

Lympne Playing Field and Village Hall

Registered Charity No. 1178573

Trustees' Annual Report

1 October 2021 – 30 September 2022

Email: 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 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.

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 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
Opening Financial Position	46,839.73	37,761.42
<u>Add Receipts</u>		
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
Total Receipts	39,640.46	56,192.80
<u>Deduct Payments</u>		
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
Total Payments	40,742.99	47,114.49
Surplus/(Deficit)	(1,102.53)	9,078.31
Closing Financial Position	45,737.20	46,839.73

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

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

	<u>Unrestricted</u> <u>Funds</u> 2021/22	<u>Unrestricted</u> <u>Funds</u> 2020/21
<u>Assets</u>		
<u>Cash Funds</u>		
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	-
Total Cash Funds	<u>47,270.50</u>	<u>47,813.13</u>
<u>Liabilities</u>		
Security Deposits Held	<u>1,533.30</u>	<u>973.40</u>
	<u>1,533.30</u>	<u>973.40</u>
Net Assets	<u>45,737.20</u>	<u>46,839.73</u>

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
	<u>43,468.00</u>	<u>25,389.55</u>

Analysis of Development A/c

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

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

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





CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

The Lympe Playing Field and Village Hall

On accounts for the year
ended

30 September 2022

Charity no
(if any)

1178573

Set out on pages

1-3

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:

28 July 2023

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.