

# LONG MELFORD VILLAGE MEMORIAL HALL

England & Wales - Charity number 304917

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1965-03-08

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Long Melford Village Memorial Hall  
Hall Street  
Long Melford  
Sudbury  
Suffolk  
CO10 9JQ

**Phone** 07379894325

**Email** [chair.lmvmh@gmail.com](mailto:chair.lmvmh@gmail.com)

**Website** <https://www.longmelfordvillagehall.co.uk/>

## Activities

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**Objects:** A VILLAGE HALL.

**Activities:** Village Hall used by local groups for varied activities. Also hired out for wedding receptions and parties.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services, Other Charitable Activities
- **What:** General Charitable Purposes, Amateur Sport, Recreation
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** LONG MELFORD AND NEIGHBOURHOOD
- Essex
- Suffolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£50,901	£46,325	-	-
2024-03-31	£35,773	£29,454	-	-
2023-03-31	£38,729	£21,864	-	-
2022-03-31	£41,287	£25,710	-	-
2021-03-31	£28,955	£14,727	-	-

## Trustees

Name	Role	Appointed
<b>Alicja Holland</b>	Chair	2023-07-12
Adrian Oakley-Dow		2022-08-24
Angela Jean McKenna		2024-07-17
Cllr JOHN MICHAEL NUNN		2012-05-08
Elizabeth Haywood Macleish		2018-07-10
Lisa Tipper		2019-05-29
Philip John Buck		2022-08-24
Stuart Palmer		2022-08-24

**LONG MELFORD VILLAGE MEMORIAL HALL**

England & Wales - Charity number 304917

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# Accounts

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# LONG MELFORD VILLAGE MEMORIAL HALL

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Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## **TRUSTEES ANNUAL REPORT**

for the period

**1 April 2024 to 31 March 2025**

### **Objectives and Activities**

The purposes of the charity as laid out in its governing document are:

“A Village Hall for the use of the inhabitants of Long Melford and the neighbourhood (hereinafter called "the area of benefit") without distinction of sex or of political, religious or other opinions, and in particular for 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.”

The main activities undertaken by the charity for the benefit of the public are:

- regular lettings for meetings, lectures and classes, including exercise classes, mother and baby classes, and lectures on the arts and history;
- one-off lettings to residents of the area of benefit for private parties and events;
- provision of short-term car parking to residents and visitors to Long Melford;
- regular film screenings under the Melford Movies brand; and
- publication of Melford Matters, a magazine for residents and businesses in the area of benefit.

The hall also has regular and ad hoc commercial lettings, including an Antiques Fair and a Book Fair. In deciding whether and which organisations and activities may be undertaken at the Hall, the Trustees have regard to the guidance issued by the Charity Commission on public benefit. We strive to ensure an appropriate balance between the public use of the premises in accordance with our purposes, and commercial and private lettings which help us to raise funds to cover the upkeep of the premises.



# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## Structure, Governance and Management

The charity's property comprises the village hall and associated land off Hall Street in Long Melford. The legal title to the property is held on trust for the charity by the late Sir Richard Hyde Parker and Long Melford Parish Council (LMPC). (The trustees are in the process of transferring the title to Sir William Hyde Parker and LMPC.) The governing document of the charity is the conveyance of the premises to those holding trustees in 1961, as amended in April 2013 and May 2024. The charity is an unincorporated charity administered by a Management Committee comprising:

- representatives of six Long Melford organisations (the Parish Council, the Parochial Church Council, the Methodist Chapel, the Royal British Legion, the Women's Institute and the Youth Organisations);
- five members elected by the residents of Long Melford at the Annual General Meeting of the charity; and
- up to three co-opted members.

During the year, the following individuals served on the Management Committee:

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Appointing body/Elected/Co-opted</b>
1	Phil Buck	Chair		Elected
2	Elizabeth Haywood	Lettings Coordinator		Elected
3	Alicja Holland	- Treasurer	To 17/07/2024 From 17/07/2024	Co-opted Elected
4	Lady Hyde Parker	-	To 05/06/2024	Women's Institute
5	Angela McKenna	-	From 05/06/2024	Women's Institute
6	John Nunn	-		Royal British Legion
7	Adrian Oakley-Dow	-		Elected
8	Stuart Palmer	Hon. Secretary		Elected
9	Lisa Tipper	Treasurer -	To 17/07/2024 From 17/07/2024	Parish Council Parish Council
10	Jeremy Willetts	-	To 17/07/2024 From 17/07/2024	Elected Co-opted

The Methodist Chapel is no longer in existence. The Youth Organisation and the Parochial Church Council did not appoint a representative member.



# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

During the year the trustees resolved to make a minor amendment to the Constitution reducing the quorum for trustee meetings from six to four. This was approved by the Charity Commission and subsequently endorsed by the Annual General Meeting on 17<sup>th</sup> July 2024.

## Achievements and Performance

The Village Hall has been used extensively during the year, with a strong calendar of regular classes with a wide variety of activities. In addition, many private parties have been held at the hall, helping to cover the costs of upkeep and maintenance. The regular commercial lettings for an Antiques Fair and Book Fair both provide an income to cover the costs of maintaining the hall and serve the residents of the area of benefit.

During the year an area of rot was found in the floor in the kitchen, with another subsequently identified in the Gentlemen's WC. Although repairs were undertaken, further areas of weakness in the floor in the WC have developed. Temporary repairs have been undertaken and damp/timber experts have been consulted. Full repairs will be undertaken as soon as practicable.

The installation of solar panels and batteries to capture and store electricity was completed towards the end of the financial year. It is hoped these will significantly offset our increasing electricity costs.

The Village Hall Car Park has been made available for public use, without charge but with donations invited. The income has helped to defray the costs of maintaining the car park and the Hall.

Melford Movies screenings have been well attended with an average audience of 48. A local community group is chosen each movie night and the proceeds of the raffle go to that nominated group. In total £619 was raised for local good causes in this way.

The charity continues to produce Melford Matters; a magazine distributed every two months to over 2,000 properties in the area of benefit. The magazine has been well received. Editorial decisions and any opinions expressed are independent of the Committee.

## Financial Review

As a result of the significant expenditure on the solar panel project, profit for the year fell to **£4,576** (2023-24: £6,320). Underlying performance was steady, with overall bookings income of **£26,594** (2023-24: £24,714). Grant funding of **£9,414** was received from Babergh District Council to support the solar panel installation. Premises expenses increased to **£36,948** but, stripping out the cost of the solar panels (£18,828), the underlying building costs were slightly down at £18,120 (2023-24: £19,147).



# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

Melford Movies recorded a 19% increase in income to £2,332 though this was offset by a corresponding increase in expenses to £944. Profit increased slightly to **£1,389** (2023-24: £1,333).

Car park donations fell slightly to **£2,906** (2023-24: £3,061). This goes towards the upkeep and maintenance of a very important car park for the village. It should be noted that some areas of the car park are deteriorating and the Committee anticipate costly repairs might be required in the coming year.

Melford Matters advertising income for the financial year was significantly higher at £9,655 (2023-24: £5,974), while costs fell to £8,434 (2023-24: £9,680), resulting in a profit for the year of **£1,221** (2023-24: £3,706 loss). These figures are volatile because large payments for annual adverts, due around the end of our financial year, may be received early or late. The editorial team (which includes four Trustees) monitors income and expenditure carefully to ensure that, over the course of year, the income covers the printing costs.

