

# TRUSTEES' ANNUAL REPORT

## Section 1 – Legal and Administrative Information

<b>Charity name:</b>	The Whitland Memorial Institute
<b>also known as:</b>	The Whitland Memorial Hall
<b>Charity Commission reg. no.:</b>	518760
<b>For the financial year starting:</b>	1 April 2024
<b>and ending:</b>	31 March 2025
<b>Charity's principal address:</b>	Whitland Memorial Hall Market Street Whitland Carmarthenshire SA34 0QB
<b>The Charity's Governing Document:</b>	The Trust is constituted under a trust deed dated 24 November 1927
<b>Specific investment powers:</b>	Undefined
<b>Professional Advisers</b>	
<b>Bankers:</b>	Natwest Bank plc, Whitland
<b>Independent Examiner:</b>	Llewelyn Davies & Co., Whitland

### Report of the trustees for the year ending 31 March 2025

The trustees present their annual report and financial statements of the charity for the year ending 31 March 2025. The financial statements have been prepared in accordance with the Charities Act 2011 and independently examined.

## Section 2 – Structure, governance and management

### Trustees and Governance

The Management Committee consists of Trustees and Management Committee Members, representing organisations using the Hall and the community.

### Trustees and Committee Members

Maria Gabriela Poore	Appointed March 1994
Janet Patricia May Stephens	Appointed February 2009
Colin Richard John	Appointed February 2009
Nigel David Owens	Appointed February 2009
Simon William Allen	Appointed February 2009
Gwendoline Marian Stephens	Appointed February 2009
Neil Jenkins	Appointed June 2014
Mary Morris	Appointed February 2016
Dave Walsh-Gibbon	Appointed February 2021

### Management

The trustees are all members of the management Committee of the hall. A Chairperson, Vice-Chairperson, a Treasurer and Secretary are elected at the AGM. These offices may be held by a trustee or committee member. On appointment new trustees are given a copy of the Trust Deed and a copy of the Charity's latest report and statement of accounts. A register of the name and address of every member and the dates on which their terms of office begin and end is kept by the Management Committee.

All trustees give their time freely and have not received any benefit in money or in kind from the Charity except that the members of the Management Committee are insured against the costs of a successful defence to a criminal prosecution brought against them as charity trustees.

## **Objectives and Activities for the public benefit**

### **The Objects of the charity are specified in the Trust deed as follows:**

The facilities are “to be used as a place of recreation and social intercourse for the benefit of the inhabitants of the town of Whitland without distinction of sect or politics”.

### **The trust carries out these Objects by:**

- Management of bookings and the day to day running of the hall by said Committee Members.
- Maintaining the building so that it is safe and fit for purpose
- Promoting the use / availability of the Hall by local advertising
- Fundraising and grant applications to enable improvements to the fabric and facilities of the building.

## **Risk Management**

The charity needs a serviceable building to meet its Objects. The major risk to the operation of the charity is the loss of use of the building due to fire or other damage. The charity holds an insurance policy with Zurich covering Property Damage, Employer’s and Public and Products Liability and Trustee Indemnity.

All funds are deposited with Natwest Bank with any available extra funds held in a deposit account as this is considered to be the safest investment available for the relatively small amounts involved.

Should the Hall ever have to cease operations due to serious damage to the building, the related costs in closing down operation of the charity would be minimal.

## **Section 3 – Activities and Achievements**

The management of the day to day operation of the Hall including taking lettings, identifying and arranging maintenance, books of account, etc, is carried out voluntarily by members of the Management Committee. A part-time cleaner is employed to carry out regular cleaning of the premises.

The Committee meets every 3 months or more often if required, to determine policy, to plan the development of the Hall’s facilities and to deal with routine matters.

Meetings of the Committee shall be held at such a time as the Committee shall prescribe and seven days notice of every meeting shall be sent to each member of the Committee.

The Committee's main aims in 2024/2025 were to:

1. Carry out the re-roofing of the Hall

The re-roofing of the Hall was funded by a grant of £19,250 from the Regeneration - Targeted Finance Fund from Carmarthenshire County Council and £30,000 from reserves held by the Management Committee. The original 1927 slates were replaced and at the same time a layer of insulation material was added. This further improved the energy saving measures already in place, thus enhancing the future sustainability of the Hall.

2. Continue to engage with the community to raise awareness of the Hall

The combined strategy of a sensible hire charge, keeping a presence in the local community social media and readiness to engage with the community (Local Produce Market, Warm Spaces, involvement in local fundraising, for example) throughout the year saw a continuation on the steady increase in the number of users.

3. Increase the number of Trustees/volunteers

No new Members joined the Management Committee but discussions are on-going with a member of the community to join in the next few months.

**Grants were received from:**

Carmarthenshire County Council Targeted Finance Fund	£ 19,250
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**Donations:** A total of £230 was received during the year. Donations were from the members of the community who had borrowed tables, etc. for their private events.

