Long Melford Village Memorial Hall
Chair's Report - 2025/6 Year

During the year the Committee has held regular meetings to discuss the smooth running of the hall. Many thanks to our continued Hon. Secretary, Stuart Palmer, for preparing the agendas and minutes each time. The key business of the Committee has been:

- Reviewing our financial position. As we have heard from our Treasurer, our income has continued to exceed expenditure even with several repairs being made. Many thanks to our treasurer, Lisa Tipper, for maintaining the accounts, issuing invoices and chasing payments, settling bills we receive, and preparing the reports for the meetings as well as working with the Independent Examiner to prepare final accounts for us.
- Reviewing our lettings. Our financial position is a result of a packed bookings diary. We thank again, Elizabeth Haywood, our Lettings Coordinator, for maintaining our bookings with aplomb and being on hand for our hirers, meeting prospective hirers, issuing paperwork, and handling any issues brought to her attention.
- Maintaining our premises. In addition to the occasional repairs and maintenance that come with a publicly used building, the premises have been affected by damp and rot in the kitchen and Gents WC floors. Further repairs were required and there will be more needed in the coming year.
- Maintenance, improvements and general discussions regarding the car parking surrounding the Village Hall itself. Grants were being applied for to fill potholes and undertake line marking but were unsuccessful. It was generally agreed for some funding from reserves to be used but grants needed to make up the rest. This was not possible to be undertaken during the 2025/6 year. Potholes have now been repaired by working in conjunction with, and providing funding and a financial conduit for, a resident who was concerned about Chemist Lane which does not belong to the Village Hall but is our approach road so has heavy use by our users. Further funds will remain earmarked in the accounts for future pothole repairs on Chemist Lane.

The Committee has also reviewed its governance processes and paperwork to ensure that we continue to meet our legal obligations and best practices. Many policies have been updated and several new ones created in line with best Charity Governance practice. There are several still outstanding to be completed in the coming year.

Last year it was reported that we updating the Land Registry proprietors register to appoint Sir William as a holding trustee following the death of Sir Richard. This has now been completed.

Under the terms of our constitution, six organisations are entitled to appoint representative members to the committee. We are grateful to the Parish Council, Parochial Church Council and Women’s Institute for their respective nominations of Councillor John Nunn, Terry Straight and Angela McKenna for the coming year. No nominations have been received from the Youth Organisations, the Royal British Legion, nor the Methodist Chapel (which is no longer in existence).

Alicja Holland
Chair of the Trustees

Treasurers Report 25/26 Village Hall Accounts

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

I would like to take the opportunity to thank Richard Carter for his time and expertise in carrying out the independent examination of our accounts and, thanks to our Chairman who helps me with advice and excel issues when I encounter them.

Comparing the year to March 31st 2026 with that of the previous year, total profit was down 15% at £3,898.

The overall bookings income was £28,155 which was 6% up on the previous year.

Melford Movies generated a profit of £851 – 39% down on last year. Audience numbers were generally a bit down on the previous year, with one film in particular proving unpopular. Costs were also up a little because they used a different supplier for the licence for two of the films.

Car park donations were £3,370, up 16% on last year. These donations go towards the upkeep and maintenance of a very important car park for the village. The committee have put in a QR code means of payment for the car park as well, and some donations are made using the code.

Melford Matters comes under the umbrella of the Village Hall and its invoicing and expenditure is being recorded within the Village Hall accounts. It is covering its print costs with the revenue that it generates from advertisers. The financial is showing a loss, but that is because advertising revenue versus the cost of print publication aren't not evenly covered over the course of the financial year. Melford Matters pays for itself and also holds a small reserve for any incidental expenses that should arise.

Melford Matters

FY	Income	Expenditure	Profit	Carried forward
20/21	£6,002	£1,285	£4,717	£4,717
21/22	£7,895	£7,548	£347	£5,064
22/23	£8,901	£7,604	£1,297	£6,361
23/24	£5,794	£9,680	(£3,886)	£2,475
24/25	£8,434	£9,655	(£1,221)	£1,254
25/26	£9,375	£8,531	£844	£2,098
TOTAL	**£46,401**	**£44,304**		

In 25/26 our utility bills have reduced from last year. The installation of solar panels has reduced the cost of electricity by 67%. The cost of gas has also reduced slightly with a new 12 month contract, however we are likely to see an increase going forward when we re-contract, due to world events. It doesn't look like the installation of the Hive control has made much difference.

