

Samlesbury War Memorial Hall Management Committee
Registered Charity No. 521317
Annual Report 2023

31st December 2023

The Managing Trustees present the report for the year ended 31st December 2023 which should be read in conjunction with the accounts for the same period.

Legal status

The charity is established by a scheme made by the Ministry of Education under section 18 of the Charities Act 1960. The Charity Commission number is 521317.

Objects, policies, and organisation

The object of the charity is the provision and maintenance of a village hall for the use of the inhabitants of Samlesbury and the neighbourhood without distinction of sex, political, religious, or other opinions, and for the use of meetings, or lectures and classes, and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

The Hall is available for hire by any individual or organisation approved by the committee in accordance with the scale of charges adopted for the time being. It is intended that such charges shall cover the normal expenditure for maintaining The Hall. Significant improvements are funded from specific appeals, fundraising and grants.

The management committee is elected or appointed on an annual basis with the officers being elected from the membership of the committee. The AGM is usually held in April.

Review for the year

2023 has been a successful year regarding bookings and income after the Coronavirus pandemic government restrictions on Village halls were completely lifted. The income for the year has increased with most of our regular hirers returning.

The restart of our monthly Quiz Nights has seen good attendance at each although not quite reaching our pre pandemic numbers.

One of the highlights of the year was the 100 Year Anniversary Celebrations held on Saturday 9th September to commemorate 100 years since Samlesbury War Memorial Hall was built and opened. The aim of the event was to celebrate all that occurs at the hall and look forward to the next 100 years. To that end a number of the regular user groups provided support with refreshments and food, gave demonstrations, performed dance, music, and entertainment for both young and old throughout the day. Daniel Thwaites Brewery kindly donated a barrel of beer for the bar and tea and cakes were donated and served by Preston Lady Farmers. Proceedings were opened by our Honorary President Jim Slater, who read an extract of the minutes from the very first Trustees meeting which reminded us all that The Hall was built in memory of the brave soldiers of Samlesbury and the surrounding area, who gave their lives in the Great War for our freedom. The event was a great success helped by the glorious sunshine, with hundreds of people attending during the course of the day. A memory book of the event has been produced to keep as a pictorial record.

Let's hope that an anniversary event can be held at Samlesbury War Memorial Hall in another 100 years.

During 2023, an outside paved patio area was installed on the field with access from the main hall. The field area was enhanced by a solid perimeter gravel path for the enjoyment of users which leads to the War Memorial Silhouette Statue and Rose Garden, where a rose represents each of the soldiers named on the War Memorial Plaque. This was completed in time for the Centenary Celebration event.

The grant issued in 2022 from South Ribble Borough Council was used to develop the path around the field. A grant of £1000 from the Eastern Area Grant fund was also gratefully received.

Samlesbury War Memorial Hall hosted the village Remembrance wreath laying commemorations on Saturday 11th November. After a wreath was placed at the Village Cross on Cuerdale Lane, a wreath was placed at the foot of the War Memorial Plaque in front of the Hall. The Reverend Karen Herschell led the Remembrance commemorations along with Graham Young, Chair of the Parish Council. A two minute silence at 11am was respected, after which villagers enjoyed a warming cuppa and cake in the Committee Rooms where information boards display details depicting the life of each soldier listed on the War Memorial Plaque.

Samlesbury's first Artisan Christmas Craft Market was held at Samlesbury War Memorial Hall on Saturday 9th December. The 20 festive artisan stalls in the main hall were complemented by festive refreshments in the Committee Rooms. The Bar Room was transformed into Santa's Grotto where children could visit Santa by the fireside and each received an age appropriate gift. Samlesbury School Choir provided entertainment by performing Christmas Carols and songs. Many thanks go to Imogen Young for her energy and drive in organising this event and ensuring it was a roaring success.

