

LAVANT MEMORIAL HALL

REGISTERED CHARITY NO. 305390-1

ANNUAL REPORT

AND

ACCOUNTS

FOR THE

YEAR ENDED 31ST AUGUST 2024

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2024

RECEIPTS		2024			2023		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Operating Activities	Hall hire	30902.40		30902.40	28070.30		28070.30
Fund raising events	Xmas Fayre	440.75		440.75	466.40		466.40
	Jumble Sale	815.83		815.83	562.45		0.00
	Centenary	0.00		0.00	14.00		14.00
		<u>1256.58</u>		<u>1256.58</u>	<u>1042.85</u>		<u>1042.85</u>
Grants		0.00		0.00	0.00		0.00
Donations		269.00		269.00	69.00		69.00
Interest		1710.69		1710.69	489.73		489.73
Other Receipts	200 Club	1422.00		1422.00	1728.00		1728.00
	Fit Rebate E.ON	2131.56		2131.56	1085.75		1085.75
	Electricity refund	1849.66		1849.66	0.00		0.00
	Insurance	0.00		0.00	2064.43		2064.43
		<u>5403.22</u>		<u>5403.22</u>	<u>4878.18</u>		<u>4878.18</u>
TOTAL RECEIPTS		39541.89		39541.89	34550.06		34550.06

LAVANT MEMORIAL HALL Registered Charity No. 305390 - 1

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2024

PAYMENTS		2024			2023		
		Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Property & Equipment	Maintenance & repairs	9357.93		9357.93	5000.13		5000.13
	Other improvements	5571.00		5571.00	241.80		241.80
		<u>14928.93</u>		<u>14928.93</u>	<u>5241.93</u>		<u>5241.93</u>
Hall Cleaning	Rental of Bins	1292.70		1292.70	1150.40		1150.40
	Regular cleaning	4490.78		4490.78	4668.60		4668.60
	Consumables and expenses	1924.12		1924.12	1483.02		1483.02
	Other cleaning	409.60		409.60	60.00		60.00
	Window cleaning	189.00		189.00	60.00		60.00
		<u>8306.20</u>		<u>8306.20</u>	<u>7422.02</u>		<u>7422.02</u>
PRS for Music		162.01		162.01	139.20		139.20
Licences		201.00		201.00	220.00		220.00
Fire and Safety		898.27		898.27	593.00		593.00
Insurance premium		1868.74		1868.74	1709.83		1709.83
Telecommunications		761.70		761.70	683.22		683.22
Information Technology		310.66		310.66	255.58		255.58
Administration		5604.00		5604.00	4893.23		4893.23
Water & general rates		410.30		410.30	1207.61		1207.61
Electricity		5936.54		5936.54	5086.85		5086.85
Donations - Lavant Players		750.00		750.00	0.00		0.00
200 Club prizes		785.00		785.00	904.00		904.00
Independent examination		0.00		0.00	250.00		250.00
TOTAL PAYMENTS		40923.35		40923.35	28606.47		28606.47

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31ST AUGUST 2024

	2024			2023
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Total receipts for the year (page 2)	39541.89	0.00	39541.89	34550.06
Total payments for the year (page 3)	40923.35	0.00	40923.35	28606.47
Net receipts / (payments) for the year	(1381.46)	0.00	(1381.46)	5943.59
Cash and bank balances as at 31st August 2023 brought forward	57177.33	0.00	57177.33	51233.74
Cash and bank balances as at 31st August 2024 carried forward	55635.87	0.00	55635.87	57177.33

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.

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2024

MONETARY ASSETS	2024	2023
Barclays Community Account	£8,500.24	£11,751.39
Virgin	£47,135.63	£45,425.94
TOTAL	<u>£55,635.87</u>	<u>£57,177.33</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 of the buildings £1,309,742 for the Hall and Outbuildings (2023 £1,309,742)

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
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
Flood gates	4740
Carried forward	<u>38613</u>

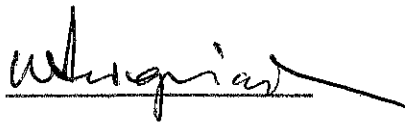
NON MONETARY ASSETS CONTINUED

Brought forward	38613
Cooker	1104
Dishwasher	2280
Fridge	299
Fridge freezer	625
Microwave	87
Tables and trolley	1662
Storage heaters (included in insurance value of buildir	7040
Small Step ladder	91
Laptop	499
Seven Tables & Trolley	200
Raffle Drum	100
	<u>52600</u>
Less Solar Panels and Storage Heaters Included in the	<u>-26010</u>
	<u>26590</u>

