

Lympne Playing Field and Village Hall

Registered Charity No. 1178573

Trustees' Annual Report

1 October 2022 – 30 September 2023

Email: 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 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 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 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 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 Lympe 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 3rd December, at the time of writing stalls are nearly sold out. On 17th 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.

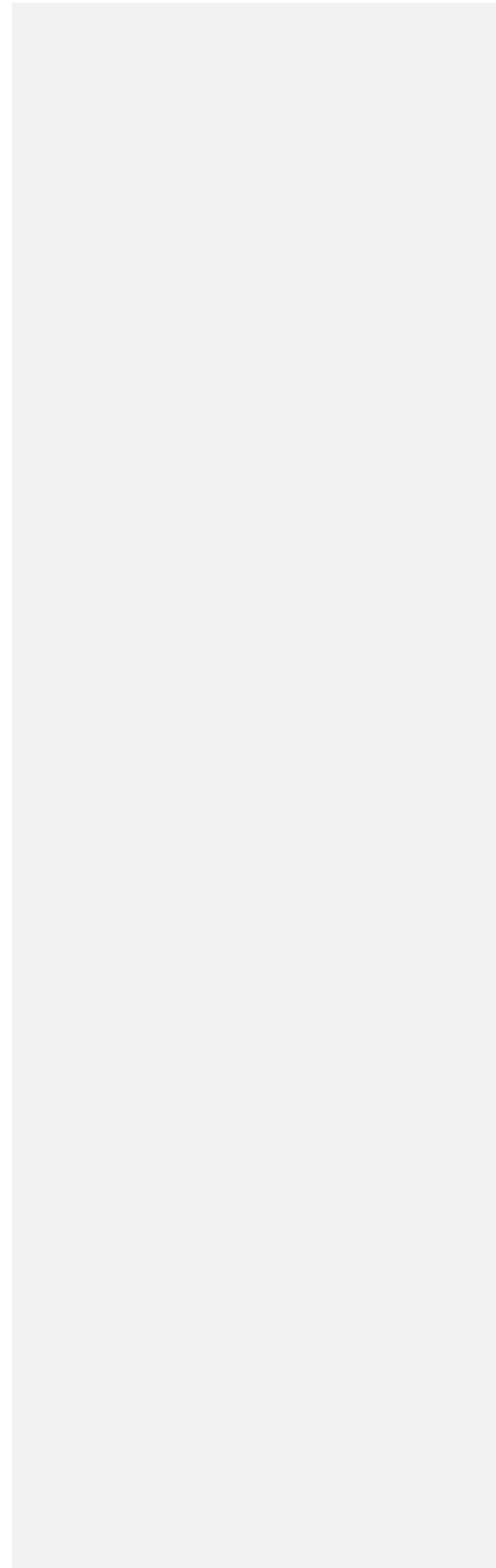
Signed on behalf of the charity's trustees

Signature:

Full name: Philip Scrivener

Position: Chair

Date: 07th 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
Opening Financial Position	45,737.20	46,839.73
<u>Add Receipts</u>		
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
Total Receipts	42,012.81	39,640.46
<u>Deduct Payments</u>		
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
Total Payments	49,700.13	40,742.99
Surplus/(Deficit)	(7,687.32)	(1,102.53)
Closing Financial Position	38,049.88	45,737.20

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

The Lypne Playing Field and Village Hall

(Registered CIO Charity No:1178573)

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

	<u>Unrestricted</u> <u>Funds</u> 2022/23	<u>Unrestricted</u> <u>Funds</u> 2021/22
<u>Assets</u>		
<u>Cash Funds</u>		
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
Total Cash Funds	<u>39,094.49</u>	<u>47,270.50</u>
 <u>Liabilities</u>		
Security Deposits Held	<u>1,044.61</u>	<u>1,533.30</u>
	<u>1,044.61</u>	<u>1,533.30</u>
 Net Assets	 <u>38,049.88</u>	 <u>45,737.20</u>

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
	<u>36,954.63</u>	<u>43,468.00</u>

Receipts and Payments Accounts
for the year ended 30th September 2023
The Lympne 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
Notes to the Accounts (continued)		
Deposits Account		
Balance from 1/10/22	1,533.30	973.40
Deposits Received	2,490.01	3,243.30
Deposits Repaid	(2,978.70)	(2,683.40)
	<u>1,044.61</u>	<u>1,533.30</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.