

Samlesbury War Memorial Hall Management Committee
Registered Charity No. 521317
Chair's Annual Report 2024

31st December 2024

The Managing Trustees present the report for the year ended 31st December 2024 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

Thanks must go to all of the Trustees whose dedication and commitment to Samlesbury War Memorial Hall has ensured its smooth running and improved facilities in 2024.

2024 has been another successful year regarding bookings due to the loyalty of our regular hirers as well as additional one off bookings. There have been some months where the hall has been used every single day.

During 2024 the fabric of The Hall has kept 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. Again, numerous maintenance tasks and decorating jobs have been completed by our own "Mr SWMH Fix It". Thanks go to Barry Dixon who we have contracted the ad hoc ongoing repairs to. This has continued to be successful with Barry being available at short notice to carry out repairs both large and small.

After the major leak to the flat roof above the kitchen 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. Thanks go to Gordon Barton for coordinating this work with the roofer, which once completed meant that a major overhaul of the kitchen and facilities could be carried out. Thanks, must be given to Julia Marsden who project managed the renovation work. Considerable time and commitment were given over not just by Julia Marsden but also Cathy Evans, Julia Dixon, Gordon Barton and John Greaves along with other Trustees. The kitchen ceiling and walls were renewed and repainted, tiles replaced, new stainless steel work surfaces and splashbacks were fitted and a number of pipes and appliances removed and replaced. The results have made

a tremendous difference to the aesthetics and practical working of the kitchen which has generated many positive comments and feedback and will be fit for purpose for many years.

The other major capital project undertaken in 2024 was the renewal of the Canadian Maple sprung floor in the Main Hall after several cracks had appeared. Again, thanks must go to Julia Marsden who arranged and organised the sanding and renovation of the floor to ensure that all of the dance clubs that regularly use the hall continue to enjoy our dance floor to the highest of standards.

The chairs in the Main Hall had become marked and dirty over many years of constant use and several had broken beyond repair, so 120 new grey, fabric, lightweight, stackable chairs along with a chair trolley were ordered from Lomas Office Supplies in Blackburn. Consideration was given for a local repair service and replacement when choosing the chair supplier. The 40 chairs in the Committee Rooms were cleaned and the plan is to replace these in due course.

A replacement programme for the curtains in the Main Hall and in the Committee Rooms along with the carpet and Entrance Hallway flooring is planned. A Building & Refurbishment sub-Committee has been established for ongoing refurbishment and maintenance work. Our needs and wants will be assessed regarding the provision of new security cameras, 'Hive' heating and/or a Building Management system, then indicative quotes will be gained and additional avenues for funding support through grants also explored.

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 Flaggpole 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 thanks to the dedication and commitment of John Greaves and his team.

Due to the 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 which we hope to secure funding for.

The contract for keeping the grounds mown and tidy by Millars Ground Maintenance Services has run smoothly and will continue going forward.

The internal and external hall lights continue to be maintained and replaced by our regular electrician Sam Brown.

Several problems with the heating system again during 2024, resulted in further repairs to the heating units and boiler system which will be monitored. Going forward it was decided that the contract for the heating units would revert back from Cool Solutions Limited to Pronto 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 white lines on the car park have been repainted and the vehicular entrance and exit made clear with directions painted on the tarmac after several near misses with further improvements to the signs are planned.

The new cleaning contract with Jacqueline Massey has been positive with a deep clean being undertaken when she first started and ongoing cleaning twice a week, with flexibility for additional cleaning for one off

events if required. Jacq has also agreed to arrange for the replacement of toilet rolls and paper towels along with other consumables from System Hygiene Supplies with the invoices going directly to our Treasurer.

The 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.

Our monthly Quiz Nights throughout the winter months have seen a varied attendance at each, ranging from between 40-80 quizzers, still not reaching our pre pandemic numbers of regularly between 80-100. To that end an option without supper was trialled and the committee decided to offer quizzers the choice of 'with' or 'without' supper priced appropriately. Thanks must go to the Trustees who support the Quiz Nights every month, helping to set up, serve and clean and tidy away afterwards.