At the end of the financial year current assets stood at **£69,747** (2023-24: £65,171). The restricted Capital Reserve fund was unchanged during the year, remaining at **£40,000**. Unrestricted funds therefore stand at **£29,747**. The target for unrestricted funds, as set out in our Reserves Policy, was unchanged at **£12,000**. The Committee was content, in the short term, to hold more than this in unrestricted funds given the prospect of significant costs for repairs to the rotten floors and the car park in the coming year.

	<b>Unrestricted Funds</b>	<b>Capital Reserve Fund (Restricted)</b>	<b>Total Funds</b>
Balance as at 1.4.2024	£25,171	£40,000	£65,171
Excess income over expenditure	£4,576	£-	£4,576
Transfer to Capital Reserve	£-	£-	£-
Balance as at 31.3.2025	£29,747	£40,000	£69,747

The Committee also confirmed that for our purposes the accounts should continue to use the Receipts and Payments basis.

Given the current cash balance, and bearing in mind the demand for lettings, costs of repairs and maintenance and charges for utilities, the Committee has a reasonable expectation that the charity can continue as a going concern for the foreseeable future.

Signed: 

# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## 2024/5 Treasurer's Report

Our thanks go to Richard Carter for his time and expertise in carrying out the independent examination of our accounts and, also to Lisa Tipper for the ongoing work she completes.

As in previous years, the charity reports its accounts using the cash basis.

Comparing the year to March 31<sup>st</sup> 2025 with that of the previous year, total profit was down by 28% at £4,576. During the year, the trustees commissioned solar panels to be installed. Already we can see benefits of this and the electricity contracts being reviewed in the year alongside generation from the solar panels, has started to reduce our expenditure on electricity already. This was an expenditure of £18,828 in February. This profit currently sits in the current account and will be used for maintenance of the building in the forthcoming year such as repairs to the car park and redecoration of the interior of the hall.

The overall bookings income was £26,594 which was an increase of £1.8k to last year. The Trustees did not increase hire fees in the 2024/5 year.

Melford Movies also had a good year and generating a profit of £1,389 which is 4% up on last year. Numbers are stable at Melford Matters events and the team have enjoyed putting these on for the village again this year.

Car park donations were of £2,906, down 5% on last year. These donations go towards the upkeep and maintenance of a very important car park for the village. It is likely the decrease in donations is not as it should be due to a spate of vandalism and thieving from car parks in Melford. The village was targeted multiple times though the Trustees empty the donation tank regularly so the likely effect would have actually be something very similar in donations to last year had some funds not been stolen.

Melford Matters comes under the umbrella of the Village Hall and its invoicing and expenditure is being recorded within the Village Hall accounts. The advertising in the magazine generates revenue to cover the print costs.

At the end of the financial year the funds of the charity are £69,746.53. Of this £40,000 forms restricted reserves.

Alicja Holland

14<sup>th</sup> July 2025



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Long Melford Village Memorial Hall

**On accounts for the year  
ended**

31<sup>st</sup> March 2025

**Charity no  
(if any)**

304917

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

**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 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:**

14<sup>th</sup> July 2025

**Name:**

Richard Carter

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

ACMA CGMA (lapsed)

**Address:**

On file

**Give here brief details of any items that the examiner wishes to disclose.**

Accounts are clear and well-produced. No materials issues identified to bring to the trustees' attention.

## Income & Expenditure Summary Report by Cost Centre

	Prior Year (Full Year) as at 31/03/2024	Current Year to 31/03/2025	YoY %
<b>Regular*</b>			
Income	£20,073	£19,916	1% ▼
Expenditure	£15,613	£27,714	78% ▲
Babergh Rates	30	29	5% ▼
Electricity	3,240	2,016	38% ▼
Gas	769	692	10% ▼
Water	526	939	79% ▲
Telephone/Internet	365	326	11% ▼
Caretaker / Cleaning	3,392	2,691	21% ▼
Grass Cutting	473	668	41% ▲
Babergh Bins	402	401	100% ▲
Licences	285	401	41% ▲
Insurance	591	557	6% ▼
Anglian Fire Services	0	351	100% ▲
Sundry	979	1,009	3% ▲
Website	218	258	18% ▲
Repairs/Maintenance	2,081	2,617	26% ▲
Equipment	2,263	14,759	552% ▲
<b>Profit / (Loss)</b>	<b>£4,460</b>	<b>(£7,798)</b>	<b>275% ▼</b>
<b>Lettings*</b>			
Income	£4,641	£6,678	44% ▲
Expenditure	£3,534	£9,234	161% ▲
Babergh Rates	7	10	36% ▲
Electricity	733	672	8% ▼
Gas	174	231	33% ▲
Water	119	313	163% ▲
Telephone/Internet	83	109	31% ▲
Caretaker / Cleaning	768	897	17% ▲
Grass Cutting	107	222	108% ▲
Babergh Bins	91	134	100% ▲
Licences	65	134	106% ▲
Insurance	134	186	38% ▲
Anglian Fire Services	0	117	100% ▲
Sundry	202	336	66% ▲
Website	49	86	75% ▲
Repairs/Maintenance	471	872	85% ▲
Equipment	512	4,918	860% ▲
<b>Profit / (Loss)</b>	<b>£1,107</b>	<b>(£2,556)</b>	<b>331% ▼</b>
<b>Melford Movies</b>			
Income	£1,959	£2,332	19% ▲
Box Office	1,685	2,067	23% ▲
Catering	274	265	3% ▼
Expenditure	£626	£944	51% ▲
<b>Profit / (Loss)</b>	<b>£1,333</b>	<b>£1,389</b>	<b>4% ▲</b>
<b>Car Park Revenue</b>			
Income	£3,061	£2,906	5% ▼
<b>Profit / (Loss)</b>	<b>£3,061</b>	<b>£2,906</b>	<b>5% ▼</b>
<b>Melford Matters</b>			
Income	£5,974	£9,655	62% ▲
Expenditure	£9,680	£8,434	13% ▼
<b>Profit / (Loss)</b>	<b>(£3,706)</b>	<b>£1,221</b>	<b>133% ▼</b>
<b>Donations</b>			
Income	£65	£9,414	0% ▼
<b>Profit / (Loss)</b>	<b>£65</b>	<b>£9,414</b>	<b>0% ▼</b>
<hr/>			
Total Income	£35,773	£50,901	42% ▲
Total Expenditure	£29,454	£46,325	57% ▲
Profit or (Loss)	£6,320	£4,576	28% ▼

\*note: lettings and regulars expenditures are apportioned costs of those not relating to Melford Matters or Melford Movies

**LONG MELFORD VILLAGE MEMORIAL HALL**

England & Wales - Charity number 304917

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# Accounts

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# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## **TRUSTEES ANNUAL REPORT**

for the period

**1 April 2023 to 31 March 2024**

### **Objectives and Activities**

The purposes of the charity as laid out in its governing document are:

“A Village Hall for the use of the inhabitants of Long Melford and the neighbourhood (hereinafter called "the area of benefit") without distinction of sex or of political, religious or other opinions, and in particular for 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.”

The main activities undertaken by the charity for the benefit of the public are:

- regular lettings for meetings, lectures and classes, including exercise classes, mother and baby classes, and lectures on the arts and history;
- one-off lettings to residents of the area of benefit for private parties and events;
- provision of short-term car parking to residents and visitors to Long Melford;
- regular film screenings under the Melford Movies brand; and
- publication of Melford Matters, a magazine for residents and businesses in the area of benefit.

