

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 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:

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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.

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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).

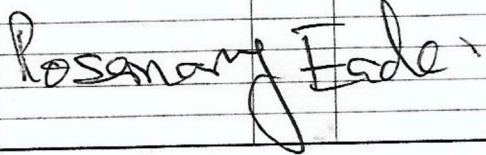
The end of year cash balance (**£41,971**) exceeded the minimum level determined by our reserves policy and the Committee is considering whether and how to deploy the excess in the best interests of the Charity. In particular, given the current unprecedented levels of energy costs, the Committee is investigating 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
INCOME	TOTALS	TOTALS
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
TOTAL	41,286.81	28,954.50
EXPENSE		
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	
TOTAL	25,709.56	14,726.62
Cumulative Profit (Loss)	15,577.25	14,227.88
Balance B/Fwd	26,393.69	12,165.81
Year End Total	41,970.94	26,393.69
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
Year End Total	41,970.94	26,393.69
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		