guarantees.
2. No outstanding debt of the charity is secured on any asset.
3. The charity holds no restricted funds
4. The Audio Visual equipment in the Harry Margary hall was upgraded in 2025
5. The CCTV was upgraded in 2025
6. Sound deadening was added to the Harry Margary Hall in 2025
7. The P&J Ring Fenced Fund represents monies held on behalf of the Punch and Judy charity to be spent on items benefitting the Nursery children

**Approval of Accounts.**

Signed on Behalf of Management Committee:-

Date:-

Authorised Committee Member:-

David Martin - Treasurer



**Section A Independent Examiner's Report**

Report to the trustees/  
members of

On accounts for the year ended  Charity no (if any)

Set out on pages  (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity for the year ended 30 September 2023.

**Responsibilities and basis of report** As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:  Date:

Name:

Relevant professional qualification(s) or body (if any):

Address:

**Section B Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**THE LYMPNE PLAYING FIELD AND VILLAGE HALL**

England & Wales - Charity number 1178573

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# Accounts

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**The Lympne Playing Field and Village Hall**

(Registered CIO Charity No:1178573)

**Receipts and Payments Accounts**  
**for the year ended 30th September 2024**

	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
	<b><u>Funds</u></b>	<b><u>Funds</u></b>
	<b>2023/24</b>	<b>2022/23</b>
<b>Opening Financial Position</b>	<b>38,049.88</b>	<b>45,737.20</b>
<b><u>Add Receipts</u></b>		
Hiring Income	37,950.68	34,822.76
Donations	28.23	1,704.02
Fund Raising	3,889.64	4,445.96
Sundry Income	780.00	553.44
Interest	781.87	486.63
<b>Total Receipts</b>	<b><u>43,430.42</u></b>	<b><u>42,012.81</u></b>
<b><u>Deduct Payments</u></b>		
Cleaning Services	7,349.00	8,025.85
Cleaning Materials	2,095.91	1,801.78
Electricity	4,601.00	6,000.00
Licences & Banking Fees	2,000.04	1,489.35
Maintenance/Improvement-Hall	3,356.46	2,850.88
Sundry Capital Expenditure	1,295.40	381.02
Waste Disposal	1,439.63	918.74
Water & Waste water	283.46	205.32
Postage/Admin	89.55	233.92
Film Club Expenses	72.10	66.48
Salary Costs	8,810.29	8,993.04
Fund Raising & Misc Expenses	1,854.75	2,091.30
Professional Fees	600.00	600.00
Playfield development	1,696.74	3,248.15
Other projects and major works	12,129.45	12,794.30
<b>Total Payments</b>	<b><u>47,673.78</u></b>	<b><u>49,700.13</u></b>
<b>Surplus/(Deficit)</b>	<b>(4,243.36)</b>	<b>(7,687.32)</b>
<b>Closing Financial Position</b>	<b>33,806.52</b>	<b>38,049.88</b>

**Receipts and Payments Accounts**  
**for the year ended 30th September 2024**  
**The Lympne Playing Field and Village Hall**  
(Registered CIO Charity No:1178573)

**Notes to the Accounts**

<b>Analysis of Reserves in Savings A/c</b>	<b>2023/24</b>	<b>2022/23</b>
Contingency Reserve	10,000.00	10,000.00
P&J Ring Fenced Fund	10,913.30	-
Decoration Reserve	5,000.00	8,000.00
Development Reserve	9,050.00	9,050.00
Unspecified Reserve	10,180.60	9,904.63
	<u>45,143.90</u>	<u>36,954.63</u>
	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
	<b><u>Funds</u></b>	<b><u>Funds</u></b>
	<b>2023/24</b>	<b>2022/23</b>
<b>Security Deposits Held</b>		
Balance from Prev year	1,044.61	1,533.30
Deposits Received	1,670.00	2,490.01
Deposits Repaid	(1,313.01)	(2,978.70)
	<u>1,401.60</u>	<u>1,044.61</u>

**Notes**

1. The charity has given no guarantees.
2. No outstanding debt of the charity is secured on any asset.
3. The charity holds no restricted funds
4. The Main Hall was reddecorated in 2024
5. The Main Hall kitchen was replaced in 2023
6. The P&J Ring Fenced Fund represents monies held on behalf of the Punch and Judy charity to be spent on items benefitting the Nursery children

**Approval of Accounts.**

Signed on Behalf of Management Committee:-

Date:- 26 January 2025

Authorised Committee Member:-

David Martin - Treasurer

# **Lympne Playing Field and Village Hall**

Registered Charity No. 1178573

## **Trustees' Annual Report**

1 October 2023 – 30 September 2024

Email: [chair@lympnevillagehall.co.uk](mailto:chair@lympnevillagehall.co.uk)

### **Names of Trustees**

Mr Philip Scrivener	Chair
Mrs Sue MacIntyre	Secretary
Mr Dave Martin	Treasurer
Mr Elliot Kriehn	Booking Clerk
Mrs Meghan Kemp	Fundraising
Mrs Rosemary Stutchbury	Guide Rep
Mr Mike Boor	Parish Council Rep
Mrs Lisa Coffey	Events
Mr Gary Lukehurst	

Mrs Diane Latter

Mr Luke Percy

### **Sources of advice and support**

Bank: HSBC plc, Sandgate Road, Folkestone, Kent  
Lympne Parish Council  
PG Lemon Llp Accountants

## Licences

The hall has a Premises Licence (not including alcohol). The hall is licenced jointly by Phonographic Performance Ltd for recorded music and by the Performing Right Society for live and recorded music. It is also licensed by Motion Picture Licensing Company (MPLC) to show Films.

## Risk Management

### Insurance

The village hall is insured in conjunction with the Parish Council with respect to property damage (buildings insurance) by Hiscox Insurance Company Limited. It is insured with the same company with respect to contents and equipment of the Parish Council and Village Hall, public liability (£10,000,000) employers' liability (£10,000,000) and legal assistance. The Parish Council pay the annual insurance premium on behalf of the Village Hall Committee.

The management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

### Building Issues

Portable electrical appliances are tested by qualified personnel annually.

Firefighting appliances are inspected annually under contract with the supplier and monthly by one of the Committee.

A Fire Safety Risk Assessment is updated annually by the Committee as required by law.

The mains electrical installation is checked by a qualified electrician, which is now every three years. This was last performed in February 2022

Fire alarms are checked monthly by a committee member and twice yearly by a qualified electrician.

Emergency lights are checked monthly by one of the Committee and annually by a qualified electrician.

Fire doors are checked monthly by one of the Committee.

Volunteers from the committee carry out regular maintenance checks.