The hall also has regular and ad hoc commercial lettings, including an Antiques Fair and a Book Fair. In deciding whether and which organisations and activities may be undertaken at the Hall, the Trustees have regard to the guidance issued by the Charity Commission on public benefit. We strive to ensure an appropriate balance between the public use of the premises in accordance with our purposes, and commercial and private lettings which help us to raise funds to cover the upkeep of the premises.



# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## Structure, Governance and Management

The charity's property comprises the village hall and associated land off Hall Street in Long Melford. The legal title to the property is held on trust for the charity by the late Sir Richard Hyde Parker and Long Melford Parish Council (LMPC). (The trustees are in the process of transferring the title to Sir William Hyde Parker and LMPC.) The governing document of the charity is the conveyance of the premises to those holding trustees in 1961, as amended in April 2013. The charity is an unincorporated charity administered by a Management Committee comprising:

- representatives of the following Long Melford organisations:
  - the Parish Council,
  - the Parochial Church Council,
  - the Royal British Legion,
  - the Women's Institute and
  - the Youth Organisations; and
- five members elected by the residents of Long Melford at the Annual General Meeting of the charity; and
- up to three co-opted members.

During the year, the following individuals served on the Management Committee:

	Trustee name	Office (if any)	Dates acted if not for whole year	Appointing body/Elected/Co-opted
1	Phil Buck	Chair		Elected
2	Alison Ewbank		Resigned 25.10.2023	Parochial Church Council
3	Elizabeth Haywood	Lettings Coordinator		Elected
4	Alicja Holland			Co-opted
5	Lady Hyde Parker			Women's Institute
6	John Nunn			Royal British Legion
7	Adrian Oakley-Dow			Elected
8	Stuart Palmer	Hon. Secretary		Elected
9	Lisa Tipper	Treasurer		Parish Council
10	Jeremy Willetts			Elected

During the year the trustees resolved to make a minor amendment to the Constitution reducing the quorum for trustee meetings from six to four. This was approved by the Charity Commission and subsequently endorsed by the Annual General Meeting on 17<sup>th</sup> July 2024.



# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## Achievements and Performance

The Village Hall has been used extensively during the year, with a strong calendar of regular classes with a wide variety of activities. In addition, many private parties have been held at the hall, helping to cover the costs of upkeep and maintenance. The regular commercial lettings for an Antiques Fair and Book Fair both provide an income to cover the costs of maintaining the hall and serve the residents of the area of benefit.

The Committee has progressed its plans for installing solar panels and batteries to capture and store electricity thereby offsetting our increasing electricity costs. Three quotations have been obtained. Our hope was that the installation could proceed without a formal planning application as it appeared to fall within the 'Permitted Development Rights' for solar panels. However, further investigation suggested that this might not apply as the property is within a Conservation Area. As a precautionary step the Committee obtained pre-application advice from the planning authority, Babergh District Council. Following a change to the legislation regarding Permitted Development Rights, the Committee now believes that a full planning application is not required and an application for a Certificate of Lawful Development is therefore being prepared. The Committee hopes that the installation can be completed in the next financial year.

The Village Hall Car Park has been made available for public use, without charge but with donations invited. The income has helped to defray the costs of maintaining the car park and the Hall.

Melford Movies screenings have been well attended with an average audience of 48 and a net profit of £1,333. A local community group is chosen each movie night and the proceeds of the raffle go to that nominated group. In total £660 was raised for local good causes in this way.

The charity continues to provide accounting and other support to Melford Matters, a magazine distributed every two months to over 2,000 properties in the area of benefit. The magazine has been well received and advertising income has covered the production costs. Editorial decisions and any opinions expressed are independent of the Committee.

## Financial Review

Comparing the year to 31st March 2024 with that of the previous year, total profit fell 63% to **£6,320** (2022-23: £16,865). The overall bookings income was steady at **£24,714** (2022-23: £25,209), but the premises expenses increased to **£19,147** (2022-23: £13,550) primarily due to one-off equipment renewals and higher gas and electricity costs.

The previous year's downturn in car park donations was reversed with a welcome **£3,061** (2022-23: £2,277) deposited. This goes towards the upkeep and maintenance of a very important car park for the village. The Committee introduced a card payment method which contributed £93 to the car park donations.



# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

Melford Matters advertising income was lower at **£5,974** (£8,902) due to some income being received before the start of the financial year. The editorial team (which includes four Trustees) monitor income and expenditure carefully to ensure that over the year the income covers the printing costs.

At the end of the financial year current assets stood at **£65,171** (2022-23: £58,851). During the year the Committee reviewed our cash position and, in accordance with our Constitution, agreed to transfer **£10,000** into the restricted Capital Reserve fund, bringing the total for that fund to **£40,000**. Unrestricted funds therefore stand at **£25,171**. The Committee reviewed its Reserves Policy and agreed to increase the target for unrestricted funds to **£12,000**.

	<b>Unrestricted Funds</b>	<b>Capital Reserve Fund (Restricted)</b>	<b>Total Funds</b>
Balance as at 1.4.2023	£28,851	£30,000	£58,851
Excess income over expenditure	£6,320	-	£6,320
Transfer to Capital Reserve	(£10,000)	£10,000	£-
Balance as at 31.3.2024	£25,171	£40,000	£65,171

With interest rates now attracting higher rates for savers, the trustees will look into options of moving some of the cash balance into an interest-paying savings account.

The Committee also confirmed that for our purposes the accounts should continue to use the Receipts and Payments basis.

Given the current cash balance, and bearing in mind the demand for lettings, costs of repairs and maintenance and charges for utilities, the Committee has a reasonable expectation that the charity can continue as a going concern for the foreseeable future.

Signed:

Chair

20/9/2024

## Income & Expenditure Summary Report by Cost Centre

	Prior Year (Full Year) as at 31/03/2023	Current Year as at 31/03/2024	YoY %	
<b>Regular*</b>				
Income	£20,472	£20,073	2%	▼
Expenditure	£11,004	£15,613	42%	▲
Babergh Rates	112	30	73%	▼
Electricity	1,453	3,240	123%	▲
Gas	673	769	14%	▲
Water	443	526	19%	▲
Telephone/Internet	395	365	8%	▼
Caretaker / Cleaning	3,120	3,392	9%	▲
Grass Cutting	525	473	10%	▼
Babergh Bins	357	402	100%	▲
Licences	0	285	-	▲
Insurance	537	591	10%	▲
Anglian Fire services	276	0	100%	▼
Sundry	1,592	894	44%	▼
Website	229	218	5%	▼
Repairs & renewals	1,206	2,081	73%	▲
Equipment	85	2,263	2561%	▲
Bad Debt	0	0	0%	▲
<b>Profit / (Loss)</b>	<b>£9,468</b>	<b>£4,460</b>	53%	▼
<b>Lettings*</b>				
Income	£4,737	£4,641	2%	▼
Expenditure	£2,546	£3,534	39%	▲
Babergh Rates	26	7	74%	▼
Electricity	336	733	118%	▲
Gas	156	174	12%	▲
Water	103	119	16%	▲
Telephone/Internet	91	83	10%	▼
Caretaker / Cleaning	722	768	6%	▲
Grass Cutting	122	107	12%	▼
Babergh Bins	83	91	100%	▲
Licences	0	65	-	▲
Insurance	124	134	8%	▲
Anglian Fire services	64	0	100%	▼
Sundry	368	202	45%	▼
Website	53	49	7%	▼
Repairs & renewals	279	471	69%	▲
Equipment	20	512	2502%	▲
<b>Profit / (Loss)</b>	<b>£2,191</b>	<b>£1,107</b>	49%	▼
<b>Melford Movies</b>				
Income	£2,341	£1,959	16%	▼
Box Office	1,836	1,685	8%	▼
Catering	505	274	46%	▼
Expenditure	£709	£626	12%	▼
<b>Profit / (Loss)</b>	<b>£1,632</b>	<b>£1,333</b>	18%	▼
<b>Car Park Revenue</b>				
Income	£2,277	£3,061	34%	▲
<b>Profit / (Loss)</b>	<b>£2,277</b>	<b>£3,061</b>	34%	▲
<b>Melford Matters</b>				
Income	£8,902	£5,974	33%	▼
Expenditure	£7,605	£9,680	27%	▲
<b>Profit / (Loss)</b>	<b>£1,297</b>	<b>(£3,706)</b>	386%	▼
<b>Donations</b>				
Income	£0	£65	100%	▲
<b>Profit / (Loss)</b>	<b>£0</b>	<b>£65</b>	100%	▲
<b>Grants</b>				
Income	£0	£0	-	=
<b>Profit / (Loss)</b>	<b>£0</b>	<b>£0</b>	-	=
<hr/>				
Total Income	£38,729	£35,773	8%	▼
Total Expenditure	£21,864	£29,454	35%	▲
Profit or (Loss)	£16,865	£6,320	63%	▼