There has been quite a lot of money spent on improvements and maintenance of the hall. Internal decorations have lifted the hall and should be good for the next 5 years. There has been quite a lot of work carried out on drain issues and having to replace some areas of the floor. The hall also had a new electrical board installed.

At the end of the financial year the bank balance with Barclays for 2025/26 stood at £73,440. £40,000 now sits within the Restricted Capital Fund.

The completed accounts along with the Independent Examiner’s Report of the accounts will be duly filed with the Charity Commission.

Lisa Tipper

(Hon. Treasurer, Long Melford Village Memorial Hall)

Income & Expenditure Summary Report by Cost Centre

	Prior Year (Full Year) to 31/03/2025	Current Year Year-To-Date	YoY %
Regular*			
Income	£19,916	£19,897	0% ▼
Expenditure	£27,714	£20,708	25% ▼
Babergh Rates	29	78	173% ▲
Electricity	2,016	600	70% ▼
Gas	692	436	37% ▼
Water	939	1,031	10% ▲
Telephone/Internet	326	61	81% ▼
Caretaker / Cleaning	2,691	2,928	9% ▲
Grass Cutting	668	546	18% ▼
Babergh Bins	401	379	100% ▲
Licences	401	357	11% ▼
Insurance	557	1,519	173% ▲
Anglian Fire Services	351	217	100% ▲
Sundry	1,009	951	6% ▼
Website	258	87	66% ▼
Repairs/Maintenance	2,617	11,328	333% ▲
Equipment	14,759	190	99% ▼
Profit / (Loss)	**(£7,798)**	**(£811)**	90% ▼
Lettings*			
Income	£6,678	£9,258	39% ▲
Expenditure	£9,234	£9,612	4% ▲
Babergh Rates	10	36	281% ▲
Electricity	672	279	59% ▼
Gas	231	202	12% ▼
Water	313	478	53% ▲
Telephone/Internet	109	29	74% ▼
Caretaker / Cleaning	897	1,359	52% ▲
Grass Cutting	222	254	14% ▲
Babergh Bins	134	176	100% ▲
Licences	134	166	24% ▲
Insurance	186	705	280% ▲
Anglian Fire Services	117	101	100% ▲
Sundry	336	441	31% ▲
Website	86	40	53% ▼
Repairs/Maintenance	872	5,258	503% ▲
Equipment	4,918	88	98% ▼
Profit / (Loss)	**(£2,556)**	**(£354)**	86% ▼
Melford Movies			
Income	£2,332	£1,900	19% ▼
Box Office	2,067	1,751	15% ▼
Catering	265	149	44% ▼
Expenditure	£944	£1,049	11% ▲
Profit / (Loss)	**£1,389**	**£851**	39% ▼
Car Park Revenue			
Income	£2,906	£3,370	16% ▲
Profit / (Loss)	**£2,906**	**£3,370**	16% ▲
Melford Matters			
Income	£9,655	£9,375	3% ▼
Expenditure	£8,434	£8,531	1% ▲
Profit / (Loss)	**£1,221**	**£843**	31% ▼
Donations			
Income	£9,414	£0	0% ▼
Profit / (Loss)	**£9,414**	**£0**	0% ▼
Total Income	£50,901	£43,799	14% ▼
Total Expenditure	£46,325	£39,901	14% ▼
Profit or (Loss)	£4,576	£3,898	15% ▼
		✓	

**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	£69,542	£73,440
Cash float (M Movies)	£205	£205
Total Assets	**£65,171**	**£73,645**
Current Liabilities		
	£0	£0
Equity		
Retained Earnings (balance b/f)	£64,853	£69,365
Current Year Profit / (Loss)	£4,512	£3,898
Immaterial PY adjustment	-	-
Total Liabilities & Equity	**£69,365**	**£73,263**

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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 2026	**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:**	8th June 2026
Name:	Richard Carter		
Relevant professional qualification(s) or body (if any):	ACMA CGMA (lapsed)		
Address:	On file.		

Section B	Disclosure
	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 accounts are an accurate and robust reflection of the year's activity.