## Future Plans

In the immediate future, our Christmas Fayre will be held on Sunday 1<sup>st</sup> December, at the time of writing all stalls are sold out. We have managed to secure the services of Father Christmas this year, at what is traditionally his busiest time of the year.

A five-year plan has been devised to consider various items of capital expenditure required to keep our halls in good condition. These plans include installing sound dampening systems in both halls, which we hope to do in the coming year. We plan to redecorate the Harry Margery Hall in 2025.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature: 

Full name: Philip Scrivener

Position: Chair

Date: 10<sup>th</sup> November 2024

**The Lympne Playing Field and Village Hall**

(Registered CIO Charity No:1178573)

**Receipts and Payments Accounts**  
**for the year ended 30th September 2024**

	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
	<b><u>Funds</u></b>	<b><u>Funds</u></b>
	<b>2023/24</b>	<b>2022/23</b>
<b>Opening Financial Position</b>	<b>38,049.88</b>	<b>45,737.20</b>
<b><u>Add Receipts</u></b>		
Hiring Income	37,950.68	34,822.76
Donations	28.23	1,704.02
Fund Raising	3,889.64	4,445.96
Sundry Income	780.00	553.44
Interest	781.87	486.63
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<b><u>Deduct Payments</u></b>		
Cleaning Services	7,349.00	8,025.85
Cleaning Materials	2,095.91	1,801.78
Electricity	4,601.00	6,000.00
Licences & Banking Fees	2,000.04	1,489.35
Maintenance/Improvement-Hall	3,356.46	2,850.88
Sundry Capital Expenditure	1,295.40	381.02
Waste Disposal	1,439.63	918.74
Water & Waste water	283.46	205.32
Postage/Admin	89.55	233.92
Film Club Expenses	72.10	66.48
Salary Costs	8,810.29	8,993.04
Fund Raising & Misc Expenses	1,854.75	2,091.30
Professional Fees	600.00	600.00
Playfield development	1,696.74	3,248.15
Other projects and major works	12,129.45	12,794.30
<b>Total Payments</b>	<b><u>47,673.78</u></b>	<b><u>49,700.13</u></b>
<b>Surplus/(Deficit)</b>	<b>(4,243.36)</b>	<b>(7,687.32)</b>
<b>Closing Financial Position</b>	<b>33,806.52</b>	<b>38,049.88</b>

**Receipts and Payments Accounts**  
**for the year ended 30th September 2024**  
**The Lympne Playing Field and Village Hall**  
(Registered CIO Charity No:1178573)

**Notes to the Accounts**

<b>Analysis of Reserves in Savings A/c</b>	<b>2023/24</b>	<b>2022/23</b>
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	<u>45,143.90</u>	<u>36,954.63</u>
	<b><u>Unrestricted</u></b>	<b><u>Unrestricted</u></b>
	<b><u>Funds</u></b>	<b><u>Funds</u></b>
	<b>2023/24</b>	<b>2022/23</b>
<b>Security Deposits Held</b>		
Balance from Prev year	1,044.61	1,533.30
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	<u>1,401.60</u>	<u>1,044.61</u>

**Notes**

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2. No outstanding debt of the charity is secured on any asset.
3. The charity holds no restricted funds
4. The Main Hall was reddecorated in 2024
5. The Main Hall kitchen was replaced in 2023
6. The P&J Ring Fenced Fund represents monies held on behalf of the Punch and Judy charity to be spent on items benefitting the Nursery children

**Approval of Accounts.**

Signed on Behalf of Management Committee:-

Date:- 26 January 2025

Authorised Committee Member:-

David Martin - Treasurer



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
The Lymgne Playing Field and Village Hall

**On accounts for the year  
ended**

30 September 2024	<b>Charity no (if any)</b>	1178573
-------------------	--------------------------------	---------

**Set out on pages**

1-3  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity for the year ended 30 September 2023.

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

**Name:**

**Relevant professional  
qualification(s) or body  
(if any):**

Association of Chartered Certified Accountants

**Address:**

PG Lemon LLP  
134 High Street, Hythe, Kent  
CT21 5LB

**Section B Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

[Empty rectangular box for disclosure details]

**THE LYMPNE PLAYING FIELD AND VILLAGE HALL**

England & Wales - Charity number 1178573

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# Accounts

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## **Lympne Playing Field and Village Hall**

Registered Charity No. 1178573

### **Trustees' Annual Report**

1 October 2022 – 30 September 2023

Email: [chair@lympnevillagehall.co.uk](mailto:chair@lympnevillagehall.co.uk)

#### Names of Trustees

Mr Philip Scrivener	Chair	
Mrs Sue MacIntyre	Secretary	
Mr Gary Lukehurst	Treasurer	
Mr Dave Martin	Booking Clerk	
Mrs Meghan Kemp	Fundraising	
Mrs Diane Latter	Punch & Judy Rep	
Mrs Rosemary Stutchbury	Guide Rep	
Mr Mike Boor	Parish Council Rep	
Mrs Lisa Coffey	Events	
Mr Elliot Kriehn		(appointed March 2023)

#### Sources of advice and support

Bank: HSBC plc, Sandgate Road, Folkestone, Kent  
Lympne Parish Council  
PG Lemon Llp Accountants

## Governance

Lympne Playing Field and Village Hall was established as a charity by a Trust deed and Lease dated the 11<sup>th</sup> December 1987. At this time the term of the lease granted was 28 years. The lease was subsequently extended on 13<sup>th</sup> August 2012 and will expire on the 10<sup>th</sup> December

2050. The lease is a full repairing lease which means that the Village Hall management committee is responsible for keeping the building and playing field in a state of good repair.

The charitable status was changed from an Unincorporated Charity to a Charitable Incorporated Organisation (CIO) and registered as such on 30<sup>th</sup> May 2018.

## Appointment of Trustees

The Trust Deed of the CIO governs the appointment of trustees and the management of the charity. Up to 12 trustees can be elected at the Annual General Meeting held in November. In addition, each nominated body (user group) can appoint one person to become a trustee. The trustees form the Management Committee of the Village Hall.

## Policies and Procedures

To guide the management Committee in exercising its duty of care to members, employers and users of the hall, the following policy statements have been adopted.

- Children and Vulnerable Users Policy
- Environment Energy Efficient Policy
- Equal Opportunities Policy
- Health and Safety/Hygiene Policy
- Hiring Policy and Procedures
- Financial Policy
- Fund Raising Policy
- Privacy Policy
- Reserves Policy
- Risk Assessments
- Covid -19

Copies of these policies are filed in the Trustees' Information File.

