

# **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 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 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**

|                                   | <b><u>Unrestricted</u></b><br><b><u>Funds</u></b><br><b>2024/25</b> | <b><u>Unrestricted</u></b><br><b><u>Funds</u></b><br><b>2023/24</b> |
|-----------------------------------|---|---|
| <b>Opening Financial Position</b> | <b>33,806.52</b>  | <b>38,049.88</b>  |
| <b><u>Add Receipts</u></b>        |   |   |
| 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>   |
| <b><u>Deduct Payments</u></b>     |   |   |
| 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 Lympe Playing Field and Village Hall  
 (Registered CIO Charity No:1178573)

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

|                                  | <u>Unrestricted</u><br><u>Funds</u><br>2024/25 | <u>Unrestricted</u><br><u>Funds</u><br>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>          | <u>42,215.31</u>                               | <u>48,071.42</u>                               |
| <b>Total Assets</b>              | <u>43,609.71</u>                               | <u>48,666.42</u>                               |
| <b><u>Liabilities</u></b>        |  |  |
| Creditors                        | -  | 2,545.00                                       |
| Security Deposits Held           | 1,421.60                                       | 1,401.60                                       |
|                                  | <u>1,421.60</u>                                | <u>3,946.60</u>                                |
| <b>Net Assets</b>                | <u>42,188.11</u>                               | <u>44,719.82</u>                               |
| <b>Represented by:</b>           |  |  |
| Profit & Loss Account            | 31,274.81                                      | 33,806.52                                      |
| P&J Ring Fenced fund             | 10,913.30                                      | 10,913.30                                      |
|                                  | <u>42,188.11</u>                               | <u>44,719.82</u>                               |

**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><br><b><u>Funds</u></b> | <b><u>Unrestricted</u></b><br><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





**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

Charity Name  
The Lympe Playing Field and Village Hall

On accounts for the year  
ended

30 September 2025

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:

M. A. Gambrell

Date:

5/01/2026

Name:

Mrs Maxine Gambrell 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).