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST AUGUST 2024

(CONTINUED)

DEBTORS & PREPAYMENTS	2024	2023
Hall Hire	0.00	0.00
 LIABILITIES		
Caretaker	105.28	346.73
Paul Mortimer - Window cleaning	42.00	0.00
SDL Building Services	560.00	0.00
2 months PA Fire Systems servicing contract	37.00	0.00
Astonish - August Cleaning	350.00	0.00
Expenses S Sims	0.00	129.84
Expenses R Wignall	0.00	60.61
TJB Cleaning Services	0.00	399.26
TA Electrical Services	0.00	65.00
Jennie Lindfield	0.00	420.00
Finishing Touch	0.00	1548.00
Advance payments, Deposits and other liabilities	4497.00	4747.25
	<u>5591.28</u>	<u>7716.69</u>



Signed:

Mr R Wignall, Chairman

Date:

25 June 2025



Miss J Riseborough, Treasurer

Date:

26 June 2025

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 2024

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 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:



Name: Connor Allan

Relevant professional qualification or membership of professional bodies : ACA

Address: 14 Barnfield, Billingshurst, RH14 9ZT

Date:

COMMITTEE OF MANAGEMENT

OFFICERS

		Elected	Re-elected
Chairman	Mr R Wignall	2021	2024
Vice Chairman	Mrs S Ings	2023	2023
Treasurer	Miss J Riseborough	2023	2023
Secretary	Mrs S Sims	2007	2023

COMMITTEE MEMBERS ELECTED OR RE-ELECTED DECEMBER 2023

Parish Council	Mrs L Tucker	2022	2023
Short Mat Bowls	No representative		
Friendly Club	No representative		
Lavant Players	Mr J O'Brennan	2022	2023
Cricket Club	Mr R Wignall		2023
W.I.	Ms M O'Grady		2023
Football Club	Mr D Kent		2023
Lavant PCC	No representative		

COMMITTEE MEMBERS ELECTED DECEMBER 2024

Liz Goodey	2024
Alison Elizabeth Fordham	2024

VILLAGE REPRESENTATIVES

Mrs E Sheppard		2023
Mrs S Ings	2022	2023
Dr P Rivett	2022	2023

NON-TRUSTEE:

Mr A Bleach, Caretaker

APPOINTED BANKERS:

Barclays Bank PLC, East Street, Chichester,
West Sussex
CAF Bank Ltd. Kings Hill, West Malling, Kent
Virgin Money, Newcastle upon Tyne
Northumberland

INDEPENDENT EXAMINER

Connor Allan
14 Barnfield, Billingshurst, RH14 9ZT

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

2024 was a successful year for the hall with users broadly satisfied, occupancy up, various improvements carried out and no flooding. Nevertheless, substantial challenges lie ahead with attracting new volunteers to replenish, or at least support, the dwindling and ageing management team (current average age 79) and the increasing need for paid assistance.

Whether due to climate change or otherwise, flooding remains an existential threat. After the floods of 2023, the year began with an anxious wait to see whether the River Lavant would again overtop. Fortunately, it did not do so, although coming perilously close. A small "flood watch" team responded on a number of occasions at short notice to erect the hall's flood barriers when there was a risk of an overnight inundation and this action managed to keep the hall open for hirers. We continued to support Lavant Parish Council in making representations to the Environment Agency and Southern Water to take flood mitigation action.

It also became apparent that the remodelling of the car park entrance in 2023 had introduced a new risk of flash flooding to the car park and entrance following heavy rain, the surface levels with respect to the highway having been incorrectly set. Representations to WSCC Highways resulted in some action to clear storm drains, but the threat remains. A considerable amount of time has been spent on trying to find a solution that does not require the erection of flood barriers (which temporarily close the hall) every time there is a threat of sudden heavy rain in winter. To-date, a suitable scheme is yet to be identified. Following the withdrawal of insurance cover for storm and flood risk in 2023, we continue to maintain a substantial reserve as a self-insurance against further flooding.

Against this backdrop it was pleasing to see that hirer occupancy was slightly up on 2023, with a corresponding increase in revenue. Hirings have now returned to pre-Covid levels with a core of some 30 organisations using the hall on a regular basis. During the year we were pleased to welcome a further Pilates provider, catering for early morning classes, although an attempt to re-start a Creation Station franchise did not succeed.