## Hiring Agreement

Use of the village hall is subject to a Hiring Agreement in which the hirer must acknowledge our terms and conditions when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## Licences

The hall has a Premises Licence (not including alcohol). The hall is licenced jointly by Phonographic Performance Ltd for recorded music and by the Performing Right Society for live and recorded music. It is also licensed by Motion Picture Licensing Company (MPLC) to show Films.

## Risk Management

### Insurance

The village hall is insured in conjunction with the Parish Council with respect to property damage (buildings insurance) by Hiscox Insurance Company Limited. It is insured with the same company with respect to contents and equipment of the Parish Council and Village Hall, public liability (£10,000,000) employers' liability (£10,000,000) and legal assistance. The Parish Council pay the annual insurance premium on behalf of the Village Hall Committee.

The management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

### Building Issues

Portable electrical appliances are tested by qualified personnel annually.

Firefighting appliances are inspected annually under contract with the supplier and monthly by one of the Committee.

A Fire Safety Risk Assessment is updated annually by the Committee as required by law.

The mains electrical installation is checked by a qualified electrician, which is now every three years. This was last performed in February 2022

Fire alarms are checked monthly by a committee member and twice yearly by a qualified electrician.

Emergency lights are checked monthly by one of the Committee and annually by a qualified electrician.

Fire doors are checked monthly by one of the Committee.

Volunteers from the committee carry out regular maintenance checks.

## Objectives of the Charity

Provision of a Village Hall for the use of the inhabitants of the Parish of Lymgne without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

Use of the Village Hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

The Trustees consider these objectives to be consistent with Charity commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

## Principal Activities in Pursuit of Objectives

Our well used halls are home to a wide variety of groups and organisations, covering an eclectic mix of interests, hobbies and community provision including the Punch and Judy Playgroup, Guides & Brownies, Karate, Yoga, Table Tennis, Short Mat Bowls, etc. Having the two halls means that groups such as the P3 Dance Academy have been able to increase their sessions and we are able to hold two parties or celebrations simultaneously when required.

The Lunch Club and the Film Club continue to attract villagers to their events.

Information about events can be found in the newsletter ("green sheet").

With regards to fundraising, just post the last AGM we hosted our Christmas Fayre, which was a great success with an opportunity to meet Mother Christmas in her Donkey Grotto. In late spring we celebrated the King's Coronation with an afternoon tea. This was organised in conjunction with the Friends of Lymgne School ("FOLS") and the Church, with profits being shared between us. We hosted a Summer Fayre, as usual and this was somewhat impacted by strong winds which upset some stallholders and hastened the demise of at least one of the Village Hall's gazebos! Sickness meant the entertainer we'd booked had to cancel but we were fortunate to secure the services of Neil Bob Heard at the last moment to keep everyone entertained. Despite the winds, this event was a great success. Funds raised from this were donated to the Playing Field Redevelopment Fund.

Our Bookings Clerk has done a lot of work to utilise current technology to improve our internal systems and online booking process. In addition, the Wi-Fi in the halls has been upgraded. A new computerised asset register has been implemented to better protect hall assets.

Hand driers have been added to the toilets to reduce our use of paper towels and improve our green credentials. Emergency lighting has been installed in the toilets for improved user safety.

We have continued to maintain and improve the halls over the last 12 months. Our main focus this year being the replacement of the kitchen in the main hall. To keep costs to a minimum, as much as possible was done by volunteers and our Hall Manager. Thanks to all who helped with this, but especially to Mike Boor, who drew up the plans and was on hand to project manage the work.

Commented [GL1]: Phil to update

### Reserves Policy

We are holding an Operating Reserve of £10,000 to protect us in the event of further lockdowns or other events that would force us to cease hiring the hall. We also hold restricted and unrestricted reserves to spread the cost of major works, such as redecoration every five to ten years or other major works.

### Future Plans

In the immediate future, our Christmas Fayre will be held on Sunday 3<sup>rd</sup> December, at the time of writing stalls are nearly sold out. On 17<sup>th</sup> December the Nativity Procession will be setting off from the Village Hall. On New Year's Eve we are hosting a family-friendly NYE Disco.

We have successfully recruited a number of new trustees, who will no doubt bring a renewed energy and focus to the running of the committee.

A five-year plan has been devised to consider various items of capital expenditure required to primarily keep the Main Hall refurbished. These include new soak-aways, refurbishment of the kitchen in the main hall (completed in 2023) and installing sound dampening systems in both halls. We plan to redecorate the Main Hall in 2024 and the Harry Margery Hall in 2025.

The trustees declare that they have approved the trustees' report above.

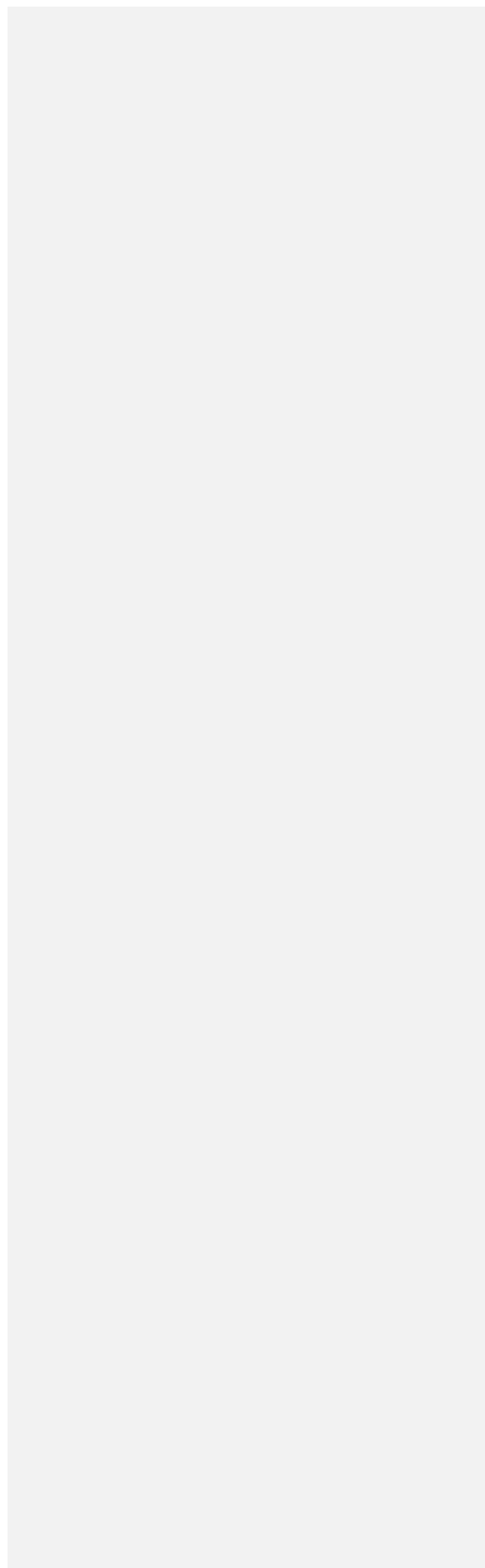
Signed on behalf of the charity's trustees