Samlesbury War Memorial Hall hosted the village Remembrance wreath laying commemorations on Monday 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 Chair of the Parish Council Mr Graham Young led Remembrance commemorations. 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.

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 is healthy.

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, with a small cost involved for its use in allowing easy electronic payments to be made.

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

We are indebted to Jennifer McNamee FFA/FIPA for the supervisory role she is professionally carrying out as our Independent Examiner for the accounting functions and her input is welcomed. The Annual Accounts have still to be completed as Jennifer is awaiting further information from Alison Gerrard our previous Independent Examiner. Jennifer has 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 16th of April 2024 where the annual report and accounts for 2023 were agreed and accepted by all those present. We welcomed two new trustees to the committee during 2024. Jane and Simon Clarke from Ribble Strings provide a helpful insight from a hirers perspective. We still have places available and new Trustees are being sought on an ongoing basis.

Finally, tremendous thanks must go to all the supporters of Samlesbury War Memorial Hall, in particular the Trustees. Their 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 Hall could not continue to function however, without the support of so many interested people, who hire the hall, support events and are part of The Hall's wider community.

The 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 2024

- Ms Caroline Coughlin - Chair - Samlesbury Church PCC
- Mr Gordon Barton - Vice Chair - Elected
- Mrs Cathy Evans - Treasurer - Elected
- Mrs Julia Marsden - Secretary & Website Management - Elected
- Mrs Caroline Marshall - Assistant Secretary - Co-Opted
- Mrs Julia Dixon - Booking Secretary - Co-Opted
- Mrs. Janet Young - Health & Safety - Elected
- Mrs Clare Lewis - Parish Council
- Mr Gwyn Lewis - Co-opted
- Mr John Greaves - Maintenance - Co-opted
- Mr James Nairey - Samlesbury Young Farmers
- Ms Beth Baldwin - Samlesbury Young Farmers
- Mr Peter Jackson - Samlesbury Young Farmers
- Mrs. Cath Randall - Elected
- Mrs Jane Clarke - St Mary & John Southworth
- Mr Simon Clarke - Co-opted
- Vacant - Balderstone & District W.I.

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 2024

	Unrestricted	Restricted	Total	2023
Income & Expenditure				
Income:				
Charges to Users	31,469		31,469	33,426
Donations & Grants	151		151	1,147
Fund Raising	3,296		3,296	7,467
Feed In Tariff	693		693	1,187
Interest Earned	462		462	374
	36,071	-	36,071	43,601
Direct Charitable Expenditure:				
Provision of Hall				
Electricity	4,851		4,851	3,893
Water	665		665	398
Insurance	2,214		2,214	2,085
Cleaning Materials & Supplies	2,543		2,543	2,621
			0	
Fundraising Expenses	1,855		1,855	5,169
Telephone	543		543	525
Licences & Subscriptions	702		702	360
Repairs	16,975		16,975	15,962
Replacements & Improvements	21,097		21,097	-
Website & Marketing	179		179	880
IT Software & Consumables	634		634	614
Miscellaneous & General Expenses	1,845		1,845	449
Charitable donations	580		580	80
Depreciation	518	944	1,462	2,419
Bank charges	76		76	91
	55,277	944	56,221	35,546
Other Expenditure:				
Management & administration of the charity	-		-	-
Total Expenditure	55,277	944	56,221	35,546
Net Income/(Expenditure) for the Year	(19,206)	(944)	(20,150)	8,055
Funds Balance Brought Forward	81,217	9,826	91,043	89,383
Funds Balance Carried Forward	£ 62,011	8,882	70,893	97,438