\*note: lettings and regulars expenditures are apportioned costs of those not relating to Melford Matters or Melford Movies

### Statement of Financial Position

Current Assets		
Barclays Bank Account	£58,646	£64,966
Cash float (M Movies)	£205	£205
<b>Total Assets</b>	<b>£58,851</b>	<b>£65,171</b>
Current Liabilities		
	£0	£0
Equity		
Retained Earnings (balance b/f)	£41,986	£58,851
Current Year Profit / (Loss)	£16,865	£6,320
Immaterial PY adjustment	-	-
<b>Total Liabilities &amp; Equity</b>	<b>£58,851</b>	<b>£65,171</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Long Melford Village Memorial Hall

**On accounts for the year  
ended**

31<sup>st</sup> March 2024

**Charity no  
(if any)**

304917

**Set out on pages**

(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:**

16<sup>th</sup> July 2024

**Name:**

Richard Carter

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

ACMA CGMA (lapsed)

**Address:**

On file.

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.**

Accounts are clear and well-produced. No materials issues identified to bring to the trustees' attention.

**LONG MELFORD VILLAGE MEMORIAL HALL**

England & Wales - Charity number 304917

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# Accounts

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# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

## TRUSTEES ANNUAL REPORT

for the period

**1 April 2022 to 31 March 2023**

### Objectives and Activities

The purposes of the charity as laid out in its governing document are:

“A Village Hall for the use of the inhabitants of Long Melford and the neighbourhood (hereinafter called "the area of benefit") without distinction of sex or of political, religious or other opinions, and in particular for 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.”

The main activities undertaken by the charity for the benefit of the public are:

- regular lettings for meetings, lectures and classes, including exercise classes, mother and baby classes, and lectures on the arts and history;
- one-off lettings to residents of the area of benefit for private parties and events;
- provision of short-term car parking to residents and visitors to Long Melford;
- regular film screenings under the Melford Movies brand; and
- publication of Melford Matters, a magazine for residents and businesses in the area of benefit.

The hall also has regular and ad hoc commercial lettings, including an Antiques Fair and a Book Fair. In deciding whether and which organisations and activities may be undertaken at the Hall, the Trustees have regard to the guidance issued by the Charity Commission on public benefit. We strive to ensure an appropriate balance between the public use of the premises in accordance with our purposes, and commercial and private lettings which help us to raise funds to cover the upkeep of the premises.

### Structure, Governance and Management

The charity's property comprises the village hall and associated land off Hall Street in Long Melford. The legal title to the property is held on trust for the charity by the late Sir Richard Hyde Parker and Long Melford Parish Council (LMPC). (The trustees are in the process of transferring the title to Sir William Hyde Parker and LMPC.) The governing document of the charity is the conveyance of the premises to those holding trustees in 1961. The charity is an unincorporated charity administered by a Management Committee comprising:

- representatives of the following Long Melford organisations:



# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

- the Parish Council,
- the Parochial Church Council,
- the Royal British Legion,
- the Women's Institute and
- the Youth Organisations; and
- five members elected by the residents of Long Melford at the Annual General Meeting of the charity; and
- up to three co-opted members.

During the year, the following individuals served on the Management Committee:

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Appointing body/Elected/Co-opted</b>
1	Phil Buck	Hon. Secretary Chair	to 23.8.2022 from 23.8.2022	Elected
2	Richard Delderfield	Chair	to 23.8.2022	Elected
3	Alison Ewbank			Parochial Church Council
4	Elizabeth Haywood	Lettings Secretary		Elected
5	Lady Hyde Parker			Women's Institute
6	John Nunn			Co-opted
7	Adrian Oakley-Dow		from 23.8.2022	Elected
8	Stuart Palmer	Hon. Secretary	from 23.8.2022	Elected
9	Martin Richards		to 21.10.2022	Royal British Legion
10	Lisa Tipper	Treasurer		Parish Council
11	Jeremy Willetts			Elected
12	Alex Windsor		from 8.6.2022	Co-opted
13	Philip Windsor			Co-opted

## Achievements and Performance

The Village Hall has been used extensively during the year, with a strong calendar of regular classes with a wide variety of activities. In addition, many private parties have been held at the hall, helping to cover the costs of upkeep and maintenance. The regular commercial lettings for an Antiques Fair and Book Fair both provide an income to cover the costs of maintaining the hall and serve the residents of the area of benefit.

The Village Hall Car Park has been made available for public use, without charge but with donations invited. The income has helped to defray the costs of maintaining the car park and the Hall.



# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

Melford Movies screenings have been well attended with an average audience of 48 and a net profit of £1,632. A popular change was made by the Movies group whereby a local community group is chosen each movie night and the proceeds of the raffle go to that nominated group. In total £636 was raised for local good causes in this way.

The charity provides accounting and other support to Melford Matters, a magazine distributed every two months to over 1,900 properties in the area of benefit. The magazine has been well received and advertising income has covered the production costs. Editorial decisions and any opinions expressed are independent of the Committee.

## Financial Review

Comparing the year to March 31st 2023 with that of the previous year, total profit was up 8% at **£16,865** (2021-22: £15,577). The overall bookings income was **£25,209** (2021-22: £19,420) which is the highest year of bookings income ever achieved, despite hire charges remaining the same as the previous year.

Car park donations were down compared to the previous year but still a welcome **£2,277** was deposited (2021-22: £3,482) and this goes towards the upkeep and maintenance of a very important car park for the village. The Committee are looking to get a card payment method introduced in the car park, for the ever-growing number of no cash carrying individuals.

Gas and electricity usage and cost have increased. We started a new 3-year fixed contract for gas from 1st October 2022 and in February we entered a new 1-year fixed electricity deal – this financial year will see a real rise in utility costs.

At the end of the financial year the bank balance with Barclays stood at **£58,851**. During the year the Committee reviewed our cash position and, in accordance with our Constitution, agreed to transfer **£30,000** into a restricted Capital Reserve fund. This has since been further increased to **£40,000**. Our remaining unrestricted funds are still well above the £10,000 specified in our reserves policy.