Signature:

Full name: Philip Scrivener

Position: Chair

Date: 07<sup>th</sup> November 2023



## The Lympne Playing Field and Village Hall

(Registered CIO Charity No:1178573)

### Receipts and Payments Accounts for the year ended 30th September 2023

	<u>Unrestricted</u> <u>Funds</u> 2022/23	<u>Unrestricted</u> <u>Funds</u> 2021/22
<b>Opening Financial Position</b>	<b>45,737.20</b>	<b>46,839.73</b>
<b><u>Add Receipts</u></b>		
Hiring Income	34,822.76	32,155.36
Donations	1,704.02	301.00
Fund Raising	4,445.96	7,135.10
Grants	0.00	0.00
Sundry Income	553.44	30.00
Interest	486.63	19.00
<b>Total Receipts</b>	<b><u>42,012.81</u></b>	<b><u>39,640.46</u></b>
<b><u>Deduct Payments</u></b>		
Cleaning Services	8,025.85	8,209.75
Cleaning Materials	1,801.78	2,546.65
Electricity	6,000.00	6,384.66
Fund Raising Donations	0.00	5,997.45
Licences & Banking Fees	1,489.35	1,367.52
Maintenance/Improvement-Hall	2,850.88	1,555.29
Sundry Capital Expenditure	381.02	589.89
Waste Disposal	918.74	973.37
Water & Waste water	205.32	188.00
Postage/Admin	233.92	233.36
Film Club Expenses	66.48	94.27
Salary Costs	8,993.04	5,576.67
Fund Raising & Misc Expenses	2,091.30	1,608.76
Professional Fees	600.00	0.00
Playfield development	3,248.15	4,211.73
Other projects and major works	12,794.30	1,205.62
<b>Total Payments</b>	<b><u>49,700.13</u></b>	<b><u>40,742.99</u></b>
<b>Surplus/(Deficit)</b>	<b>(7,687.32)</b>	<b>(1,102.53)</b>
<b>Closing Financial Position</b>	<b>38,049.88</b>	<b>45,737.20</b>

**Receipts and Payments Accounts**  
**for the year ended 30th September 2023**

**The Lympe Playing Field and Village Hall**

(Registered CIO Charity No:1178573)

**Statement of Assets & Liabilities**  
**for the year ended 30th September 2023**

	<b><u>Unrestricted</u></b> <b><u>Funds</u></b> 2022/23	<b><u>Unrestricted</u></b> <b><u>Funds</u></b> 2021/22
<b><u>Assets</u></b>		
<b><u>Cash Funds</u></b>		
HSBC Current A/c	870.25	2,200.10
PayPal	50.00	49.10
HSBC Savings A/c	36,954.63	43,468.00
Security Deposits Held	994.61	1,533.30
Petty cash	205.00	-
Floats	20.00	20.00
<b>Total Cash Funds</b>	<b>39,094.49</b>	<b>47,270.50</b>
 <b><u>Liabilities</u></b>		
Security Deposits Held	1,044.61	1,533.30
	<b>1,044.61</b>	<b>1,533.30</b>
 <b>Net Assets</b>	<b>38,049.88</b>	<b>45,737.20</b>

**Notes to the Accounts**

**Analysis of Reserves in Savings A/C**

Contingency Reserve	10,000.00	10,000.00
Decoration Reserve	8,000.00	6,000.00
Development Reserve	9,050.00	18,050.00
Unspecified Reserve	9,904.63	9,418.00
	<b>36,954.63</b>	<b>43,468.00</b>

**Receipts and Payments Accounts**  
**for the year ended 30th September 2023**  
**The Lympe Playing Field and Village Hall**

(Registered CIO Charity No:1178573)

	<u>Unrestricted</u> <u>Funds</u> 2022/23	<u>Unrestricted</u> <u>Funds</u> 2021/22
<b>Notes to the Accounts (continued)</b>		
<b>Deposits Account</b>		
Balance from 1/10/22	1,533.30	973.40
Deposits Received	2,490.01	3,243.30
Deposits Repaid	<u>(2,978.70)</u>	<u>(2,683.40)</u>
	<u><b>1,044.61</b></u>	<u><b>1,533.30</b></u>

**Notes**

1. The charity has given no guarantees.
2. No outstanding debt of the charity is secured on any asset.
3. The charity holds no restricted funds
4. The Main Hall is scheduled to be redecorated in 2024
5. The Main Hall kitchen was replaced in 2023

**Approval of Accounts.**

Signed on Behalf of Management Committee:-

Date:- 26 January 2024

Authorised Committee Member:-

Gary Lukehurst - Treasurer





**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
The Lypmpe Playing Field and Village Hall

**On accounts for the year  
ended**

30 September 2023

**Charity no  
(if any)**

1178573

**Set out on pages**

1-3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity for the year ended 30 September 2023.

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:**

29 February 2024

**Name:**

Mr Philip Gambrill MAAT FCCA

**Relevant professional  
qualification(s) or body  
(if any):**

Association of Chartered Certified Accountants

**Address:**

PG Lemon LLP

134 High Street, Hythe, Kent

CT21 5LB

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**THE LYMPNE PLAYING FIELD AND VILLAGE HALL**

England & Wales - Charity number 1178573

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# Accounts

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# Lympne Playing Field and Village Hall

Registered Charity No. 1178573

## Trustees' Annual Report

1 October 2021 – 30 September 2022

Email: [chair@lympnevillagehall.co.uk](mailto:chair@lympnevillagehall.co.uk)

### Names of Trustees

Mr Philip Scrivener	Chair	(Appointed 22 November 2021)
Mrs Sue MacIntyre	Secretary	
Mr Gary Lukehurst	Treasurer	
Mr Dave Martin	Booking Clerk	
Mrs Tania Hill	(Acting Chair until 22 November 2021)	
Mrs Meghan Kemp		
Mrs Diane Latter	Punch & Judy Rep	
Mrs Rosemary Stutchbury	Guide Rep	
Mr Mike Boor	Parish Council Rep	
Mrs Barbara Johnson		(resigned in 2021)
Mrs Lisa Coffey		

### Sources of advice and support

Bank: HSBC plc, Sandgate Road, Folkestone, Kent  
Lympne Parish Council  
Action with Communities in Rural Kent  
Alex Samson: Shepway Community Development Team  
Dr Katherine Harvey : Chief Economic Development Officer Folkestone & Hythe District Council.  
Mr Trevor Hughes – Independent Examiner.

