



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:



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- 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 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.



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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.



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Signed:

P. Bant

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 %
Regular*			
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% ▼
Profit / (Loss)	£2,271	£9,468	317% ▲
Lettings*			
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% ▼
Profit / (Loss)	£451	£2,191	386% ▲
Melford Movies			
Income	£2,189	£2,341	7% ▲
Box Office	1,641	1,836	12% ▲
Catering	548	505	8% ▼
Expenditure	£1,463	£709	52% ▼
Profit / (Loss)	£726	£1,632	125% ▲
Car Park Revenue			
Income	£3,482	£2,277	35% ▼
Profit / (Loss)	£3,482	£2,277	35% ▼
Melford Matters			
Income	£7,896	£8,902	13% ▲
Expenditure	£7,549	£7,605	1% ▲
Profit / (Loss)	£347	£1,297	274% ▲
Donations			
Income	£0	£0	0% ▼
Profit / (Loss)	£0	£0	0% ▼
Grants			
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

Current Assets

Barclays Bank Account	£41,781	£58,646
Cash float (M Movies)	£205	£205
Total Assets	£41,986	£58,851

Current Liabilities

£0

£0

Equity

Retained Earnings (balance b/f)	£26,394	£41,986
Current Year Profit / (Loss)	£15,577	£16,865
Immaterial PY adjustment	£15	-
Total Liabilities & Equity	£41,986	£58,851

P. Bmh

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**

31st 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 31st 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.