With interest rates now attracting higher rates for savers, the trustees will look into options of moving some of the cash balance into an interest-paying savings account. The Committee is also looking into the possibility of installing solar panels and batteries to capture and store electricity thereby offsetting our increasing electricity costs.

The Committee also confirmed that for our purposes the accounts should be completed using the Receipts and Payments basis. The attached accounts include a restatement of the prior year accounts on that basis.

Given the current cash balance, and bearing in mind the demand for lettings, costs of repairs and maintenance and charges for utilities, the Committee has a reasonable expectation that the charity can continue as a going concern for the foreseeable future.



# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

**CHARITY NUMBER: 304917**

Signed:

CHAIR

5/11/2023

## Income & Expenditure Summary Report by Cost Centre

	Prior Year as at 31/03/2022	Current Year as at 31/03/2023	YoY %	
<b>Regular*</b>				
Income	£15,466	£20,472	32%	▲
Expenditure	£13,195	£11,004	17%	▼
Babergh Rates	24	112	369%	▲
Electricity	993	1,453	46%	▲
Gas	556	673	21%	▲
Water	273	443	62%	▲
Telephone/Internet	373	395	6%	▲
Caretaker / Cleaning	1,547	3,120	102%	▲
Grass Cutting	670	525	22%	▼
Babergh Bins	0	357	100%	▲
Licences	369	0	100%	▼
Insurance	499	537	8%	▲
Anglian Fire services	311	276	11%	▼
Sundry	541	1,592	194%	▲
Website	364	229	37%	▼
Repairs & renewals	2,666	1,206	55%	▼
Equipment	4,000	85	98%	▼
Bad Debt	11	0	100%	▼
<b>Profit / (Loss)</b>	<b>£2,271</b>	<b>£9,468</b>	<b>317%</b>	<b>▲</b>
<b>Lettings*</b>				
Income	£3,954	£4,737	20%	▲
Expenditure	£3,503	£2,546	27%	▼
Babergh Rates	6	26	308%	▲
Electricity	264	336	27%	▲
Gas	148	156	6%	▲
Water	72	103	41%	▲
Telephone/Internet	99	91	8%	▼
Caretaker / Cleaning	411	722	76%	▲
Grass Cutting	178	122	32%	▼
Babergh Bins	0	83	100%	▲
Babergh Licence	98	0	100%	▼
Insurance	133	124	6%	▼
Anglian Fire services	83	64	23%	▼
Sundry	144	368	156%	▲
Website	97	53	45%	▼
Repairs & renewals	708	279	61%	▼
Equipment	1,063	20	98%	▼
<b>Profit / (Loss)</b>	<b>£451</b>	<b>£2,191</b>	<b>386%</b>	<b>▲</b>
<b>Melford Movies</b>				
Income	£2,189	£2,341	7%	▲
Box Office	1,641	1,836	12%	▲
Catering	548	505	8%	▼
Expenditure	£1,463	£709	52%	▼
<b>Profit / (Loss)</b>	<b>£726</b>	<b>£1,632</b>	<b>125%</b>	<b>▲</b>
<b>Car Park Revenue</b>				
Income	£3,482	£2,277	35%	▼
<b>Profit / (Loss)</b>	<b>£3,482</b>	<b>£2,277</b>	<b>35%</b>	<b>▼</b>
<b>Melford Matters</b>				
Income	£7,896	£8,902	13%	▲
Expenditure	£7,549	£7,605	1%	▲
<b>Profit / (Loss)</b>	<b>£347</b>	<b>£1,297</b>	<b>274%</b>	<b>▲</b>
<b>Donations</b>				
Income	£0	£0	0%	▼
<b>Profit / (Loss)</b>	<b>£0</b>	<b>£0</b>	<b>0%</b>	<b>▼</b>
<b>Grants</b>				
Income	£8,300	£0	100%	▼

Profit / (Loss)	£8,300	£0	100% ▼
Total Income	£41,287	£38,729	6% ▼
Total Expenditure	£25,710	£21,864	15% ▼
Profit or (Loss)	£15,577	£16,865	8% ▲

\*note: lettings and regulars expenditures are apportioned costs of those not relating to Melford Matters or Melford Movies

### Statement of Financial Position

<b>Current Assets</b>			
Barclays Bank Account	£41,781	£58,646	
Cash float (M Movies)	£205	£205	
<b>Total Assets</b>	<b>£41,986</b>	<b>£58,851</b>	
<b>Current Liabilities</b>			
	£0	£0	
<b>Equity</b>			
Retained Earnings (balance b/f)	£26,394	£41,986	
Current Year Profit / (Loss)	£15,577	£16,865	
Immaterial PY adjustment	£15	-	
<b>Total Liabilities &amp; Equity</b>	<b>£41,986</b>	<b>£58,851</b>	

P. Benth  
 CHAIR  
 5/11/2023



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Long Melford Village Memorial Hall

**On accounts for the year  
ended**

31<sup>st</sup> March 2023

**Charity no  
(if any)**

304917

**Set out on pages**

(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 31/03/2023.

**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 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:**

15/07/2023

**Name:**

Richard Carter

**Relevant professional  
qualification(s) or body:**

CIMA (lapsed)

**Address:**

Burston, Diss

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.**

The charity's accounts are an accurate reflection of its receipts and payments for the year ended 31<sup>st</sup> March 2023.

There are no material adjustments required for the completion of these accounts though there are a few improvements to the accounting system that were identified during the examination:

- There was a clear overlap of some functions being recorded on the accruals basis and some on the cash basis. The client confirmed they would be using the cash basis as this is how the receipts and payments are recorded. There were only three receipts outstanding at the year end that were expected, amounting to £199. Previously these would have been recorded as debtors however, the receipts for the year are based upon payment date (the cash basis) and as such this year's accounts reflect that also, by changing the Statement of Financial Position to reflect the cash basis system.
- A full reconciliation to the bank was conducted and there are no issues with the way the reconciliation is conducted on a monthly basis.
- The charity was gifted the property and as such it has no revaluation policy and as a zero-purchase historic value, is not included in the assets of the charity.
- Whilst this examination is a basic examination to assess true and fair representation only, some internal control measures were identified and good practice is followed, for instance having dual authorisation for payments.
- The trustees may wish to consider investment options for some of its cash balance, if they do not foresee large capital expenditure in the new year, as it continues to increase over the last few years and a healthy balance could now attract decent interest unlike in previous years. The trustees may also wish to consider "ringfencing" monies for repairs and maintenance it may need as the building requires.

**LONG MELFORD VILLAGE MEMORIAL HALL**

England & Wales - Charity number 304917

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# Accounts

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# LONG MELFORD VILLAGE MEMORIAL HALL

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Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ  
CHARITY NUMBER: 304917

## TRUSTEES ANNUAL REPORT

for the period

**1 April 2021 to 31 March 2022**

### Objectives and Activities

The purposes of the charity as laid out in its governing document are:

“A Village Hall for the use of the inhabitants of Long Melford and the neighbourhood (hereinafter called "the area of benefit") without distinction of sex or of political, religious or other opinions, and in particular for 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.”

The main activities undertaken by the charity for the benefit of the public are:

- regular lettings for meetings, lectures and classes, including exercise classes, mother and baby classes, and lectures on the arts and history;
- one-off lettings to residents of the area of benefit for private parties and events;
- provision of short-term car parking to residents and visitors to Long Melford;
- regular film screenings under the Melford Movies brand; and
- publication of Melford Matters, a magazine for residents and businesses in the area of benefit.