### Governance

Lympne Playing Field and Village Hall was established as a charity by a Trust deed and Lease dated the 11<sup>th</sup> December 1987. At this time the term of the lease granted was 28 years. The lease was subsequently extended on 13<sup>th</sup> August 2012 and will expire on the 10<sup>th</sup> December

2050. The lease is a full repairing lease which means that the Village Hall management committee is responsible for keeping the building and playing field in a state of good repair.

The charitable status was changed from an Unincorporated Charity to a Charitable Incorporated Organisation (CIO) and registered as such on 30<sup>th</sup> May 2018.

## **Appointment of Trustees**

The Trust Deed of the CIO governs the appointment of trustees and the management of the charity. Up to 12 trustees can be elected at the Annual General Meeting held in November. In addition, each nominated body (user group) can appoint one person to become a trustee. The trustees form the Management Committee of the Village Hall.

## **Policies and Procedures**

To guide the management Committee in exercising its duty of care to members, employers and users of the hall, the following policy statements have been adopted.

- Children and Vulnerable Users Policy
- Environment Energy Efficient Policy
- Equal Opportunities Policy
- Health and Safety/Hygiene Policy
- Hiring Policy and Procedures
- Financial Policy
- Fund Raising Policy
- Privacy Policy
- Reserves Policy
- Risk Assessments
- Covid -19

Copies of these policies are filed in the Trustees' Information File.

## **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement in which the hirer must acknowledge our terms and conditions when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The hall has a Premises Licence (not including alcohol). The hall is licenced jointly by Phonographic Performance Ltd for recorded music and by the Performing Right Society for live and recorded music. It is also licensed by Motion Picture Licensing Company (MPLC) to show Films.

# **Risk Management**

## **Insurance**

The village hall is insured in conjunction with the Parish Council with respect to property damage (buildings insurance) by Ecclesiastical Insurance Office plc, for the sum of £1,194,248. It is insured with the same company with respect to contents and equipment of the Parish Council and Village Hall to the sum of £154,873, public liability (£10,000,000) employers' liability (£10,000,000) and legal assistance. The Parish Council pay the annual insurance premium on behalf of the Village Hall Committee.

The management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

## **Building Issues**

Portable electrical appliances are tested by qualified personnel annually.

Firefighting appliances are inspected annually under contract with the supplier and monthly by one of the Committee.

A Fire Safety Risk Assessment is updated annually by the Committee as required by law.

The mains electrical installation is checked by a qualified electrician, which is now every three years. This was last performed in February 2022

Fire alarms are checked monthly by a committee member and twice yearly by a qualified electrician.

Emergency lights are checked monthly by one of the Committee and annually by a qualified electrician.

Fire doors are checked monthly by one of the Committee.

Volunteers from the committee carry out regular maintenance checks.

## **Objectives of the Charity**

Provision of a Village Hall for the use of the inhabitants of the Parish of Lympe without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

Use of the Village Hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

The Trustees consider these objectives to be consistent with Charity commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

## **Principal Activities in Pursuit of Objectives**

For the first time in a few years, use of the halls was not restricted by the Covid-19 pandemic. Instead, at the start of the year we looked forward to a return to normality and the prospect of celebrating the Queen's Platinum Jubilee.

Week day and evening regular bookings remain high, with very few slots available. A wide variety of groups, clubs and activities are catered for, including Guides and Brownies, Playgroup, Dancing, Table Tennis, Bridge, the Lympe Fellowship, Lunch Club, Film Club etc.

We continue to be heavily booked for weekend celebrations.

We decided to host a "party in the park" style celebration of the Queen's Platinum Jubilee, with live music, cakes, teas, coffees and a beer tent. This culminated in the lighting of the beacon in the church grounds to round off the evening. This was very well attended and caused us to make several "beer runs" to top up supplies. We had decided that this would not be a fundraising event, with the idea to provide a community event and to break even. Nevertheless, a small profit of £280 was made and this was split and distributed to the Village Hall, the Church and the Playing Field Redevelopment fund.

Regarding fundraising, we were able to hold a Christmas Fayre again and it was a really successful afternoon, well supported and feedback from stallholders was positive. We raised the sum of £1,097. In addition, Light Up Lympe raised £12. Music of Christmas raised £36. £1,145 in total was raised. £20 was passed to Port Lympe Wildlife Park and £1,130 to the Playing Field Redevelopment.

We also held a Summer Fayre/Dog Show and again, this was well supported with positive feedback from stallholders. Attendance at the Dog Show was down, but it was a very hot day, which may have put dog owners off. The income raised, £1282 was donated to the Playing Field Redevelopment .

We hosted a Garage Safari, which proved popular and raised £120.

We are,once again, indebted to Guy Topham and Margaret Pearson who have been growing plants and vegetables which they sell outside their homes. From sales they have donated £1,480 to our charity. Thank you for your hard work and donation.

We have continued to maintain both halls to a reasonable standard, with no major works this year.

## **Reserves Policy**

We are holding an Operating Reserve of £10,000 to protect us in the event of further lockdowns or other events that would force us to cease hiring the hall. We also hold reserves to spread the cost of major works, such as redecoration every five to ten years or other major works.

## **Future Plans**

Keep an eye on our website [www.lympnevillagehall.co.uk](http://www.lympnevillagehall.co.uk) for up-to-date news. We'll also be putting information on Facebook and in the Lympne Newsletter.

We will continue to provide all documentation for the AGM electronically, as this saves on printing costs.

We are in the very early stages of talking about having a Coronation Party, in addition to our usual Summer and Winter events, but all of these events will be subject to having enough committee members and volunteers.

