



# 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.



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## 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.



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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).



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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:

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## 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	<b>Charity no (if any)</b>	304917
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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