The hall also has regular and ad hoc commercial lettings, including an Antiques Fair and a Book Fair. In deciding whether and which organisations and activities may be undertaken at the Hall, the Trustees have regard to the guidance issued by the Charity Commission on public benefit. We strive to ensure an appropriate balance between the public use of the premises in accordance with our purposes, and commercial and private lettings which help us to raise funds to cover the upkeep of the premises.

### Structure, Governance and Management

The charity's property comprises the village hall and associated land off Hall Street in Long Melford. The legal title to the property is held on trust for the charity by Sir Richard Hyde Parker and Long Melford Parish Council. The governing document of the charity is the conveyance of the premises to those holding trustees in 1961. The charity is an unincorporated charity administered by a Management Committee comprising:

- representatives of the following Long Melford organisations:

# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ  
**CHARITY NUMBER: 304917**

- the Parish Council,
- the Parochial Church Council,
- the Royal British Legion,
- the Women's Institute and
- the Youth Organisations; and

- five members elected by the residents of Long Melford at the Annual General Meeting of the charity; and
- up to three co-opted members.

During the year, the following individuals served on the Management Committee:

	Trustee name	Office (if any)	Dates acted if not for whole year	Appointing body/Elected/Co-opted
1	Phil Buck	Hon. Secretary		Co-opted in prior year; elected at next AGM
2	Richard Delbenfeld	Chair		Elected
3	Jane Ebejer		to 13.1.2022	Women's Institute
4	Alison Ewbank			Parochial Church Council
5	Elizabeth Haywood	Lettings Secretary		Elected
6	Amy Hyde Parker		from 13.1.2022	Women's Institute
7	Sue Ilczenko		to 23.6.2021	Elected
8	John Nunn			Elected in prior year; co-opted at next AGM
9	Martin Richards			Royal British Legion
10	Lisa Tipper	Treasurer		Parish Council
11	Jeremy Willetts			Elected
12	Phillip Windsor			Youth Organisations (Scouts)

## Achievements and Performance

The Village Hall has been used extensively during the year, with a strong calendar of regular classes with a wide variety of activities. In addition many private parties have been held at the hall, helping to cover the costs of upkeep and maintenance. The regular commercial lettings for an Antiques Fair and Book Fair both provide an income to cover the costs of maintaining the hall and serve the residents of the area of benefit.

The Village Hall Car Park has been made available for public use, without charge but with donations invited. The income has helped to defray the costs of maintaining the car park and the Hall.

Melford Movies screenings have been well attended with a total audience of 285 and a net profit of £225.

# LONG MELFORD VILLAGE MEMORIAL HALL

Chemist's Lane, off Hall Street, Long Melford, Suffolk CO10 9JQ

CHARITY NUMBER: 304917

Melford Matters has been distributed every two months to 1900 properties in the area of benefit and has been very well received. Advertising income has covered the production costs.

## Financial Review


The year was notable for the return in confidence following the downturn caused by the Covid-19 pandemic. Lettings income rose significantly, as did Melford Movies income and car park donations. The charity also received local authority Covid grants totalling £8,000 during the year. These were used to cover the costs of adapting the hall for the pandemic and to cover periods when it could not be used. The increased use of the hall resulted in higher repairs, maintenance and cleaning costs, and gas, electricity and water costs also all rose.

Total income for the year was **£41,287** (2020-21: £28,955) and expenses were **£25,710** (2020-21: £14,727), resulting in a net increase of **£15,577** (2020-21: £14,227). The Committee established a reserves policy during the year, deciding to hold a significant cash sum (£10,000) available to cover either loss of income (if future extended periods of disuse should arise) or unexpected operational costs (should defects in the fabric of the property become apparent).

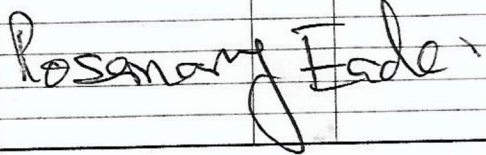
The end of year cash balance (**£41,971**) exceeded the minimum level determined by our reserves policy and the Committee is considering whether and how to deploy the excess in the best interests of the Charity. In particular, given the current unprecedented levels of energy costs, the Committee is investigating the viability of installing solar panels. The Committee is also mindful of the potential for the current cost of living crisis to adversely affect the income from private and commercial lettings. The Committee therefore believes it is prudent for the excess to be retained in cash accounts for the time being.

Given the current cash balance, and bearing in mind the demand for lettings, costs of repairs and maintenance and charges for utilities, the Committee has a reasonable expectation that the charity can continue as a going concern for the foreseeable future.

Signed:

  
7/1/23  
Chair

**LONG MELFORD VILLAGE MEMORIAL HALL - ANNUAL ACCOUNTS  
COMPARISON**

	2021/22	2020/21
<b>INCOME</b>	<b>TOTALS</b>	<b>TOTALS</b>
Lettings	4,109.50	250.50
Regulars	15,465.50	1,165.00
Covid Refunds	-	1,226.50
Bar Income		
Melford Movies Income	2,188.90	778.50
Melford Matters Income	7,895.75	6,023.00
Donations & grants	8,300.00	20,908.00
Car park revenue	3,482.25	613.00
Admin	189.41	443.00
<b>TOTAL</b>	<b>41,286.81</b>	<b>28,954.50</b>
<b>EXPENSE</b>		
Bar expenses		
(PRS) & Bar licence	466.42	142.31
Bins/Grass Cutting	847.50	847.50
Repairs/Maintenance	3,299.03	1,373.85
Caretaker/Cleaning	1,957.76	714.58
Supplies	39.96	
Gas	703.57	331.67
Electricity	1,256.41	581.33
Water	345.31	222.69
Rates	30.23	-
Telephone	34.00	
Insurance	631.37	1,051.77
Fire Checks	394.20	330.00
Equipment Purchase	5,062.93	2,515.10
Melford Movies Exp's	1,462.88	3,964.76
Melford Matters Exp's	7,548.60	1,285.00
Electric stove/dispose of gas cooker		
Internet & Web Site	898.39	1,015.06
Subscriptions	35.00	
Sundry	685.00	351.00
Bad debt write off	11.00	
<b>TOTAL</b>	<b>25,709.56</b>	<b>14,726.62</b>
<b>Cumulative Profit (Loss)</b>	<b>15,577.25</b>	<b>14,227.88</b>
<b>Balance B/Fwd</b>	<b>26,393.69</b>	<b>12,165.81</b>
<b>Year End Total</b>	<b>41,970.94</b>	<b>26,393.69</b>
Bank Accounts	41,985.94	25,633.88
Debtors	1,409.00	839.81
Prepayments		
Creditors	-1,424.00	-70.00
Advance Bookings		-10.00
<b>Year End Total</b>	<b>41,970.94</b>	<b>26,393.69</b>
I have examined these accounts and based on the information provided, I can confirm that this is a true and accurate record		
Dated - 17 August 2022		
by Rosemary Eade - Independent Examiner		

**LONG MELFORD VILLAGE MEMORIAL HALL**

England & Wales - Charity number 304917

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# Accounts

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# LONG MELFORD VILLAGE MEMORIAL HALL ANNUAL GENERAL MEETING

7.30pm on Monday 23<sup>rd</sup> August 2021

**Present:** R. Delderfield (Chairman), P. Buck (Melford Movies, Secretary), L. Tipper (Treasurer, Parish Council), E. Haywood (Lettings Secretary), J. Nunn (Heritage Centre), P. Windsor (Scouts), Alison Ewbank (PCC), M. Richards (RBL), J. Willets, 23 members of the public.

