

This is the 2023 annual report for Lingwood Village Hall, charity number 303999.

It seems best to start by saying that I'm sad that this will be my last Chairman's report. By my calculations this is my 16th.

My time as Chairman has been very interesting and very rewarding. I know that many of you have heard me say this previously, but it always seems to me that the point of volunteering in your local area can often be to leave some kind of legacy. I'm very proud to be leaving this building, the team, and the processes, in a strong place with plenty of potential for the future.

My decision to stand down as a Trustee hasn't been taken lightly. I feel responsible and do have concerns about how things will carry on. This certainly isn't a reflection on those people who are already involved - they know the drill, have a good understanding of how and why things are done, and are supportive of each other and the Hall in its widest sense. My concern is that there is a huge amount of complexity. This is not a 'normal' village hall...

Sixteen years ago Lingwood Village Hall was on its knees. Talk of a new Parish Hall on the Millenium Green was a real concern and pushed me to get involved here. Since then, we've turned things around and created an absolutely fantastic facility that provides so much to so many. I'll challenge anyone to find me anything else which can get close.

Without wanting to sound patronising, the next iteration of the Trustee Committee would (in my opinion) be wise to consider the following:

Staff - we are very fortunate to have Kerry and Cherry. Without them the Hall would really struggle. There needs to be a clear line of communication and support.

Cashflow - There's not as much money in the bank account as would be prudent. Whilst there is certainly no cause for concern, it would be unwise to consider the current financial position as comfortable. It would be good to draw-up a plan to move the reserves forward to a better level.

Process - with such a complex organisation, process is needed. This can be frustrating and does mean that (at times) things can be slower to happen than would be ideal. But it does help to avoid creep and means that everyone has some idea what is happening and why.

Whiskin's - The Social Club has been a challenge throughout my time here. It's not an easy thing to manage as, ultimately, the Club is subservient to the Hall. However, over the last couple of years it's been proven possible and the Club has made huge progress. My plea is that the reasons for this success are understood by all, and used as a template to allow this progress to continue.

Speed of response - this is my last point, you'll be pleased to hear. My suggestion would be that, at least in the short-term, time is allowed where decisions are needed. This allows referral and additional thought, and protects the Hall and those making the decisions. There is so much complexity in some areas that it is very easy to make one decision that, without knowing, has an impact somewhere else. It will just take a few months to get the new team up to speed, but it's an investment (in time) worth making.

I would like to thank all those who have supported me over the past 16 years. Some of you have been with me from the start and some have dutifully served their time and moved on. You've heard me say this before but, whilst I can bang a drum, I need others to follow. I couldn't have asked for a better group to work with and I hope that you have the same sense of satisfaction and accomplishment that I do.

Thank-you.

Mrs Sarah Hunt
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26th February 2024

Lingwood Village Hall
By email

Dear Sirs,

I would like to thank Lingwood Village Hall once again for their instruction to complete an Internal Audit for the Financial Year 2023, and also thank Kerry Sturman, once again, for her time and co-operation.

The Internal Audit is not designed to detect fraud, but is a check of the financial work, policy and procedures of the Charity, however financial checks are undertaken as part of that process. I do not have copies of invoices and receipts available to check, but have checked the cashbook against the bank statement for transactional totals as a spot check.

I would suggest that payment amounts are recorded where necessary within the minutes of the Council, along with the value of quotations. This will support the excellent records are kept by Kerry on their behalf.

The payroll continues to be processed using Basic Tools and payslips have been spot checked against payments.

As always I have raised a couple of very minor points with Kerry for her information.

I enclose my invoice for your attention and would be happy to clarify any points.

Yours faithfully,

Sarah Hunt

Sarah Hunt

Sarah Hunt
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INVOICE

26th February 2024

Lingwood Village Hall
c/o Email.

To – undertaking annual Internal Audit,

£125.00

BACS Payment can be made directly to:

Sort Code: 40 47 61
Account Number: 45775981
Mrs S J Hunt