We continue to work through our 5 year plan for the halls, covering regular scheduled maintenance, repairs and improvements. The kitchen in the old hall is due for replacement in 2023.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:

Full name: Philip Scrivener

Position: Chair

Date: 8th November 2022

## The Lypne Playing Field and Village Hall

(Registered CIO Charity No:1178573)

### Receipts and Payments Accounts for the year ended 30th September 2022

	<u>Unrestricted</u> <u>Funds</u> 2021/22	<u>Unrestricted</u> <u>Funds</u> 2020/21
<b>Opening Financial Position</b>	<b>46,839.73</b>	<b>37,761.42</b>
<b><u>Add Receipts</u></b>		
Hiring Income	32,155.36	14,567.53
Donations	301.00	8,490.27
Fund Raising	7,135.10	14,076.30
Grants	0.00	19,051.59
Sundry Income	30.00	5.00
Interest	19.00	2.11
<b>Total Receipts</b>	<b><u>39,640.46</u></b>	<b><u>56,192.80</u></b>
<b><u>Deduct Payments</u></b>		
Cleaning Services	8,209.75	5,199.00
Cleaning Materials	2,546.65	1,930.44
Electricity	6,384.66	2,792.19
Fund Raising Donations	5,997.45	0.00
Licences & Banking Fees	1,367.52	0.00
Maintenance/Improvement-Hall	1,555.29	2,103.64
Sundry Capital Expenditure	589.89	43.98
Waste Disposal	973.37	465.09
Water & Waste water	188.00	123.00
Postage/Admin	233.36	153.30
Film Club	94.27	0.00
Salary Costs	5,576.67	2,940.37
Fund Raising & Misc Expenses	1,608.76	1,509.74
Fund raising expenses	0.00	31.75
Professional Fees	0.00	2,121.22
Playfield development	4,211.73	24,140.37
Other projects and major works	1,205.62	3,560.40
<b>Total Payments</b>	<b><u>40,742.99</u></b>	<b><u>47,114.49</u></b>
<b>Surplus/(Deficit)</b>	<b>(1,102.53)</b>	<b>9,078.31</b>
<b>Closing Financial Position</b>	<b>45,737.20</b>	<b>46,839.73</b>

**Receipts and Payments Accounts**  
**for the year ended 30th September 2022**  
**The Lympe Playing Field and Village Hall**

(Registered CIO Charity No:1178573)

**Statement of Assets & Liabilities**  
**for the year ended 30th September 2022**

	<b><u>Unrestricted</u></b> <b><u>Funds</u></b> 2021/22	<b><u>Unrestricted</u></b> <b><u>Funds</u></b> 2020/21
<b><u>Assets</u></b>		
<b><u>Cash Funds</u></b>		
HSBC Current A/c	2,200.10	5,217.21
PayPal	49.10	
HSBC Development A/c	0.00	16,232.97
HSBC Savings A/c	43,468.00	25,389.55
Security Deposits Held	1,533.30	973.40
Floats	20.00	-
<b>Total Cash Funds</b>	<b>47,270.50</b>	<b>47,813.13</b>
 <b><u>Liabilities</u></b>		
Security Deposits Held	1,533.30	973.40
	<b>1,533.30</b>	<b>973.40</b>
 <b>Net Assets</b>	<b>45,737.20</b>	<b>46,839.73</b>

**Notes to the Accounts**

**Analysis of Reserves in Savings A/C**

Contingency Reserve	10,000.00	10,000.00
Decoration Reserve	6,000.00	6,000.00
Development Reserve	18,050.00	3,000.00
Unspecified Reserve	9,418.00	6,389.55
	<b>43,468.00</b>	<b>25,389.55</b>

**Analysis of Development A/c**

Restricted		4,060.73
Hall refurbishment		12,000.00
Un-Restricted		172.24
	-	<b>16,232.97</b>

**Receipts and Payments Accounts**  
**for the year ended 30th September 2022**  
**The Lympne Playing Field and Village Hall**  
(Registered CIO Charity No:1178573)

	<b><u>Unrestricted</u></b> <b><u>Funds</u></b> 2021/22	<b><u>Unrestricted</u></b> <b><u>Funds</u></b> 2020/21
<b>Notes to the Accounts (continued)</b>		
<b>Deposits Account</b>		
Balance from 1/10/21	973.40	400.00
Deposits Received	3,243.30	1,293.40
Deposits Repaid	- 2,683.40	- 720.00
	<b><u>1,533.30</u></b>	<b><u>973.40</u></b>

**Notes**

1. The charity has given no guarantees.
2. No outstanding debt of the charity is secured on any asset.
3. The charity holds no restricted funds
4. The Main Hall is scheduled to be reddecorated in 2023
5. The Main Hall kitchen is scheduled to be replaced in 2023

**6 Approval of Accounts.**

Signed on Behalf of Management Committee:-

Date:- 4 February 2022

Authorised Committee Member:-

Gary Lukehurst - Treasurer





**Section A Independent Examiner's Report**

**Report to the trustees/  
members of**

**On accounts for the year  
ended**  **Charity no  
(if any)**

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity for the year ended 30 September 2022.

**Responsibilities and  
basis of report** As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement** I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**  **Date:**

**Name:**

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

**Section B Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

A large, empty rectangular box with a thin black border, intended for the user to provide details as requested in the text to the left. The box is currently blank.

**THE LYMPNE PLAYING FIELD AND VILLAGE HALL**

England & Wales - Charity number 1178573

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# Accounts

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# Lympne Playing Field and Village Hall

Registered Charity No. 1178573

## Trustees' Annual Report

1 October 2020 – 30 September 2021

Email: [chair@lympnevillagehall.co.uk](mailto:chair@lympnevillagehall.co.uk)

### Names of Trustees

Mrs Tania Hill	Chair	
Mrs Sue MacIntyre	Secretary	
Mrs Jo Sainsbury	Treasurer	(Resigned 1 Feb 2021)
Mr Gary Lukehurst	Treasurer	(From Feb 2021)
Mr Ian White	Booking Clerk	(Resigned 4 Feb 2021)
Mr Dave Martin	Booking Clerk	(co-opted 4 May 2021)
Mrs Meghan Kemp		
Mrs Diane Latter	Punch & Judy Rep	
Mrs Rosemary Stutchbury	Guide Rep	
Mr Mike Boor	Parish Council Rep	(co-opted 1/6/2021 replacing n Ian White)
Mrs Barbara Johnson		
Mrs Lisa Coffey		

## Sources of advice and support

Bank: HSBC plc, Sandgate Road, Folkestone, Kent

Lympne Parish Council

Action with Communities in Rural Kent

Alex Samson: Shepway Community Development Team

Dr Katherine Harvey : Chief Economic Development Officer Folkestone & Hythe District Council.

Mr Trevor Hughes – Independent Examiner.

## Governance

Lympne Playing Field and Village Hall was established as a charity by a Trust deed and Lease dated the 11<sup>th</sup> December 1987. At this time the term of the lease granted was 28 years. The lease was subsequently extended on 13<sup>th</sup> August 2012 and will expire on the 10<sup>th</sup> December

2050. The lease is a full repairing lease which means that the Village Hall management committee is responsible for keeping the building and playing field in a state of good repair.

The charitable status was changed from an Unincorporated Charity to a Charitable Incorporated Organisation (CIO) and registered as such on 30<sup>th</sup> May 2018.

