

Lympne Playing Field and Village Hall

Registered Charity No. 1178573

Trustees' Annual Report

1 October 2020 – 30 September 2021

Email: 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 11th December 1987. At this time the term of the lease granted was 28 years. The lease was subsequently extended on 13th August 2012 and will expire on the 10th 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 30th 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 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.

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, Lympne 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 Lympne' 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 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 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 term & 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 uses 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 Lympne 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
Opening Financial Position	37,761.42	25,971.84
<u>Add Receipts</u>		
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
Total Receipts	<u>56,192.80</u>	<u>33,144.39</u>
<u>Deduct Payments</u>		
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	
Total Payments	<u>47,114.49</u>	<u>21,354.81</u>
Surplus/(Deficit)	9,078.31	11,789.58
Closing Financial Position	46,839.73	37,761.42

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

	2020/21	2019/20
<u>Represented by:</u>		
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
Total Assets	<u>46,839.73</u>	<u>37,761.42</u>

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

Analysis of Development A/c

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

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
	<u>973.40</u>	<u>400.00</u>

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