The community gardens at The Hall, tended by John Greaves with the help of the Civic Society, are open to all. These include the Centenary Garden with its seasonal produce and fragrant flowers for sale, in addition to the colourful blooms surrounding the Flag Pole at the roadside, the poignant red roses in front of the War Memorial Silhouette Statue, along with the magnificent hanging baskets displayed all around The Hall look beautiful throughout the year. These have been an added attraction and an asset to The Hall and its users. Samlesbury was runner up in the Best Kept Village Competition, Medium Village section, run by South Ribble Borough Council and Samlesbury War Memorial Hall and grounds gained joint Best Public Building and the Centenary Garden came runner up for the Best Community Garden. Samlesbury War Memorial Hall was also Highly Commended in the Community Notice Board Section. This could only have been achieved through the dedication and commitment of John Greaves and his team.

Due to the very wet nature of the ground in the field numerous young trees have been planted around the curtilage to soak up some of the moisture with the aim for this to become a nature/wildlife area. Further planting in the mound left by the construction of the perimeter path has yet to be agreed, as has the provision of outdoor seating on the new patio area adjacent to the main hall building.

A number of challenges with Abbey Landscaping, including invoicing errors along with issues with weed killer and grass cutting disposal, meant the Trustees decided to give the contact for keeping the grounds mown and tidy to Millars Ground Maintenance Services going forward.

The fabric of The Hall keeps the Trustees focussed on the maintenance of the building, whilst continually seeking to make improvements to ensure The Hall is fit for purpose both now and in the future. Numerous maintenance tasks and decorating jobs have been completed by our own "Mr SWMH Fix It", Barry Dixon who we have contracted the ad hoc ongoing repairs to. This has proved successful with Barry being available at short notice to carry out repairs both large and small.

A major leak to the flat roof above the kitchen meant the Trustees decided to future proof against further leaks and renew all of the flat roof areas; above the kitchen, entrance hall and the bar room. The rainy weather meant that this significant financial investment had to be completed in three separate phases and has taken some time to carry out. The kitchen roof has been renewed which resolved the original problem and the third and final phase is still to be completed once the weather allows.

The resultant damage to the kitchen ceiling, wall and tiles over the cooker, has necessitated redecoration of the kitchen. As the kitchen area was not redecorated during the forced closures of the Covid 19 pandemic, the Trustees are looking to redevelop the kitchen by renewing and replacing several items to ensure that the facilities are to a high standard practically and aesthetically and will be fit for purpose for many years. Indicative costs for the envisaged kitchen overhaul are being sought as are additional avenues for funding support for the project.

The main hall lights have been replaced by LED units and the defective spotlights have also been replaced with LED spots, with the work carried out by our regular electrician Sam Brown.

Several problems with the heating system during 2023, resulted in repairs to the heat pump units and a tamper proof cover being placed over the thermostat in the main hall in an attempt to prevent users from changing the settings. Going forward it was decided that the contract would be with Cool Solutions Limited as they were involved in the original installation of the system.

Some minor repairs and improvements have been required in the ladies, gents and disabled toilets mainly completed by our plumber Nick Whiteside.

The main entrance access system has been renewed after several false alarms meant Trustees having to attend the hall at unsociable hours. User groups and committee members have been issued with new access codes. The car park barrier code has been given to groups when required due to a need for additional parking at the rear of the hall. Additional parking has been sought from United Utilities for major events.

The cleaning contract with Jenny Booth has again been positive with weekly cleaning one day a week and flexibility for additional cleaning for one off events if required. The trustees have continued to provide hand sanitiser stations and additional self-help cleaning materials for hirers to use.

The chairs at The Hall have become marked and dirty over many years of constant use and several have broken beyond repair. The high cleaning costs led the Trustees to decide to replace all of the chairs in the main hall and committee rooms. Competitive quotes are being sought for contemporary comfortable chairs which are lightweight and will provide a stackable storage solution.

A replacement programme for the curtains in the main hall and in the Committee Rooms is planned.

