

LAVANT MEMORIAL HALL

LAVANT MEMORIAL HALL REGISTERED CHARITY NO. 305390-1

ANNUAL REPORT

AND

ACCOUNTS

FOR THE

YEAR ENDED 31ST AUGUST 2023

## LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

## RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2023

RECEIPTS		2023			2022		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Operating Activities	Hall hire	28070.30		28070.30	20661.15		20661.15
Fund raising events	Xmas Fayre	466.40		466.40	354.10		354.10
	Jumble Sale	562.45					
	Centenary	14.00		14.00	3604.36		3604.36
		<u>1042.85</u>		<u>1042.85</u>	<u>3958.46</u>		<u>3958.46</u>
Grants		0.00		0.00	2667.00		2667.00
Donations		69.00		69.00	1050.00		1050.00
Interest		489.73		489.73	17.59		17.59
Other Receipts	200 Club	1728.00		1728.00	1872.00		1872.00
	Flt Rebate E.ON	1085.75		1085.75	2045.80		2045.80
	Insurance	2064.43					
		<u>4878.18</u>		<u>4878.18</u>	<u>3917.80</u>		<u>3917.80</u>
TOTAL RECEIPTS		34550.06		34550.06	32272.00		32272.00

## RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2023

PAYMENTS		2023			2022		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Property & Equipment	Maintenance & repairs	5000.13		5000.13	2275.40		2275.40
	Other Improvements	241.80		241.80	3424.80		3424.80
		<u>5241.93</u>		<u>5241.93</u>	<u>5700.20</u>		<u>5700.20</u>
Hall Cleaning	Rental of Bins	1150.40		1150.40	1088.50		1088.50
	Regular cleaning	4668.60		4668.60	4700.80		4700.80
	Consumables	1483.02		1483.02	501.30		501.30
	Other cleaning	60.00		60.00	0.00		0.00
	Window cleaning	60.00		60.00	100.00		100.00
		<u>7422.02</u>		<u>7422.02</u>	<u>6390.60</u>		<u>6390.60</u>
PRS for Music		139.20		139.20	294.61		294.61
Licences		220.00		220.00	180.00		180.00
Fire and Safety		593.00		593.00	776.38		776.38
Insurance premium		1709.83		1709.83	1576.93		1576.93
Telecommunications		683.22		683.22	867.30		867.30
Information Technology		255.58		255.58	576.00		576.00
Administration		4893.23		4893.23	4984.00		4984.00
Water & general rates		1207.61		1207.61	813.83		813.83
Electricity		5086.85		5086.85	3792.60		3792.60
Misc./sundries		0.00		0.00	0.00		0.00
200 Club prizes		904.00		904.00	861.00		861.00
Independent examination		250.00		250.00	250.00		250.00
<b>TOTAL PAYMENTS</b>		<b>28606.47</b>		<b>28606.47</b>	<b>27063.45</b>		<b>27063.45</b>

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2023

	2023			2022
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Total receipts for the year (page 2)	34550.06	0.00	34550.06	32272.00
Total payments for the year (page 3)	28606.47	0.00	28606.47	27063.45
Net receipts for the year	5943.59	0.00	5943.59	5208.55
Cash and bank balances as at 31st August 2022 brought forward	51233.74	0.00	51233.74	46025.19
Cash and bank balances as at 31st August 2023 carried forward	57177.33	0.00	57177.33	51233.74

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 Charly No. 305390 - 1

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2023

MONETARY ASSETS	2023	2022
Barclays Community Account	11751.39	£23,593.92
CAF Bank Gold	-	£27,639.82
Virgin - 95 Day Notice Business Account	40409.39	-
Virgin - Charity Instant Access	5016.55	-
TOTAL	<u>£57,177.33</u>	<u>£51,233.74</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 £1,309,742 for the Hall and Outbuildings (2022 £1,198,300)

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

Other assets - with purchase price

Radlo Microphone	227
Taski cleaner & accessories	820
Loop system	695
Cycle rack	265
Storage cupboards	235
Skittle Alley	250
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 (included in Insurance value of buildings)	18970
Water boiler	405
Whiteboard	44
Flood gates	4740
Carried forward	<u>38657</u>

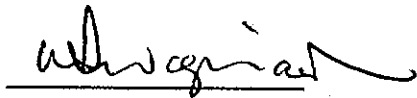
NON MONETARY ASSETS CONTINUED

Brought forward	38657
Cooker	1104
Dishwasher	2280
Fridge	299
Fridge freezer	379
Microwave	87
Tables and trolley	1662
Storage heaters (Included in Insurance value of bulldin	7040
Small Step ladder	91
Laptop	499
Seven Tables & Trolley	200
Raffle Drum	100
	<hr/>
	52398
Less Solar Panels and Storage Heaters included in the Insurance value of bulldings	<hr/>
	-26010
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	26388

