

LAVANT MEMORIAL HALL

LAVANT MEMORIAL HALL REGISTERED CHARITY NO. 305390-1

ANNUAL REPORT

AND

ACCOUNTS

FOR THE

YEAR ENDED 31ST AUGUST 2020

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2020

RECEIPTS		2020			2019		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Operating Activities	Hall hire	12349.00		12349.00	22166.40		22166.40
Fund raising events	Xmas Fayre	508.41		508.41	506.62		506.62
	Jumble sale	759.80		759.80	593.41		593.41
	Quiz night	0.00		0.00	484.00		484.00
		<u>1268.21</u>		<u>1268.21</u>	<u>1584.03</u>		<u>1584.03</u>
Sale of equipment							
Grants	Grants	10000.00		10000.00			0.00
Donations	Donations	822.00		822.00	820.00		820.00
Legacy	Legacy	0.00		0.00	5000.00		
Investment Income	Investment income	41.51		41.51	34.01		34.01
Insurance Income		3966.35					
Other Receipts	200 Club	1590.00		1590.00	2196.00		2196.00
	Fit Rebate E.ON	1525.51		1525.51	1396.39		1396.39
		<u>3115.51</u>		<u>3115.51</u>	<u>3592.39</u>		<u>3592.39</u>
TOTAL RECEIPTS		31562.58	0.00	31562.58	33196.83	0.00	33196.83

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2020

PAYMENTS		2020			2019		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Property & Equipment	Maintenance & repairs	13641.76		13641.76	2059.08		2059.08
	Toilet improvements			0.00	4712.18		4712.18
	Other improvements	3672.74		3672.74	749.61		749.61
		<u>17314.50</u>		<u>17314.50</u>	<u>7520.87</u>		<u>7520.87</u>
Hall Cleaning	Rental of Bins	840.40		840.40	871.20		871.20
	Regular cleaning	1932.00		1932.00	10793.00		10793.00
	Consumables	479.47		479.47	989.47		989.47
	Other cleaning	300.00		300.00	352.00		352.00
	Window cleaning	89.00		89.00	158.00		158.00
		<u>3640.87</u>		<u>3640.87</u>	<u>13163.67</u>		<u>13163.67</u>
PRS for Music		267.20		267.20	267.20		267.20
Licences		220.00		220.00	200.00		200.00
Fire equipment inspection		99.50		99.50	40.00		40.00
Insurance premium		448.32		448.32	1329.94		1329.94
Telecommunications		1706.84		1706.84	508.74		508.74
Information Technology		344.38		344.38	99.59		99.59
Administration		6458.97		6458.97	1650.96		1650.96
Water & general rates		805.28		805.28	1106.73		1106.73
Electricity		4810.00		4810.00	4668.00		4668.00
Misc./sundries							
Bank charges				0.00	25.00		25.00
Fund raising events	Xmas fayre	40.50		40.50	27.15		27.15
	Jumble	40.50		40.50	27.15		27.15
	Quiz night			0.00	118.68		118.68
		<u>81.00</u>		<u>81.00</u>	<u>172.98</u>		<u>172.98</u>
200 Club prizes	1010.00		1010.00	1003.00		1003.00	
Independent examination	200.00		200.00	200.00		200.00	
Returned deposits	180.00		180.00	665.00		665.00	
TOTAL PAYMENTS		37586.86		37586.86	32621.68		32621.68

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2020

	2020			2019
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Total receipts for the year (page 2)	31562.58	0.00	31562.58	33196.83
Total payments for the year (page 3)	37586.86	0.00	37586.86	32621.68
Net receipts / (payments) for the year	(6024.28)	0.00	(6024.28)	575.15
Cash and bank balances as at 31st August 2019 brought forward	41730.33		41730.33	41155.18
Cash and bank balances as at 31st August 2020 carried forward	35706.05		35706.05	41730.33

Note: Receipts of Unrestricted Funds for the year ending 31st August 2019 of £33196.83 included a Legacy of £5000 designated to be used for Hall improvements, of which £3073.20 was spent in the year ending 31st August 2020 on a new stage projector and sound system.

There were no legacies received in the year ending 31st August 2020.

The accounts have been prepared in the form of receipts and payments and a Statement of assets and liabilities in accordance with Section 133 Charities Act 2011.

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2020

MONETARY ASSETS	2020	2019
Barclays Community Account	8086.59	14152.38
CAF Bank Gold	<u>27619.46</u>	<u>27577.95</u>
TOTAL	<u>35706.05</u>	<u>41730.33</u>

NON-MONETARY ASSETS

Lavant Memorial Hall committee is Managing Trustee of Lavant Memorial Hall and the Lavant Parish Council is Custodian Trustee.

Insurance value £1069056 for the Hall and Outbuildings (2019 £1044000)

Other assets - value unknown - piano, curtains, cutlery and crockery various kitchen and cleaning equipment.