Samlesbury War Memorial Hall

Balance Sheet as at 31st December 2024

	Notes	2024	2023
Fixed Assets	2		
Memorial Hall		31,234	31,234
Fixtures & Fittings		4,560	5,914
Furniture & Equipment		<u>326</u>	<u>434</u>
		36,120	37,582
Current Assets			
Stock		110	30
Debtors		(96)	2,399
Prepayments		359	223
Balances at Bank:			
CAF Gold Account		16,791	16,383
CAF Account		20,339	35,090
Cash		<u>286</u>	<u>1,434</u>
		37,789	55,559
Current Liabilities			
Creditors & Accruals	3	<u>(3,016)</u>	<u>(2,098)</u>
Net Current Assets		<u>34,773</u>	<u>53,461</u>
Net Assets		<u>£ 70,893</u>	<u>£ 91,043</u>
REPRESENTED BY FUNDS			
Unrestricted		62,011	87,612
Adjustment to 2023 figures			<u>(6,395)</u>
			81,217
Restricted		8,882	9,826
		<u>£ 70,893</u>	<u>£ 91,043</u>

Chairman

For and on behalf of the Managing Committee

I have examined the financial records of Samlesbury War Memorial Hall for the year ended 31st December 2024, and confirm that these Accounts are in accordance with them

Jennifer McNamee
14th September 2025

Samlesbury War Memorial Hall

Cash Flow Statement

for the year ended 31st December 2024

	Notes	2024
Sources of Funds		
Net Income/(Expenditure) for the year	(20,150)	
Add back depreciation ((non cash item)	2 <u>1,462</u>	
Operating Cash Flow		(18,688)
Movements in working capital		
Increase in Stock	(80)	
Decrease/(Increase) in Debtors & Prepayments	2,359	
Decrease/(Increase) in Creditors	918	
	<u> </u>	3,197
Funds from operations		<u>(15,491)</u>
Applications of funds		
Capital Expenditure		-
Net cash Inflow/(Outflow) for the year		<u>(15,491)</u>
Cash balances brought forward		52,907
Cash balances carried forward		<u><u>£ 37,416</u></u>
Represented by:		
Deposit Account		16,791
Current Account		20,339
Cash		286
		<u><u>£ 37,416</u></u>

Samlesbury War Memorial Hall

Notes to the Accounts

31st December 2024

1 Accounting Policies

a) General

These accounts have been prepared under the historical convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice for Charities.

b) Fixed Assets

The Memorial Hall is shown at its historic cost plus additions since at cost

c) Depreciation

No depreciation is provided on the hall building as any replacement or substantial improvement will be separately funded.

Furniture and equipment, and fixtures and fittings are depreciated at varying rates, dependent upon their estimated useful lives, given reasonable maintenance

Furniture and equipment	25% reducing balance
Fixtures and fittings	12.5% straight line

2 Fixed Assets

	Fixtures & Fittings	Furniture & Equipment	Village Hall	Total 2024	2023
Cost					
At 1st January	13,773	1,454	31,234	46,461	46,461
Added	-	-	-	-	-
At 31st December	13,773	1,454	31,234	46,461	46,461
Depreciation					
At 1st January	7,859	1,020	-	8,879	6,460
Added	1,354	108	-	1,462	2,419
At 31st December	9,213	1,128	-	10,341	8,879
Net Book Value					
At 1st January	5,914	434	31,234	37,582	40,001
At 31st December	£ 4,560	326	31,234	36,120	37,582

3 Creditors

	2024	2023
Accounts payable	2,171	1158
Accruals	495	-
Bond prepayments	350	600
Prepayments for next year	-	340
	£ 3,016	£ 2098

4 Comparative figures Adjustment

Incorrect items in 2023 accounts restated correctly in comparative figures in 2024 accounts:

Fixtures & fittings overstated in 2023	2670
Stock omitted	(30)
Prepayments reduced from £1880 to £223	1657
Creditors omitted	1158
Accruals omitted	940
	£ 6395

Samlesbury War Memorial Hall

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