



Trustees' Annual Report for the period

From 01/04/2022 To 31/03/2023

Charity name: LINGDALE VILLAGE HALL

Charity registration number: 510532

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The Charity's objects ('the objects') are to manage the village hall for the use of the inhabitants of the village of Lingdale in the Parish of Lockwood in the Borough of Redcar and Cleveland without distinction of political, religious or other opinions including use for meetings, lectures, classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hiring of the Village Hall to residents and other persons to meet the objects above.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Lingdale Village Hall Accounts were presented and signed at the meeting following internal audit on the 5th June 2023

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No grants are made by Lingdale Village Hall
Policy on social investment including program related investment	Para 1.38	No Social Investment is made by Lingdale Village Hall
	Para 1.38	Volunteers offer their time to open and close the village hall for events and plan

volunteers		significant contributions
Other		None

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Village Hall has regular users who provide leisure and information services to the Parish of Lockwood. The Village Hall hosted a Coronation event in May 23 which was open to all residents and 111 children were fed for free. It runs a Warm Space every Tuesday where villagers can meet and enjoy free refreshments which contributes to the strength of the community. It runs various leisure, arts and crafts for the young people during holiday periods increasing their fitness and creativity.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The Village Hall started the year with £38,083.30 and ended the year with £12,801.71. Major repairs and maintenance were carried out to the toilets, fire alarm, roof and lighting amounting to £40320.14. Monies carried forward from the previous year and grants obtained from the Woodsmith Foundation, Arnold Clark and Magic Little grants of £7388 paid for these repairs. We changed fluorescent lighting to LED to reduce the energy bills. £3700 received from Cleveland Crime Commissioner(OPCC) paid for our Warm Welcome January to end of March 2023.</p> <p>The Village Hall accounts are checked at the same time as the Parish Council accounts by the Internal Auditor</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Village Hall would hold 6 months reserves including Utilities and repairs
Amount of reserves held	Para 1.22	£1900
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None other than rising food and other costs. Energy costs have been managed by using a Utility Broker.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The principal source of funding for the village hall is Hire of the facilities. These are used to provide extra activities for the residents of Lingdale. A grant of £3700 from the OPCC paid for a Warm Space. Grant funding has been sought to improve the Village Hall environment and undertake major repairs £7388</p>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Rising Energy Costs which are being managed with the use of an Energy Broker and replacing the Lighting with LED.
Other		N/A

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Structure, Governance and Management

Description of charity's trusts:		Lockwood parish Council is the sole Trustee of Lingdale Village Hall
Type of governing document (trust deed, royal charter)	Para 1.25	TRUST
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Registered Charity
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Lockwood Parish Council provides the Trustees for the Management Committee consisting of 4 to 7 members.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Lockwood Parish Council members are either elected or co-opted to the Council. They have an induction process, are overseen by the monitoring Officer at the Local Authority. Trustees sign a code of conduct and sign once they have read the policies of the Council. They undertake regular training as required.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity management committee is made up of a Chair, Vice Chair and 4 to 7 Committee members from Lockwood Parish Council. The Clerk to Lockwood Parish Council provides financial administration.
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Lingdale Village Hall
Other name the charity uses	
Registered charity number	510532
Charity's principal address	Lingdale Village Hall Meadowdale Court Lingdale Saltburn-by-the Sea TS12 2HF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Wendy Stiff	Chair		Lockwood parish Council
2	Anne Clayton	Vice Chair		LPC
3	A Mackenzie	Councillor	End 04/05/2023	LPC
4	A Groves	Councillor	Start 02/02/2023	LPC
5	J Teasdale	Councillor		LPC
6	H Dee	Councillor	Start 24/01/2023	LPC
7	J Suggitt	Volunteer		LVH
8	C Teasdale	Volunteer		LVH
9	J Jones	Volunteer	Start 03/07/2023	LVH
10	C Leak	Volunteer	Start 03/07/2023	LVH
11				
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Corporate trustees – names of the directors at the date the report was approved

Director name		
Lockwood Parish Council		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Village Hall Management Committee		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	None

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>W Clayton</i>	<i>J Bell</i>
Full name(s)	WINIFRED ANNE CLAYTON	JEAN BELL.
Position (eg Secretary, Chair, etc)	VICE CHAIR.	CLERK TO LOCKWOOD PARISH COUUCIC.
Date	31-01-2024	

				Lingdale Village Hall (Charity Number 510532)			
			FINAL	Accounts for year to 31st March 2023			
	As at	31/3/2023		As at 31st March 2023			
INCOME				EXPENDITURE			
Balances at 1st April 2022				Regular Expenses			
Current Account		37,545.76	Includes £10K grant	Utilities		6,307.30	
Petty Cash Account		441.55		Catering Supplies		20.81	
Cash in Hand		96.00		Cleaning		229.58	
Including Events group carried forward	400.00						6,557.69
			38,083.31	Administration			
Regular Users				Building Insurance			
Lockwood Parish Council		4,781.16		Donations		334.73	
Monday Bingo Club		584.00		Memberships & Licences		0.00	
Lingdale Community Art		784.00		Postage & Stationery		12.00	
Lingdale Exercise		444.00		Bank		18.49	
MIND		564.00				41.15	
Craftaloon		100.00		Premises			
MFC		288.00		Toilet Project		29,852.93	
Saturday Bingo Rent		220.00		Fire Alarm Project		2,438.80	
Monday Charity Bingo		167.20		Repairs & Maintenance		8,028.41	
Village Hall Football Card		391.27					40,320.14
Village Hall Bingo Rent		970.00					
Village Hall Bingo		1,726.25		Village Hall Events (Craft Group)		299.70	
			11,019.88	Village Hall Events (Bingo)		746.26	
Other Users				In Bloom			
Village Hall Events		288.90		Village Hall Christmas		0.00	
Private Hire		830.50		Village Hall Halloween		587.70	
Local Government & Corporate		0.00		Warm Welcome Tuesdays		585.92	
Produce Show		0.00		Produce Show		1,540.13	
			1,119.40	Jubilee		0.00	
Other Income				Village Hall other			
Halloween		243.49		Garden Grant		1,652.17	
Xmas		152.21		Easter		432.75	
Warm Tuesdays		3,700.00				170.97	
In Bloom		300.00				297.58	
Jubilee		620.52					6,313.18
Bank		80.00		TOTAL EXPENDITURE			
Disposal		615.00		53,597.38			
Events Group		1779.35		Balances at 25th August 2022			
Donations		1,637.93		Current Account		£12,417.43	
Grants		6,798.00		Petty Cash Account		£384.28	
Craft Group		250.00		Cash in hand		£0.00	
			16,176.50				12,801.71
			in year income				12,801.71
TOTAL INCOME				66,399.09			
I confirm that these accounts represent a true and accurate record.							
Signed by	J Bell						
Position	Parish Clerk, Lockwood Parish Council					12,801.71	0.00
Date							
EXPENDITURE MINUS TOILET AND ALARM £21305.27							

Annual Internal Audit Report 2022/23

LOCKWOOD PARISH COUNCIL

www.lockwoodpc.co.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

14/06/2023

Name of person who carried out the internal audit

GILLIAN GITTINS

Signature of person who carried out the internal audit



Date

14/06/2023.

*If the response is 'no' please state the implications and action being taken to address any weakness in control