Other assets - with purchase price

Radio Microphone	227
Taski cleaner & accessories	820
Loop system	695
Cycle rack	265
Storage cupboards	235
Skittle Alley	250
Payphone	176
Pumps x 4	202
Tables laminate x 6	806
Tables x 16 + cart	1592
Notice board	418
Large Ladder	590
Projector, Speakers and Amplifier	3073
Soft seat chairs x 140	4038
Projector screen	292
Tables	995
Solar PV System	18970
Water boiler	405
Flood gates	<u>4740</u>
Carried forward	38789

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NON MONETARY ASSETS CONTINUED

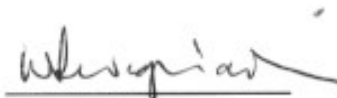
Brought forward	38789
Cooker	1104
Dishwasher	2280
Fridge	299
Fridge freezer	379
Microwave	87
Tables and trolley	1662
Storage heaters	7040
Small Step ladder	91
Laptop	499
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LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2020

(CONTINUED)

DEBTORS & PREPAYMENTS	2020	2019
Hall Hire	586.80	809.00
LIABILITIES		
Caretaker	146.47	1593.58
Booking Secretary	200.00	769.23
Green Clean UK Ltd	35.04	
Surelock Homes	234.00	
Squires Plumbing	167.23	
Expenses S Sims	59.10	
Expenses R Wignall	28.78	
Expenses P Rivett	69.50	
T&T Cleaning	60.00	
Busy Bees Cleaning		300.00
Expenses P Winter		51.15
Deposits received in advance	809.60	241.00
Refunds and other liabilities to customers	1754.40	
	<u>3564.12</u>	<u>2954.96</u>

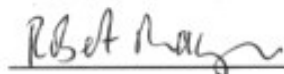


Signed:

Mr R Wignall Chairman

Date:

6 April 2021



Mr R Mayne Treasurer

Date:

6 April 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LAVANT
MEMORIAL HALL

I report to the trustees on my examination of the accounts of the Lavant Memorial Hall (the Trust) for the year ended 31st August 2020

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 Act and in carrying out my examination I have followed all of 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 aspect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. 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 this report in order to enable a proper understanding of the accounts to be reached.

Signed: *M.W. Merritt*
Name: Michael Merritt
Relevant professional qualification or membership of professional bodies : FCA
Address: 87 Worcester Road, Chichester, West Sussex PO19 5EB
Date: 28 April 2021

COMMITTEE OF MANAGEMENT

OFFICERS

		Elected	Re-elected
Chairman	Mr P Winter	2004	
	resigned 01/12/20		
	Mr R Wignall	05/01/2021	
Vice Chairman	Mrs E Woodford	05/01/2021	
Treasurer	Mr R Mayne	2019	2020
Secretary	Mrs S Sims	2007	2020

COMMITTEE MEMBERS ELECTED OR RE-ELECTED DECEMBER 2020

Parish Council	Mrs S Ings		2020
Short Mat Bowls	No representative.		
	Mr P Winter was the representative until 01/12/20		
Horticultural Society	No representative		
	Mr J Sharrod was the representative until 05/01/21		
Friendly Club	No representative		
Lavant Players	Dr P Rivett		2020
Cricket Club	Mr R Wignall		2020
W.I.	Mrs M O'Grady	06/03/2020	2020
Football Club	Mr D Kent		2020
Lavant PCC	Mrs C Evison	01/12/2020	

VILLAGE REPRESENTATIVES

	Mrs E Sheppard		2020
	Mrs E Woodford	01/12/2020	
	Mr J Sharrod	05/01/2021	

NON-TRUSTEE: Mr A Bleach, Caretaker

APPOINTED BANKERS: Barclays Bank PLC, East Street, Chichester,
West Sussex
CAF Bank Ltd. Kings Hill, West Malling, Kent

INDEPENDENT EXAMINER Mr M Merritt, 87 Worcester Road,
Chichester, West Sussex, PO19 5EB

ANNUAL REPORT

LAVANT MEMORIAL HALL Pook Lane East Lavant Chichester West Sussex is registered with the Charities Commission (No. 305390/1) and constituted by deed of trust dated 17th February 1951.

The Parish Council of Lavant is the Custodian Trustee of the Charity and the Committee of Management is the Managing Trustee of the Charity.

Correspondence Addresses:

Treasurer: 28 Charlton, Chichester PO18 0HU.

Caretaker: Ashdean, Midhurst Road, Lavant, Chichester PO18 0DE.