The Chair welcomed the public and explained the constitution of the LMVMH committee including the conditions relating to the AGM.

## 1. Apologies for Absence

Apologies were received from J. Ebejer (WI).

## 2. Minutes of the previous AGM (September 2020)

The Chair noted that the minutes of the previous AGM had been discussed and agreed by the Committee. As most of the current audience were not in attendance at that meeting, a vote on the the accuracy of those minutes was not put to the meeting.

## 3. Treasurer's Report

Lisa Tipper presented her report as follows:

"A copy of the independently examined accounts is on the back of the agenda sheet.

Comparing the year to March 31st 2021 with that of the previous year, our income was £2,186 less than the previous year and this was due to the hall being closed for a large part of the year. The overall bookings income was down £11,327 YOY. There were also £1,226 of refunds on bookings made due to COVID. Melford Movies income was also down YOY by £1,549

However, donations increased YOY by £5,706 – of particular note was the £20,708 that were received during the course of the year from BDC as COVID grants – these were awarded to the Village Hall because it is registered with Babergh to pay business rates and after a simple form was filled out these donations were made in various different tranches.

Car park donations were up on last year by £129. And from this year Melford Matters has come under the umbrella of the Village Hall and its invoicing and expenditure is being recorded within the accounts and we would like to thank Pat Davey for kindly donating £200 towards Melford Matters. The aim of Melford Matters is for it to be self-funding, so the revenue it receives from advertisers should cover the costs of the printing.

There is a new line entitled **Admin** – for income that didn't fall under any of the other listings, and the £443 is a combination of the sale of second-hand chairs and plate warmer and also the Heritage Centre's donation towards the annual insurance.

Turning to extraordinary expenditure, just over £3,500 was spent to improve the quality and offer of Melford Movies with a new sound system and projector being purchased. It was also agreed to finally upgrade the chairs in the hall and the first instalment of 56 chairs were purchased at a cost of £1,600. Purchases were made to make the hall Covid secure and a repair to the car park tarmac was required and this was financed via the accumulated car park donations.

At the end of the financial year the bank balance with Barclays for 2020/21 stood at **£25,633** and for 2019/20 it was £12,095. As we have a good amount of money sitting in the bank now, the committee has been preparing a Reserves Policy and decisions will be made by the new committee on this matter.

I would like to take the opportunity to thank Mrs. Rosey Eade for her time and experience in carrying out the independent examination of our accounts.”

There were no questions regarding the Treasurer’s report.

#### **4. Lettings Secretary’s Report**

Elizabeth Haywood presented her report:

“This will be a rather short report for, as you can well imagine, the period I am basing my report on – April 1<sup>st</sup> 2020 to March 31<sup>st</sup> 2021 – was the year of the onset of Covid: a most trying time of great uncertainty which started with a lockdown, then we had a slight lifting of government regulations in the summer which was followed by the introduction of zoning, another lockdown then by an even stricter lockdown.

All our bookings for the Spring of 2020 had to be cancelled and it was not until August that we were able to reopen following stringent government Covid guidelines for the reopening and letting of Village Halls enforced through Suffolk Acre. To start off with the govt was keen to promote socially distanced classes for children and adult fitness classes. We were able to restart our Baby Ballet class as well as introduce a Fitness class on Tuesday and Thursday mornings and evenings. A socially distanced Melford Movies was also able to restart.

Then at the beginning of November we entered another lockdown period and everything had to be cancelled. In December we were allowed to resume our permitted classes but only briefly as another lockdown was enforced.

Basically the lettings year has been a series of cancellations, rebookings, cancellations, rebookings, and cancellations.

To end on a positive note, looking forward, once lockdown restrictions began to be lifted in mid May our calendar quickly began to fill up and we are now in fact much busier than we ever were pre-Covid.”

There were no questions regarding the Lettings Secretary’s report.

#### **5. Chairman’s Report**

R. Delderfield present his report.

“I very well remember the last few weeks of March last year as we were supposed to be in Australia to attend our grandson’s wedding and our granddaughter’s graduation but the world was brought to a halt in the middle of March and we missed both events and subsequently the birth of our great granddaughter.

Consequently, April 1st 2020 was not exactly April Fool’s Day. Just a few weeks before we had concluded all of the refurbishment of the village hall including new doors front and back. AND THEN SHUT – the strangest of years to report upon.

During the course of the Covid closed year we have tweaked various elements of our refurbishment programme, most especially in the store by the side of the stage. This has enabled us to provide equipment storage facilities for two organisations who otherwise would not have been able to make good regular bookings

If you reflect upon our Hon Treasurer's report and remove the Covid Grant money and early monies coming from the Melford Matters Magazine our turnover for the whole year was just £1,900 but of course the expenses continued to come in and how very grateful we are to Babergh District Council for the several generous Covid Grants we received.

I am indebted to our committee and most especially those with very practical and demanding voluntary challenges – Elizabeth in her role as Lettings Manager has had to find her way through the myriad of government advice and guidance whenever it MIGHT be possible to re-open the hall and constant questions much of the time as to when are we going to open.

Phil Buck took on the challenge of become our Hon. Secretary with every meeting and every government change giving him more and more reading to ensure that his guidance to us was the most appropriate and up to date.

Lisa Tipper took on the demanding role of Hon. Treasurer, thank you Lisa for presenting our Independent Examined accounts with a clean bill of health and because of BDC Covid Grants a very healthy bank balance.

The new committee will be considering what projects the healthy bank balance might support before we look at investing surplus funds for the future.

Philip Windsor has kindly committed himself to bringing our web site home with the initial help of Indigo Ross and setting about to much improve the information base of the web page to make it a community support.

During the latter part of the year, we have been pleased to provide the new Melford Matters magazine with an accounting base and it has integrated well into our system.

Looking forwards we have now engaged Stour Valley Catering to operate our bar facility as required and it is encouraging to note that our long-standing monthly events such as the Antique Fair have made tentative restarts but the organiser is very concerned about the pandemic's effect on his traders and visitors.

There are two factors that may have an effect on village hall business, firstly the closure of the URC hall has already brought the Kurling Group to this hall on a fortnightly basis and secondly, we have an unknown effect of the opening of the new and no doubt splendid facility at the Football Club. I guess both buildings will find their place in providing social facilities in Long Melford.

So, thank you to the whole committee for your support and to those who have taken on a demanding yet voluntary role, THANK YOU VERY MUCH."

One member of the audience asked for clarification of the financial year end and the car parking receipts since that date. The Chair noted that income from the car parking donations box had been increasing since the year end. This income was being used for car park costs such as minor repairs. Lisa Tipper noted that in the current financial year she had already recorded car park donations in excess of £1,300.

## **6. Election of Committee Members**

The Chairman confirmed that four of the current committee members (R. Delderfield, E. Haywood, P. Buck, J. Willets) had offered themselves for election to the committee. He thanked the other elected member, S. Ilczenko, for her service on the committee over the year. A member of the public, Helen Read, had offered to stand for election to the committee. There being 5 candidates and 5 elected positions, the Chair requested the meeting to confirm the election of those 5 candidates. This was carried unanimously.

## 7. Other Business

A member of public proposed a vote of thanks to the Committee and its members for their stewardship of the hall over the year. This received the full support of those present.