**Fund-raising:** No fundraising activities took place during the financial year. This was due to lack of available time and resources due to the small number of volunteers versus the reasonable level of financial reserves.

**Volunteer** support has been provided by the Management Committee, working on the hall maintenance, running of the monthly Produce and Crafts Market, bookings, accounts and general administrative work.

**Hall Income** was provided by:

- Regular users of the Hall included the WI, the Whitland Male Voice Choir, Yoga Classes, Varied Exercise Classes for ages from 4 to the over 60s, Dog training Classes, Mind drop-in Sessions, etc.
- On an irregular basis the Hall was also used coffee mornings, birthday parties, meetings, elections, vaccinations and workshops by assorted organisations.
- Monthly Local Produce and Crafts Market run by the Management Committee.

**The Hall Charges** the hourly hire rate has not changed for the last 3 years. The hire charges are reviewed by the Management Committee at the AGM when it is decided if there should be an increase in the Hire Charges and if so, by how much.

A **Website** [www.whitlandmemorialhall.co.uk](http://www.whitlandmemorialhall.co.uk) is in place and **Facebook** accounts Whitland Memorial Hall and Whitland Produce Market are used to publicise events taking place in the Hall.

## Section 4 – Policies

**Reserves policy:** The accounts for the financial year ending on 31<sup>st</sup> March 2025 show a deficit of £25,556.97 due to the Hall re-roofing project. However, this deficit was offset by the £40,584.18 reserves built up over previous years and as a result, at the end of the year there is a balance of balance of £15,027.21.

**Investment policy:** The Hall’s reserves are held in a Reserve Deposit Account with Natwest Bank. There is policy to whenever possible to add to the Deposit account to allow for future repairs/improvements to the Hall or for those reserves to be used in any necessary match funding in grant applications.

## Section 5 – Signature and Declaration

**Declaration:** I declare, in my capacity of charity trustee, that:

- The trustees have approved the report above; and
- Have authorised me to sign it on their behalf.

Signature:

*G.M. Stephens*

*M. Poore*

Full Name:

GWENDOLINE MARIAN STEPHENS

MARIA GABRIELA POORE

Position:

TRUSTEE

Trustee/Secretary

Date:

15/1/2026

15/1/2026

# Financial Report

1 April 2024 to 31 March 2025

## Income

Regular Hire	8,150.00
Assorted Hire	2,030.00
WMH Initiatives	817.75
WMH Fundraising	-
Sundries Income	-
Donations	230.00
Grants	19,250.00
Bank Interest	58.55

**30,536.30**

**Opening Balance**

Cash	420.07
Current Account	29,827.10
Deposit Account	10,337.01

**40,584.18**

**71,120.48**

## Expenses

Utilities	4,225.03
Wages	1,040.00
Ins. Fees Subs	780.42
Maintenance Service	365.94
Repairs Property	49,362.53
Acquisitions	-
Consumables	189.51
Advertising	-
Sundries	129.84

**56,093.27**

**Closing Balance**

(25,556.97)

**15,027.21**

-

**71,120.48**

**Whitland Memorial Hall  
Financial Report  
1st April 2024 to 31st March 2025**

**INCOME**

Rent	8,150.00
Hire	2,030.00
Sundries	-
WMH Initiatives	817.75
WMH Fundraising	-
Donations	230.00
Bank Interest	58.55
Grants	19,250.00
	<u>30,536.30</u>
	<u><u>30,536.30</u></u>

**EXPENSES**

Utilities, Internet, Phone	4,225.03
Cleaning	1,040.00
Insurance	780.42
WMH Initiatives	-
Advertising	-
Maintenance/Service	365.94
Repairs - Property	49,362.53
Acquisitions & Consumables	189.51
Fundraising	-
Sundries	129.84
Warm Spaces	-
	<u>56,093.27</u>
<b>Surplus for the year</b>	<u>- 25,556.97</u>
	<u><u>30,536.30</u></u>

**Opening Balance as at 1st April 2024:**

Cash	420.07
Current Account	29,827.10
Deposit Account	10,337.01
	<u>40,584.18</u>
Receipts in advance	-
Oustanding Cash	-
Surplus for the year	<u>- 25,556.97</u>
<b>Closing Balance at 31st March 2025</b>	<u><u>15,027.21</u></u>

**Represented by:**

Cash	81.53
Current Account	14,550.12
Deposit Account	395.56
	<u>15,027.21</u>
Receipts in advance	-
	<u><u>15,027.21</u></u>

**ACCOUNTANT'S REPORT**

We have examined the accounting records of Whitland Memorial Hall for the year ended 31st March 2025 and we hereby certify that the above Financial Report is in accordance herewith.

**LLEWELYN DAVIES CHARTERED ACCOUNTANTS**

Yelverton House  
St John Street  
Whitland  
SA34 OAW

12th June 2025