STRUCTURE, GOVERNANCE, AND MANAGEMENT

The Committee of Managing Trustees of the Charity is wholly responsible for the control and management of the Charity. Charity law requires the trustees of the association to prepare a receipts and payments account and a statement of assets and liabilities for each financial year. In addition the Trustees are responsible for keeping proper accounting records sufficient to show and explain the charity's transactions and to disclose with reasonable accuracy at any time the financial position of the Association. Also they are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

New Trustees appointed to the Management Committee are recruited and appointed with due attention paid to the Charity's governing document particularly with regards to any person who belongs to an external body.

CHARITY OBJECTIVE

The object of the Charity is to maintain Lavant Memorial Hall for the communal benefit of the inhabitants of Lavant village and the surrounding area. The committee aims to provide good facilities at a reasonable cost to all hirers. In doing so the Committee Trustees have had regards to the guideline issued by the Charity Commission on Public Benefit.

ACTIVITIES AND DEVELOPMENTS

Two major events impacted considerably on the activities of the Hall during the year. Exceptional wet weather early in 2020 forced the Hall to close for a month due to flooding, although we were able to claim on the Hall's business interruption insurance. A week after the Hall reopened, the Covid-19 pandemic lockdown again forced the Hall to close and the cancellation of bookings on a rolling basis. A government grant was obtained which broadly covered the lost income for the five months from March to August. The Hall was able to reopen from 1st September as a "Covid Secure" venue after the implementation of appropriate restrictions and processes. Throughout the pandemic the Trustees have taken the view that the Hall should stay open, if at all possible, to support the local community with permissible activities in accordance with Covid-19 regulations, and that these objectives should override purely financial considerations, provided the future of the Hall is not jeopardised. To this end the Trustees approved a reduction in the minimum financial reserve the Hall should hold to £15,000, equivalent to approximately seven months normal revenue.

Important maintenance and renewal activities continued with replacement of the stage projector and sound system, essential electrical work to bring the installation up to current standards and renovation of the Hall's drains.

Future improvement projects include refurbishment of the sports shower and changing room facilities and upgrading of the fire detection and emergency lighting system.

FINANCIAL SUMMARY

INCOME

Hall hire income was £9817.40 lower than the previous year at £12349.00, reflecting the Hall closure of six months due to flooding and the Covid-19 pandemic.

Other regular sources of income were the 200 Club £1590.00, down £606.00 on lower renewals; Xmas Fayre £508.41 and Jumble Sale £759.80. The Quiz night did not take place this year.

The year benefitted from the business interruption insurance claim of £3786.35 and government grant of £10000 in compensation for the Hall closures due to the flooding and Covid-19 pandemic respectively.

These activities taken together with Fit Rebate of £1525.51, Donations of £822.00, and Investment income £41.51 brought the total unrestricted funds income to £31562.58, £1634.25 less than the previous year.

EXPENDITURE

Expenditure on Property & Equipment of £17314.50 was £9793.63 higher than the previous year and included £3073.20 for the stage projector and sound system, £5064.00 on drain works and £6476.43 for upgrades to the electrical cabling and lighting.

Regular cleaning costs of £1932.00 were £8861.00 lower partly on the Hall closures but also on a change in contracting arrangements.

Administration costs of £6458.97 were £4808.01 higher than the previous year principally on the recruitment of the Booking Secretary.

Total payments from unrestricted funds of £37586.86 were £4965.18 higher than the previous year.

During the year two Trustees (2018/19 two) claimed small expenses of £88.77 for software licences (2018/19 £50.28 for postage and stationery).

MONETARY ASSETS

Monetary Assets of £35706.05 at the end of 2019/20 were £6024.28 lower than the previous year.

During the year the Trustees decided that the reserves set aside for the occurrence of unforeseen circumstances should be reduced from £25000 to £15000 to reflect the financial pressures caused by loss of income resulting from the current Covid-19 pandemic.

THANKS

During the year the Management Committee decided to mark Tony Bleach's 50-year association with the Hall by renaming the Committee Room the Bleaches Room, recognising not only Tony's immense contribution, but those of his wife Hazel and other family members before them.

Once more the Management Committee would like to thank Tony for his continuing work as Caretaker, and the Booking Secretary Jennie Lindfield, who have borne much of the brunt of the pandemic impact, particularly dealing with maintenance, access, cleaning and constantly changing bookings. Thanks also go to the Covid Working Group Members, a subgroup of the Committee, who enabled the reopening of the Hall.

Peter Winter retired as Chairman at the end of 2020 after 16 years as Chair and many years on the Management Committee before that. He has provided wise and effective leadership and overseen many major improvements to the Hall, including the suspended ceiling, solar electricity generation, installation of disabled facilities, flood defences and the modernisation and re-equipping of the kitchen and toilets. He also ran the 200 Club since inception. We owe him an enormous debt of gratitude and wish him well for the future.

Continuing thanks are due to the Management Committee for their support and, particularly, Sheila Sims as Secretary for keeping the administration running smoothly and providing timely advice and guidance.



Mr R Wignall Chairman

Date:

6 April 2021