The trustees gave some consideration to the role of the Hall within the village, given its charitable purpose, whilst noting that the Lavant Churches provide a number of activities aimed at addressing social needs. It had been hoped to solicit village attitudes alongside the Parish Council's wider community survey, but ultimately this was deferred, at least until after the Council's survey. Nevertheless, we went ahead with a survey of our regular users, the first time this had been done, which produced some valuable insights into our users' demographics and hall experience. What emerged was a picture of a hall operating as an unattended venue for hire – much valued by its regular users and occasional hirers – but less the social hub of a village. This probably reflects changing social patterns and the proximity of Lavant to Chichester.

Some two thirds of user organisations responded, representing upwards of 500 individuals. Gratifyingly, user experience was overwhelmingly positive and the hall is clearly valued, particularly its setting and ambience. There were useful suggestions for improvement, many of which are being addressed, but little common themes beyond a wish to ensure users left the hall as others would wish to find it – a particular challenge for an unattended hall. A final report on the survey and the actions taken, will be published early in the new year.

The trustees discussed whether to hold a Christmas Fayre in 2024, the feeling being that the event had become a little “tired” and was in need of a re-fresh. It was agreed that such an event should primarily be a village event that might serve to strengthen the connection with the village and elicit heightened interest in the hall. Nevertheless, funds raised should at least cover the opportunity cost. The event was re-branded a Christmas Market and re-launched with a bigger and wider variety of stalls, some activities specifically for children, and a more extensive publicity campaign covering both traditional and social media to increase footfall. Despite the event coinciding with the peak of storm Bert, results were very encouraging, with gross receipts up three-fold and positive feedback from both stallholders and visitors.

The rolling programme of redecoration and improvements has continued. The Green Room and both kitchens were re-decorated and both the Green Room and Bleaches Room lighting were converted to energy-saving LED based illumination. The Green Room lighting was supported in part by a donation from the Lavant Fete Committee. Several roof repairs were carried out along with the replacement of a number of Main Hall ceiling tiles that had become damaged or marked. Some electrical work was undertaken to facilitate the use of radio microphones, mostly funded through The Lavant Players, and some modifications made in the Bleaches Room to make the installation more “hirer friendly”. Outside the hall itself, the pavilion was in need of renovation following the 2023 flood and the work is now being undertaken in partnership with Lavant Cricket Club who are providing the labour.

After careful consideration, hall hire rates were raised by around 5% overall in response to the normal inflationary pressures and, more particularly, entering into a new fixed-price electricity supply deal. The previous historical fixed deal had become excellent value, so the impact was an increase of about 80%, with electricity now contributing around 30% of operating costs. We also had the Hall re-valued for insurance purposes, resulting in a small increase in premium.

Amongst the policy issues considered were a review of safeguarding arrangements, although these largely devolve to users, and a response to the government consultation on Martyn's Law, which proposes placing a “duty to protect” (against terrorism) on the trustees. There appears to be no recognition as yet as to how this might be applied proportionately to an unattended venue such as ours.

A risk assessment update was carried out, resulting in a number of minor actions that have been completed, including the marking of some potential hazards for those users with visual impairment. A specific fire risk assessment was also completed by a competent third party. Following a change of cleaning contractor the hall is now storing cleaning consumables and has instituted a CoSHH register.

FINANCIAL SUMMARY

INCOME

Hall hire income of £30,902.40 was £2,831.70 higher than last year, due to a combination of an increase in hire fees and more bookings.

Other regular sources of income were the 200 Club at £1,422 (down £306 on last year), the Xmas fayre which raised £440.75 (down £25.65 on last year), and the the jumble sale generated £815.83 income (an increase of £253.38 on the last year).

Donations of £269, were up £200 on last year.

These activities, taken together with the Fit Rebate of £2,131.56, brought the total unrestricted funds income to £39,541.89, £4,991.83 higher than the previous year.

EXPENDITURE

Expenditure on Property & Equipment of £14,928.93, was £9,687 higher than the previous year.

Cleaning costs of £8,306.20 were £884.18 higher than the previous year, following our implementation of a new cleaning company.

Our PRS music license was slightly more costly this year, at £162.01.

Costs of fire equipment inspections and fire alarm systems were £898.27. £305.27 more than last year, following purchase of some new fire extinguishers for the hall.

Telecommunication costs of £761.70 were up £78.48 from last year.

Total payments from unrestricted funds of £40,923.35 were £12,316.88 higher than last year.

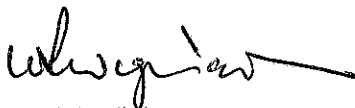
MONETARY ASSETS

Monetary Assets of £55,635.87 at the end of 2023/24 were £1,541.46 lower 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 roles of Secretary and "200 Club" promoter with her customary efficiency and good humour, for which I am truly grateful.



Mr R Wignall Chairman

Date:

25 June 2025