The new improved website completed by Julia Marsden www.samlesburymemorialhall.co.uk is being accessed regularly, generating interest and bookings for hire of the Hall. The revamp to the website makes it easier to update and change information by the committee, contains historical information about the hall, allows the latest information to be detailed and potential hirers to view availability.

Hire charges have again been reviewed and in light of increasing costs, adjustments have been made, particularly to the commercial rates charged and to those hirers who wish to hire the whole venue. The refundable bond has also been increased to take into account increased cleaning costs.

The ongoing commitment of Julia Dixon as Booking Secretary has ensured the smooth running of the booking process for hirers and regular users alike. Thank you.

The financial position of the Hall is good and hire income has increased.

Thanks go to our Treasurer Cathy Evans for her diligent and dedicated work regarding the monthly accounts along with her involvement in so many other matters at The Hall.

The CAF Bank Account is still proving to be an effective way of managing the hall finances and its use will continue. The 'Square' card reader has been used for the Quiz nights and for the small cost involved in its use it allows easy electronic payments to be made.

The Hall insurance was renewed with Ansvar at the end of December.

We are again indebted to Alison Gerrard FFA/FIPA for the supervisory role she professionally carries out as Independent Examiner for the accounting functions and her input is welcomed.

The Independent Examiner has once again kindly waived her fee in favour of Hall funds.

The Trustees have as usual met monthly, to fulfil their roles of management. We held the AGM on the 5th of April 2023, where the annual report and accounts for 2022 were agreed and accepted by all those present. Two new trustees joined the committee during 2023, although sadly Imogen Young stood down after many years of dedicated and faithful service for which she has been thanked. We still have a couple of places available and new Trustees are being sought, so it is hoped that this situation will be resolved in 2024.

Finally, tremendous thanks to all the supporters of Samlesbury War Memorial Hall, in particular the Trustees. The commitment of time, energy, skills, and knowledge shows in the continued success of The Hall.

Thanks are to be expressed to the officers of the committee, who have worked tirelessly once again.

The work of the Hall could not continue, however, without the support of so many interested people, who hire the hall, support the functions, but also are part of The Hall's wider community.

Trustees continue to look ahead, particularly as a War Memorial should continue to reflect its purpose.

The Hall has met its obligations since it opened in 1922 and is in a secure financial position to continue its role for the benefit of the local rural community and the wider area for many years to come.

Committee for 2023

Ms Caroline Coughlin - Chair Samlesbury Church PCC

Mr Gordon Barton - Vice Chairman Elected

Mrs Cathy Evans - Treasurer Elected

Mrs Caroline Marshall - Secretary Co-Opted

Mrs Julia Dixon - Booking Secretary Co-Opted

Mrs Imogen Eastham - Co-opted

Mrs. Janet Young - Elected

Mrs Clare Lewis - Balderstone & District W.I.

Mr Gwyn Lewis - Co-opted

Mr James Nairey - Samlesbury Young Farmers

Ms Beth Baldwin - Samlesbury Young Farmers

Mrs. Cath Randall - Elected

Mr John Greaves - Co-opted

Vacant - Parish Council

Mr Jim Slater - Honorary Life President

Signed.....Date.....

This Annual Report and Accounts are approved by the Management Committee

Signed.....Date.....

Caroline Coughlin (Chair)

Samlesbury War Memorial Hall

Statement Of Financial Activities

For the Year Ended 31st December 2023

Income & Expenditure	Unrestricted £	Restricted £
Income:		
Charges to Users	40,893	
Donations & Grants	1,147	
Fund Raising		
Feed In Tariff	1,187	
Interest Earned	374	
	<hr/>	<hr/>
	43,601	0
Direct Charitable Expenditure:		
Provision of Hall		
Electricity	3,893	
Water	398	
Insurance	2,085	
Cleaning materials & supplies	2,621	
Fundraising Expenses	5,618	
Telephone	525	
Licences & Subscriptions	360	
Repairs	15,962	
Website	880	
Printing & Stationery	614	
Charitable donations	80	
Depreciation	700	1,719
Bank charges	91	
	<hr/>	<hr/>
	33,827	1,719
Other Expenditure:		
Management & administration of the charity		
	<hr/>	<hr/>
Total Expenditure	33,827	1,719
Net Income/(Expenditure) for the Year	9,774	(1,719)
Funds Balance Brought Forward		
	<hr/>	<hr/>
Funds Balance Carried Forward	9,774	(1,719)