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2023

(CONTINUED)

DEBTORS & PREPAYMENTS	2023	2022
Hall Hire	0.00	11.00
<b>LIABILITIES</b>		
Caretaker	346.73	108.33
Smith Simmons & Partners		180.00
Expenses S Sims	129.84	20.00
Expenses R Wignall	60.61	
TJB Cleaning Services	399.26	399.26
TA Electrical Services	65.00	
Jennie Lindfield	420.00	
Finishing Touch	1548.00	
Advance payments, Deposits and other liabilities to customers	4747.25	2920.50
	<u>7716.69</u>	<u>3628.09</u>




Signed:

Mr R Wignall, Chairman

Miss J Riseborough, Treasurer

Date:

23 June 2024

Date:

23 JUNE 2024

## 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 2023

### **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: *25 June 2024*

## COMMITTEE OF MANAGEMENT

### OFFICERS

		Elected	Re-elected
Chairman	Mr R Wignall	2021	3/1/2023
Vice Chairman	Mrs E Woodford	resigned 06/12/2022 2021	
Vice Chairman	Mrs S Ings	03/01/2023	
Treasurer	Mr R Mayne	resigned 04/04/2023 2019	2022
Treasurer	Miss J Riseborough	06/06/2023	
Secretary	Mrs S Sims	2007	2022

### COMMITTEE MEMBERS ELECTED OR RE-ELECTED DECEMBER 2023

Parish Council	Mrs S Ings	resigned 06/12/2022	
Parish Council	Mrs L Tucker	06/12/2022	
Short Mat Bowls	No representative		
Horticultural Society	Mr J Sharrod	resigned 17/10/2023	2022
Friendly Club	No representative		
Lavant Players	Dr P Rivett	resigned 06/12/2022	
Lavant Players	Mr J O'Brennan	06/12/2022	
Cricket Club	Mr R Wignall		2022
W.I.	Ms M O'Grady		2022
Football Club	Mr D Kent		2022
Lavant PCC	Mrs C Evlson	resigned 06/12/2022	
Lavant PCC	No representative		

### VILLAGE REPRESENTATIVES

	Mrs E Sheppard		2022
	Mrs E Woodford	resigned 06/12/2022	
	Mrs S Ings	06/12/2022	
	Dr P Rivett	06/12/2022	

CO-OPTED MEMBER Mrs A Thomas resigned 12/07/2023 3/1/2023

NON-TRUSTEE: Mr A Bleach, Caretaker

APPOINTED BANKERS: Barclays Bank PLC, East Street, Chichester, West Sussex  
Virgin Money, Newcastle upon Tyne  
Northumberland

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: 43 Northside, Lavant, PO18 0BX

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 management 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

The year began with high hopes that we could build on the post-covid recovery begun in 2022. However, the River Lavant overflowed its banks early on the morning of Monday 16th January and flooded the village green, the hall and the car park.

At the time of the incident a Flood alert was in place, but there was no Flood Warning for Lavant and no rain had been forecast overnight although, in practice, there was a very heavy downpour. In response our flood barriers were set up on all doors to stop the ingress of water and pumps deployed into the sumps to begin clearing the standing water inside the hall. Although there was water throughout the hall, except for the foyer where the floor is slightly raised, the relatively prompt action kept the water level to 1-2cm, despite the outside level being around 30cm. The internal water was also "clean" with no visible mud or detritus. External water levels dropped and all standing water was removed in less than 24 hours.

The hall was closed for most users for 10 days and an extended drying operation was carried out on behalf of our insurers lasting approximately 7 weeks. Damage was minimal. An insurance claim covering business interruption, minor remediation and additional operating costs was filed and paid in full. The consequence, however, was the withdrawal of insurance cover for storm and flood at renewal. Subsequently it has proved impossible to obtain such cover on acceptable terms, so the hall is currently operating a self-insurance policy for these risks, which are being covered by reserves.

Having dealt with the flooding, a restart was made on our rolling programme of upgrades and improvements, following completion of the Sports Section refurbishment in 2022. There was welcome news when the Lavant Parish Council generously agreed to cover the remaining costs for this project from CIL monies.

The Bleaches Room was redecorated and the carpet tiles, which had in any case been damaged by the flood, replaced. The room was fitted with a whiteboard and some photographs depicting the Bleach family's involvement with the hall. At the same time the village tapestry was moved to the main hall where it can be enjoyed by a wider audience.

Later in the year the main hall was redecorated and the partition curtains cleaned and fitted on new tracks. The opportunity was also taken to upgrade the lighting to modern LED panels, both improving illumination and reducing electricity consumption and carbon footprint. This work was supported in part by a grant from the proceeds of the Lavant fete.

