

Lyminge Village Hall - Trustees' Annual Report

1 April 2020 – 31 March 2021

Reference and administration details

Registered Charity No. 281845

Lyminge Village Hall, Woodland Road, Lyminge, Folkestone. CT18 8EW

E-mail: admin@lymingevillagehall.org.uk

Names of Trustees

Mr Gerard D'cruz	(appointed 15 th June 2021) Chair
Mrs Jane Michotte	Vice-Chair
Mrs Kate Bennett	Treasurer
Mrs Sandra Luck	
Mrs Penny Stephens	
Mr Paul Jarvis	(appointed 15 th June 2021)
Mrs Caroline Burt	(appointed 15 th June 2021)
Mr Gerard R D'cruz	(appointed 15 th June 2021)
Mr Owen Standen	(resigned 7 th December 2021)

Sources of advice and support

Bank: Barclays, 67 Sandgate Rd, Folkestone, CT20 1RY
Rural Kent – Action with communities (ACRE) info@ruralkent.org.uk
Folkestone & Hythe District Council
Lyminge Parish Council
Fire Security: Central Rescue Station, Aylesham, Kent, CT3 3AE

Structure, governance and management

Governance

Lyminge Village Hall was established by a Trust Deed & Lease dated 20 May 1980, amended 22 May 1990. It was registered with the Charity Commission on 16 February 1981.

Appointment of Trustees

The governing document for the village hall is the constitution, written when the hall was given over to the village in 1980. It states in clause 3(7) that all members of the committee shall retire together and stand for re-election at the AGM. Part 1 of this clause states that the committee should consist of nine elected members and representative members, and may not contain more than five co-opted members.

Lyminge Judo Club, Lyminge Short Mat Bowls Club, Lyminge Youth Club and Lyminge Preschool are all regular users of the hall. Only the preschool has a representative trustee. Other groups have opted to send representatives to some meetings without acting as trustees.

If there are nine candidates or less then the committee can be elected en bloc by a show of hands. If there are four or more further nominations then the election moves to a ballot.

Policies and Procedures

To guide the management committee in exercising its duty of care to volunteers and users of the hall, the following policy statements have been adopted:

- Health & Safety Policy
- Child Protection Policy
- Vulnerable Adults Policy

Copies of these policies are included in the Trustees' Welcome pack

Risk management systems and procedures

Hiring Agreement: Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer 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) and is registered with the local authority for small society lotteries.

Insurance: The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance. The village hall is insured with respect to property damage (buildings insurance - £809,101 cover). Insurance cover is also in place with respect to contents, public liability, employers' liability and legal assistance.

Building Issues: A building condition survey is undertaken at 5-year intervals by a qualified surveyor. Other routine Health and Safety routine checks include:

- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.
- Firefighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

Objectives and activities

Objects and aims

The charity's purpose as set out in its governing document is to hold the village hall upon trust for the benefit and use of the inhabitants of the Parish of Lyminge without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time, occupation with the object of improving the conditions of life for the said inhabitants.

Principal activities in pursuit of objectives

- 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 hall is in use most days of the week for a variety of activities with our main user group being *Lyminge Pre-School*. Our other regular hirers are Short Mat Bowls, Youth Group and Judo.
- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fundraising events.

Public benefit

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers for regular maintenance and cleaning of the hall. On average 20 hours of volunteer time are given each week to cover routine tasks such as bookings management, cleaning and maintenance. In addition, trustees give 40 hours a month for meetings and 200 hours per annum in organising and running fundraising events.

Achievements and performance

During the year the Trustees worked hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy.

Occupancy is the number of sessions x rooms occupied compared with the maximum number of sessions x rooms available. Thus 2 rooms available for 3 sessions a day, 7 days a week gives a maximum occupancy of 2184 per annum.

In 2009 occupancy reached 80% (2008: 72%).

The increase was due to 3 new regular users – a Computer Class, a Singing for Pleasure group and a Family History Class.

Financial review

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this. Grant funding is sought to finance additional expenditure, including improvements to the leasehold property.

Reserves Policy

The Trustees consider free reserves equating to at least 12 months expenditure including unforeseen expenditure in relation to building maintenance or urgent equipment replacement. A minimum of £15,000 is therefore held in a designated savings account for this purpose.

The Trustees are responsible for the maintenance of the village hall and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan). Such funds would be restricted. There are no restricted funds in hand.

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

Signed on behalf of the charity's trustees

Signature(s)	
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Full name(s)	
Position	Chairperson
Date	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Lyminge Village Hall

281845

Receipts and payments accounts

CC16a

For the period
from

01-Apr-20
1/4/20

To

31.3.21
31/3/21

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds	Endowment funds	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
LVH Grant Income	21,873	-	-	21,873	
Hall Hire	3,904	-	-	3,904	18,720
Fundraising	-	-	-	-	3,161
Donations	50	-	-	50	1,500
Interest received	95	-	-	95	104
	-	-	-	-	-
Sub total (Gross income for AR)	25,922	-	-	25,922	23,485
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	25,922	-	-	25,922	23,485
A3 Payments					
Administration and advertising	924	-	-	924	1,801
Utilities	8,612	-	-	8,612	9,388
Repairs and Maintenance	8,317	-	-	8,317	4,516
Insurance	874	-	-	874	875
Other hall running costs	213	-	-	213	304
Fundraising	-	-	-	-	1,440
Refunds	210	-	-	210	-
Sub total	19,149	-	-	19,149	18,324
A4 Asset and investment purchases, (see table)					
New kitchen	-	-	-	-	14,620
	-	-	-	-	-
Sub total	-	-	-	-	14,620
Total payments	19,149	-	-	19,149	32,944
Net of receipts/(payments)	6,772	-	-	6,772	- 9,458
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	24,445	-	-	24,445	33,904
Cash funds this year end	31,217	-	-	31,217	24,445

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays Current account	17,645	-	-
	NS&I	13,244	-	-
	Petty cash	329	-	-
	Total cash funds (agree balances with receipts and payments account(s))	31,217	-	-

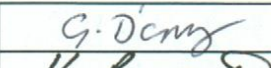

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	The Charity has a leasehold interest in the Village Hall building. This was included in the statement of assets and liabilities at 31.3.2017 but the Trustees consider it more appropriate to exclude it from this report since there is no intention to sell it. More detail is provided in the Trustee Annual Report.		-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	G. D'CRUZ	23/1/22
	K. BENNETT	24/1/22



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Lyminge Village Hall

On accounts for the year
ended

March 2021

Charity no
(if any)

281845

Set out on pages

1 and 2 of the accounts

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

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.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have
come to my attention (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

27th Jan 2022

Name:

Elisabeth Hirlemann

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

FCA Retired.

Address:

Wenny Farm
Longage Hill, Rhodes Minnis
Canterbury, Kent CT4 6XS