Total	2022
£	£
40,893	18,448
1,147	26,371
0	4,957
1,187	55
374	1
<hr/>	<hr/>
43,601	49,832
3,893	2,179
398	149
2,085	1,181
2,621	2,021
5,618	3,230
525	155
360	486
15,962	2,982
880	
614	119
80	95
2,419	4,284
91	76
<hr/>	<hr/>
35,546	16,957
0	
<hr/>	<hr/>
35,546	16,957
8,055	32,875
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89,383	56,508
<hr/>	<hr/>
97,438	89,383
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Samlesbury War Memorial Hall

Balance Sheet as at 31st December 2023

	Notes	2023	
		£	£
Fixed Assets			
Memorial Hall			31,234
Fixtures & Fittings			8,584
Furniture & Equipment			<u>434</u>
			40,252
Current Assets			
Debtors		2,399	
Accruals & Prepayments		1,880	
Balances at Bank:			
CAF Gold Account		16,383	
CAF Account		35,090	
Cash		<u>1,434</u>	
		57,186	
Current Liabilities			
Creditors		<u></u>	
Net Current Assets			<u>57,186</u>
Net Assets			<u>97,438</u>
FUNDS			
Unrestricted			81,224
Restricted			<u>16,214</u>
			<u>97,438</u>

G Barton
Chairman
16th April 2024

For and on behalf of the Managing Committee

2022

£

£

31,234

12,530

791

44,555

14,822

16,081

20,798

571

52,272

7,444

44,828

89,383

77,838

11,545

89,383


Samlesbury War Memorial Hall

Statement Of Financial Activities

For the Year Ended 31st December 2023

Income & Expenditure	Unrestricted £	Restricted £	Total £	2022 £
Income:				
Charges to Users	40,893		40,893	18,448
Donations & Grants	1,147		1,147	26,371
Fund Raising			0	4,957
Feed In Tariff	1,187		1,187	55
Interest Earned	374		374	1
	<u>43,601</u>	<u>0</u>	<u>43,601</u>	<u>49,832</u>
Direct Charitable Expenditure:				
Provision of Hall				
Electricity	3,893		3,893	2,179
Water	398		398	149
Insurance	2,085		2,085	1,181
Cleaning materials & supplies	2,621		2,621	2,021
Fundraising Expenses	5,618		5,618	3,230
Telephone	525		525	155
Licences & Subscriptions	360		360	486
Repairs	15,962		15,962	2,982
Website	880		880	
Printing & Stationery	614		614	119
Charitable donations	80		80	95
Depreciation	700	1,719	2,419	4,284
Bank charges	91		91	76
	<u>33,827</u>	<u>1,719</u>	<u>35,546</u>	<u>16,957</u>
Other Expenditure:				
Management & administration of the charity			0	
Total Expenditure	<u>33,827</u>	<u>1,719</u>	<u>35,546</u>	<u>16,957</u>
Net Income/(Expenditure) for the Year	<u>9,774</u>	<u>(1,719)</u>	<u>8,055</u>	<u>32,875</u>
Funds Balance Brought Forward			<u>89,383</u>	<u>56,508</u>
Funds Balance Carried Forward	<u>9,774</u>	<u>-1,719</u>	<u>97,438</u>	<u>89,383</u>

The Balance Sheet and Income and Expenditure Account have been prepared from the books and records of the The Samlesbury War Memorial Hall and I certify them to be in accordance therewith.


Alison M Gerrard FMAAT
15 April 2024