The foyer floor vinyl was also re-laid in a uniform and lighter colour.

During the year, the safety of glazing was reviewed and found to be generally satisfactory, with a small number of panels being treated to conform with current building regulations. The periodic Electric Installation Condition Report was commissioned, all remedial recommendations implemented and the installation re-certified.

The Lavant Players installed a new motorised projection screen on the rear wall of the stage at their own expense and brought forward an ambitious plan to upgrade the stage lighting to a modern digital system, install a short-throw projector to operate with the new screen and upgrade the audio system. Although there was no objection in principle, and there would likely be collateral benefits to the other hall users, the management committee felt that work would most likely benefit the Players, who would therefore need to fund raise for the majority of the substantial investment required. The project could then be reviewed against other hall priorities.

A number of discussions were held with Lavant Parish Council around legacy issues with the car park - lighting, marking out, drainage - and the extent to which the hall could help the council with the administration of bookings for the new sports field and the village green. These discussions are on-going. The remodelling of the car park entrance on Pook Lane was completed by the developers of the Great Elms estate. This has resulted in a smarter, landscaped entrance, with better visibility, kerbs and road furniture. Lavant's historic K6 phone box has been positioned adjacent to the junction in a joint project by the Lavant History Society, Lavant Parish Council and the Goodwood Estate.

Bookings to hire the hall continued to recover and reached pre-pandemic levels. The Lavant Players made a welcome return at the start of the year with a traditional pantomime. The Bee Busy home education group has become established and a new Pilates class is operating, a pleasing development after the loss of Tai Chi and Zumba in recent years. On the other hand, a novel attempt by the English Wine Company to launch a monthly wine-tasting failed to get off the ground and the Lavant WI has gone into suspension, although their Craft section continues. There was also an upturn in private bookings for parties and events. The overall result is that the hall is well-used. Hire rates were increased by a little below inflation in anticipation of higher energy costs next year and the need for additional reserves.

We began the year needing a treasurer following the resignation of Bob Mayne at the 2022 AGM, which he kindly agreed to defer pending the examination and approval of the accounts. Several false starts were made before we were able to appoint Miss Jess Riseborough, a Lavant resident, to the role in June, a satisfying result.

## FINANCIAL SUMMARY

### INCOME

Hall hire income of £28,070.30 was £7,409.15 higher than last year.  
Other regular sources of income were the 200 Club at £1728 (down £144 on last year) and the Xmas fayre, £466.40, which was £112.30 up on the previous year.  
The jumble sale generated £562.45 income, which did not take place last year.  
A further £14 was received following the Centenary celebrations in the 20/21 year.  
Donations of £69, were £981 lower than last year.  
Following the closure of the CAF account which generated £64.79 over 4 months from September to December. We opened a Virgin Charity Account, which has provided income of £424.94 in the 5 months it has been open.  
Following the flood in January, we had to make an insurance claim. We received £2,064.43, which covered cancelled bookings and repairs to the hall.

These activities, taken together with the Fit Rebate of £1,085.75, brought the total unrestricted fund income to £34,550.06, £2,278.06 higher than the previous year.

### EXPENDITURE

Expenditure on Property & Equipment of £5,241.93, was £458.27 lower than the previous year. This, of course, includes expenditure following the flooding of the hall.  
Cleaning costs of £7,422.02 were higher than the previous year.  
Our PRS music license was cheaper this year, at £139.20.  
Costs of fire equipment inspections and fire alarm systems were £593. £183.38 less than last year.  
Telecommunication costs of £683.22 were down £184.08 from last year.  
Water and general rates of £1,207.61 were higher than last year by £393.78.  
Electricity costs were also higher at £5,086.85, an increase of £1,294.25.  
Total payments from unrestricted funds of £28,606.47 were £1,543.02 higher than last year.  
No trustees claimed expenses, similarly to 2022 when no trustees claimed expenses either.

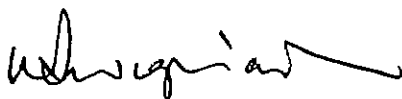
### MONETARY ASSETS

Monetary Assets of £57,177.33 at the end of 2022/23 were £5,943.59 higher than the previous year.

### THANKS

I am grateful to the management committee, several of whom have undertaken particular tasks to progress our endeavours, for their support over the year. Booking Secretary, Jennie Lindfield, and Caretaker, Tony Bleach, also continued to ensure that the Hall operated successfully on a day-to-day basis. My thanks and appreciation are due to all of you.

Sheila Sims has continued to combine the role of Secretary and "200 Club" promoter with her customary efficiency and good humour and my Vice-Chair, Susan Ings, has been an invaluable source of advice, for all of which I am truly grateful.



Mr R Wignall Chairman

Date:

23 June 2024