**There being no further business the Chairman closed the meeting at 19.47hrs.**

Signed:

Position:

Date:

DRAFT

Village Hall Bank Account Overview 2020/2021

Income	APR £	MAY £	JUN £	JUL £	AUG £	SEP £	OCT £	NOV £	DEC £	JAN £	FEB £	MAR £	TOTAL £
Regular			80.00			536.00	629.00						1,245.00
Over/under payments													0.00
Caretaker													0.00
Casual Lettings			58.50			20.00	120.00			52.00			250.50
Car Park Revenue					40.00	260.00	313.00						613.00
Bar Income													0.00
<b>COVID 19 Refunds</b>	-380.00		-104.00	-60.00	-212.00		-32.00	-438.50					<b>-1226.50</b>
Nethergate													0.00
Donations & Grants	10200.00		200.00					1334.00		7278.00		2096.00	21,108.00
Admin						68.00	340.00	35.00					443.00
Melford Matters										1327.00	3206.19	450.00	4,983.19
Melford Movies						296.50	211.50		70.50				578.50
<b>TOTAL MTHLY INCOME</b>	<b>9820.00</b>	<b>0.00</b>	<b>234.50</b>	<b>-60.00</b>	<b>-172.00</b>	<b>1180.50</b>	<b>1581.50</b>	<b>930.50</b>	<b>70.50</b>	<b>8657.00</b>	<b>3206.19</b>	<b>2546.00</b>	<b>27994.69</b>

	APR £	MAY £	JUN £	JUL £	AUG £	SEP £	OCT £	NOV £	DEC £	JAN £	FEB £	MAR £	TOTAL £
													0.00
Babergh Rates													0.00
Electricity	107.25	30.96	25.90	26.84					78.84	116.31	109.27	85.96	581.33
Gas	45.18	6.30	6.51	6.30	6.51	7.09	8.02	14.58	6.88	30.10	76.52	47.68	261.67
Water			112.07			14.27			51.00			45.35	222.69
Telephone/Internet	4.96	21.60	21.60	21.60	21.60	21.60	21.60	21.60	21.60	21.60	21.60	21.60	242.56
Caretaker / Cleaning	243.58					15.00	63.00	15.00		348.00		30.00	714.58
Howe (Grass)				400.00									400.00
Babergh Bins					55.94	55.94	55.94	55.94	55.94	55.94		111.86	447.50
Babergh Licence			70.00										70.00
Insurance							1051.77						1,051.77
Anglian Fire services								318.00	12.00				330.00
Sundry				51.00						300.00			351.00
Nethergate													0.00
Parish Council													0.00
Melford Movies				3528.71		280.30	31.50	84.00	40.25				3,964.76
Website	150.00			540.00			16.50			66.00			772.50
Repairs & renewals			84.00	268.91				927.31	97.20				1,377.42
Equipment				1873.62	655.30	54.92							2,583.84
Melford Matters												1085.00	1,085.00
Uncashed Cheque													0.00
Cashed Cheque from previous mth													0.00
													0.00
<b>TOTAL MTHLY EXPENSES</b>	<b>550.97</b>	<b>58.86</b>	<b>320.08</b>	<b>6,716.98</b>	<b>739.35</b>	<b>449.12</b>	<b>1,248.33</b>	<b>1,436.43</b>	<b>363.71</b>	<b>937.95</b>	<b>207.39</b>	<b>1,427.45</b>	<b>14,456.62</b>

**Monthly increase/decrease** 9,269.03 -58.86 -85.58 -6,776.98 -911.35 731.38 333.17 -505.93 -293.21 7,719.05 2,998.80 1,118.55

**Year to Date increase/decrease** 9,269.03 9,210.17 9,124.59 2,347.61 1,436.26 2,167.64 2,500.81 1,994.88 1,701.67 9,420.72 12,419.52 13,538.07

Balance B/Fw	12,095.81												
<b>2019/20 Bank Balance</b>	<b>21,364.84</b>	<b>21,305.98</b>	<b>21,220.40</b>	<b>14,443.42</b>	<b>13,532.07</b>	<b>14,263.45</b>	<b>14,596.62</b>	<b>14,090.69</b>	<b>13,797.48</b>	<b>21,516.53</b>	<b>24,515.33</b>	<b>25,633.88</b>	

Barclays Current account	21,159.84	21,100.98	21,015.4	14,238.42	13,327.07	14,058.45	14,391.62	13,885.69	13,592.48	21,311.53	24,310.33	25,428.88	
M M Float	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	205.00	
<b>TOTAL</b>	<b>21,364.84</b>	<b>21,305.98</b>	<b>21,220.40</b>	<b>14,443.42</b>	<b>13,532.07</b>	<b>14,263.45</b>	<b>14,596.62</b>	<b>14,090.69</b>	<b>13,797.48</b>	<b>21,516.53</b>	<b>24,515.33</b>	<b>25,633.88</b>	

**LONG MELFORD VILLAGE MEMORIAL HALL - ANNUAL ACCOUNTS**  
**COMPARISON 2018/2019 to 2019/2020 to 2020/2021**

	2020/21	2019/20	2018/19
<b>INCOME</b>	<b>TOTALS</b>	<b>TOTALS</b>	<b>TOTALS</b>
Lettings	250.50	4,353.00	5,435.02
Regulars	1,165.00	8,389.00	6,935.00
Covid Refunds	1,226.50		
Bar Income		1,014.33	895.14
Melford Movies Income	778.50	2,327.04	3,082.55
Melford Matters Income	6,023.00		
Donations & grants	20,908.00	15,201.09	1,620.00
Car park revenue	613.00	484.00	-
Admin	443.00		
<b>TOTAL</b>	<b>28,954.50</b>	<b>31,768.46</b>	<b>17,967.71</b>
<b>EXPENSE</b>			
Bar expenses		370.00	
(PRS) & Bar licence	142.31		290.19
Bins/Grass Cutting	847.50	822.94	772.94
Repairs/Maintenance	1,373.85	18,949.70	2,401.15
Caretaker/Cleaning	714.58	2,087.48	3,266.22
Supplies		37.90	200.30
Gas	331.67	641.78	369.81
Electricity	581.33	1,908.75	1,282.33
Water	222.69	433.21	473.96
Rates		89.03	79.49
Telephone		20.00	200.87
Insurance	1,051.77	997.71	974.33
Fire Checks	330.00	609.00	851.70
Equipment Purchase	2,515.10	503.79	589.98
Melford Movies Exp's	3,964.76	1,191.72	1,716.69
Melford Matters Exp's	1,285.00		
Electric stove/dispose of gas cooker			928.13
Internet & Web Site	1,015.06	684.08	142.46
Sundry	351.00	40.00	
Bad debt write off			150.00
<b>TOTAL</b>	<b>14,726.62</b>	<b>29,387.09</b>	<b>14,690.55</b>
<b>Cumulative Profit (Loss)</b>	<b>14,227.88</b>	<b>2,381.37</b>	<b>3,277.16</b>
<b>Balance B/Fwd</b>	<b>12,165.81</b>	<b>9,784.44</b>	<b>6,507.28</b>
<b>Year End Total</b>	<b>26,393.69</b>	<b>12,165.81</b>	<b>9,784.44</b>
Bank Accounts	25,633.88	12,095.81	9744.44
Debtors	839.81	80.00	40.00
Prepayments			0
Creditors	-70.00	-10.00	0
b/fwd	-10.00		0
<b>Year End Total</b>	<b>26,393.69</b>	<b>12,165.81</b>	<b>£9,784.44</b>

I have examined these accounts and based on the information provided, I can confirm that this is a true and accurate record

Dated - 06/08/2021

*Rosemary Eade*

Signed by Rosemary Eade - Independent Examiner