## Appointment of Trustees

The Trust Deed of the CIO governs the appointment of trustees and the management of the charity. Up to 12 trustees can be elected at the Annual General Meeting held in November. In addition, each nominated body (user group) can appoint one person to become a trustee. The trustees form the Management Committee of the Village Hall.

## Policies and Procedures

To guide the management Committee in exercising its duty of care to members, employers and users of the hall, the following policy statements have been adopted.

- Children and Vulnerable Users Policy
- Environment Energy Efficient Policy
- Equal Opportunities Policy
- Health and Safety/Hygiene Policy
- Hiring Policy and Procedures
- Financial Policy
- Fund Raising Policy
- Privacy Policy
- Reserves Policy
- Risk Assessments
- Covid -19

Copies of these policies are filed in the Trustees' Information File.

## Hiring Agreement

Use of the village hall is subject to a Hiring Agreement in which the hirer must acknowledge our terms and conditions when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement. In addition, from October 2020 to July 2021 in line with Government guidance we also added a set of Covid-19 conditions which each hirer agreed to before they were permitted to use the premises.

## Licences

The hall has a Premises Licence (not including alcohol). The hall is licenced jointly by Phonographic Performance Ltd for recorded music and by the Performing Right Society for live and recorded music. It is also licensed by Motion Picture Licensing Company (MPLC) to show Films.

## Risk Management

### Insurance

The village hall is insured in conjunction with the Parish Council with respect to property damage (buildings insurance) by Ecclesiastical Insurance Office plc, for the sum of £1,053,129.26. It is insured with the same company with respect to contents and equipment of the Parish Council and Village Hall to the sum of £141,955.22, public liability (£10,000,000) employers' liability (£10,000,000) and legal assistance. The Parish Council pay the annual insurance premium on behalf of the Village Hall Committee.

The management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

## Building Issues

- Portable electrical appliances are tested by qualified personnel annually.
- Firefighting appliances are inspected annually under contract with the supplier and monthly by one of the Committee.

- A professional play inspection company checks the outside Play Park equipment annually as well as quarterly. This responsibility will transfer to the Parish Council from 1 October 2021.
- A Fire Safety Risk Assessment is updated annually by the Committee as required by law.
- The mains electrical installation is checked by a qualified electrician, which is now every three years.
- Fire alarms are checked monthly by a committee member and twice yearly by a qualified electrician.
- Emergency lights are checked monthly by one of the Committee and annually by a qualified electrician.
  - Fire doors are checked monthly by one of the Committee.
  - Volunteers from the committee carry out regular maintenance checks.

## Objectives of the Charity

Provision of a Village Hall for the use of the inhabitants of the Parish of Lympe without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

Use of the Village Hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

Provision of a Recreation ground for the benefit of the inhabitants of the Parish in such a manner as the Committee of Management shall think fit.

The Trustees consider these objectives to be consistent with Charity commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

## Principal Activities in Pursuit of Objectives

A large part of this year has been governed by our response to the Covid-19 pandemic which has continued in to a second financial year. With Government guidance changing frequently, the committee faced a challenging time keeping up with the rules

to keep everyone safe. We needed to produce detailed risk assessments and had to conduct our meetings between December and April online. The Charity Commission allowed us to postpone last year's AGM but all documents were made available to view on our website.

As lockdowns were reintroduced in December, we remained open only for the Punch & Judy Playgroup. The Playgroup are governed by educational guidance and were also looking after the children of key workers so we were happy to be able to provide free or reduced rates to assist them in keeping this vital village amenity open in keeping with the objectives of the charity.

Since July as restrictions finally began to ease, we have seen a surge in bookings for both regular clubs and one-off hires for parties and celebrations.

We are seeing the return of many groups such as Guides & Brownies, Karate, Yoga, Table Tennis, Hythe Bridge Club, Lympe Fellowship, Fun for All and Steve's Club. Having the two hall means that groups such as the Sandgate Centre for Dance have been able to increase their sessions and we are able to hold two parties or celebrations simultaneously when required.

The Lunch Club and the Film Club were well attended until Covid-19 prevented them from continuing, we are very happy to see them back up and running.

For obvious reasons, Covid-19, the lockdown and the ongoing restrictions on the number of people who can gather and what activities could continue had reduced the hall's income dramatically.

So, we were very pleased to be in receipt of Additional Restrictions Grants from Folkestone & Hythe District Council throughout the early part of 2021 totalling around £13000. This income meant that we could ensure the buildings were properly maintained and cared for despite having just a fraction of our usual income.

The restrictions have made fundraising difficult in the last 12 months, however we organised 'Light Up Lympe' a Christmas decoration competition, hosted a Garage Safari in June which raised £418 and a later than usual Summer Fayre went ahead in August and raised £1407. This 'Welcome Back' event was a little smaller and held entirely outdoors to respect Covid. In addition to the fun on offer, we also used this to showcase the varied clubs and groups that use the hall to remind everyone what they may have missed, along with a display of the Playing Field Redevelopment plans. Two of our committee, Meghan and Lisa attracted some wonderful raffle prizes and even the arrival of rain as the tickets were drawn did not dampen our enthusiasm! The committee voted to donate this income to the Playing Field Redevelopment Fund.

We are indebted to Guy Topham and Margaret Pearson who have been growing plants and vegetable which they sell outside their homes. Once again they have kindly

donated the profit to the charity. This year they have raised £1351, your hard work is very much appreciated.

We have continued to maintain and improve the halls over the last 12 months. The store room in the main hall had new flooring, the damaged netball posts were replaced with help from the Parish Council & Cllr John Wing.

## Playing Field Redevelopment Project.

The Playing Field Redevelopment Project Committee have spent the last year working incredibly hard to fundraise for the first phases of the plan. A fundraiser at Easter while we were still all in lockdown was a virtual fun run, families set their preferred distance and walked in their family groups. A push on a crowd funding platform Space Hive raised over £26000 from contributors large and small. The proceeds of the Welcome Back Summer Fayre were donated to the cause.

Phase 1: Trees were planted by a group of hardy volunteers, these required watering for a number of months throughout the summer.

Phase 2: 8 new benches were installed sponsored by locals, some being memorials to loved ones.

The Trustees of the Village Hall were pleased to be able to jointly fund a bench along with the Parish Council in remembrance of Cllr John Burrows who served on both committees.

Phase 3: The 400m all purpose track is being installed at the moment.

As the Playing Field Redevelopment Project will now fall under the responsibility of the Parish Council, all monies raised were transferred to the PC at the end of the financial year 2020/21. This totalled £24060.73 and will be ringfenced for the next phase of works.

## Reserves Policy

We aim to keep a maximum of £5,000 in the bank as unrestricted reserves to offset any unexpected repair bill; match funding for grants; short term deficits in cash budget e.g., money to be spent prior to receiving funding and to ensure continuity in the event of a large variation in income. In addition, we also aim to hold £4,000 for exceptional maintenance/repair bills and £4000 for decorating expenses. These targets have been met.

## Future Plans

This time last year we took the decision to employ a Hall Manager, which has worked out very well. Having a regular presence on site allows the committee to be pro active should any issues arise as well as providing hirers and the public with a point of contact.

With that in mind and with the halls getting busier we may look to increase the number of hours the Hall Manager is employed for.

Our website is up and running at [www.lympnevillagehall.co.uk](http://www.lympnevillagehall.co.uk) and we can be found on Facebook at Lympne Village Hall -News & Events. We plan to keep the website updated with contact information, the range of facilities on offer and some very professional images supplied by one of our talented committee members.

As you will be aware we took the decision to provide the information for tonight's meeting digitally rather than in paper form. Our new booking clerk is an IT specialist who has spent a lot of time redesigning our booking and payment systems to allow customers to view the hall schedules for themselves, electronically agree to our booking terms & conditions and make direct payments. This is a positive step in an online world, potential hirers have all the information to hand before making contact.

The reduction in our need to print, post and distribute documents in paper form will be something we plan to improve upon in the coming year. Not only does it prevent waste and use less resources, it also saves the charity money.

A five-year plan has been devised to consider various items of capital expenditure required to primarily keep the Main Hall refurbished. These include new soak-aways, refurbishment of the kitchen in the main hall, a new external kitchen door, and installing sound dampening systems in both halls. The Main Hall also requires decorating. Now that the worst of the issues caused by Covid are behind us - effectively putting our plans on hold - it is hoped that these improvements will be seen very soon.

## Transferring the Outside Areas to Parish Council Control.

As of the beginning of October 2021 the responsibility of the outside areas of the site have been transferred to Lympne Parish Council under a Memorandum of Understanding signed by the Chairs of the Lympne Village Hall Committee and Lympne Parish Council.

The Trustees spent almost £3000 ensuring the play area was in good condition before the hand over keeping it safe and accessible to all. The Playing Field Redevelopment Project which had previously been part of the Village Hall Committee will continue as a sub-committee of the Parish Council.

The PF Redevelopment Committee are to be congratulated for their incredible fund-raising efforts this year, the plans are very impressive and we will continue to support them in any way we can.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature:

Full name: Mrs Tania Hill

Position: Chair

Date: 22 November 2021

## The Lypne Playing Field and Village Hall

(Registered CIO Charity No:1178573)

### Receipts and Payments Accounts for the year ended 30th September 2021

	2020/21	2019/20
<b>Opening Financial Position</b>	<b>37,761.42</b>	<b>25,971.84</b>
<b><u>Add Receipts</u></b>		
Hiring Income	14,567.53	16,361.22
Donations	8,490.27	1,962.83
Fund Raising	14,076.30	2,509.26
Grants	19,051.59	11,496.83
Sundry Income	5.00	799.65
Interest	2.11	14.60
<b>Total Receipts</b>	<b><u>56,192.80</u></b>	<b><u>33,144.39</u></b>
<b><u>Deduct Payments</u></b>		
Cleaning Services	5,199.00	5,441.00
Cleaning Materials	1,930.44	1,449.74
Electricity	2,792.19	2,587.05
Maintenance/Improvement-Hall	2,103.64	1,761.15
Sundry Capital Expenditure	43.98	272.74
Waste Disposal	465.09	572.35
Water & Waste water	123.00	222.00
Postage/Admin	153.30	127.60
Salary Costs	2,940.37	
Miscellaneous Expenses	1,509.74	1,279.12
Fund raising expenses	31.75	216.38
Professional Fees	2,121.22	
Payments on New Annexe		7,425.68
Playfield development	24,140.37	
Other projects and major works	3,560.40	
<b>Total Payments</b>	<b><u>47,114.49</u></b>	<b><u>21,354.81</u></b>
<b>Surplus/(Deficit)</b>	<b>9,078.31</b>	<b>11,789.58</b>
<b>Closing Financial Position</b>	<b>46,839.73</b>	<b>37,761.42</b>

**Receipts and Payments Accounts**  
**for the year ended 30th September 2021**

	2020/21	2019/20
<b><u>Represented by:</u></b>		
HSBC Current A/c	5,217.21	3,725.41
HSBC Development A/c	16,232.97	23,498.57
HSBC Savings A/c	25,389.55	10,387.44
Floats	-	150.00
<b>Total Assets</b>	<b><u>46,839.73</u></b>	<b><u>37,761.42</u></b>

**Notes to the Accounts**

see note

**Analysis of Reserves in Savings A/C**

Contingency Reserve	10,000.00	6,544.00
Decoration Reserve	6,000.00 <sup>(3)</sup>	3,791.21
Hall refurbishment reserve	3,000.00 <sup>(4)</sup>	-
Unspecified Reserve	6,389.55	52.23
	<b><u>25,389.55</u></b>	<b><u>10,387.44</u></b>

**Analysis of Development A/c**

Restricted	4,060.73 <sup>(5)</sup>	11,171.14
Hall refurbishment	12,000.00 <sup>(4)</sup>	
Un-Restricted	172.24	12,327.43
	<b><u>16,232.97</u></b>	<b><u>23,498.57</u></b>

**Deposits Account**

Float from 1/10/20	400.00	540.00
Deposits Received	1,293.40	1,406.60
Deposits Repaid	- 720.00	- 1,546.60
	<b><u>973.40</u></b>	<b><u>400.00</u></b>

**Receipts and Payments Accounts**  
**for the year ended 30th September 2021**

**Notes**

1. The charity has given no guarantees.
2. No outstanding debt of the charity is secured on any asset.
3. The Hall is scheduled to be redecorated in 2022
4. The kitchen is scheduled to be replaced in 2022
5. Funds were paid out on 1 October 2021

**6 Approval of Accounts.**

Signed on Behalf of Management Committee:-

Date:- 4 February 2022

Authorised Committee Member:-

Gary Lukehurst - Treasurer



**Independent Examination Report to the Trustees of  
The Lympne Playing Field and Village Hall Charity Number 1178573**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30 September 2021.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- a) accounting records were not kept in accordance with section 130 of the Act or
- b) the accounts do not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn.

Signed:

Trevor Hughes

Date: 3 February 2022

Trevor Hughes  
1, Octavian Drive  
Lympne