

**ANNUAL REPORT AND
UNAUDITED FINANCIAL STATEMENTS OF
LAVENHAM COMMUNITY COUNCIL**

FOR THE YEAR ENDED

31 March 2019

**Registered Company 5269736
Registered Charity 1106956**

TUESDAY



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COMPANIES HOUSE

LAVENHAM COMMUNITY COUNCIL

COMPANY INFORMATION

Directors

M J Petty
J M Jones
J C Corney
B A Goddard
P.V.Smith

Secretary

J M Jones

Village Hall Managers

H Delves
JT Gosling

Company Number

5269736

Charity Number

1106956

Registered Office

The Village Hall
Church Street, Lavenham
Sudbury CO10 9QT

Bankers

Cooperative Bank
PO Box101
1 Balloon Street
Manchester M60 4EP

Santander UK plc
Bridle Road
Bootle
Merseyside L30 4GB

Independent Examiner

C L Bassett FCA DChA

LAVENHAM COMMUNITY COUNCIL

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LAVENHAM COMMUNITY COUNCIL
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing Document - The organisation is a charitable company limited by guarantee, incorporated on 26 October 2004 and registered as a charity on 24 November 2004.

Organisational Structure - The company has five (2018 three) registered members. The Charity is organised so that the trustees have regular general meetings comprising the elected and nominated members to discuss progress, activities and administration. All the directors of the company are also trustees of the charity, and there are no other trustees. B A Goddard and P V Smith were appointed on 24 April 2019.

Risk Management - The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error.

The Village Hall Manager resigned and left in February 2018 and the post has been altered from 1 June 2018 to be held jointly between two appointees to allow for less risk from absence and provide better cover continuity. This has been a positive experience and is working well

OBJECTIVES AND ACTIVITIES

Objectives and aims for the Public Benefit. The Charity's exclusive charitable objectives are to encourage, provide, maintain and develop recreational and other leisure time activities, advancement of education, improving health, relieving poverty, distress or sickness or in pursuing other charitable objects in the interest of social welfare for the inhabitants of Lavenham and its immediate neighbourhood.

The trustees confirm that they have referred to the guidance contained in the Charity Commissioner's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

The charity carries out these objects by maintaining and operating Lavenham Village Hall, Pavilion and playing fields provide facilities for many local services. They also hold events and fundraising which provide services for Lavenham residents and also encourages visitors from outside the village.

ACHIEVEMENT AND PERFORMANCE

During the year we continued to maintain and operate Lavenham Village Hall which provides facilities for many local societies, farmers' markets, film nights, craft fairs, sports nights, social gatherings and venue for private functions.

The Community Council also organised the Village Fete, Hidden Gardens and Car Show.

The Pavilion and playing fields, managed on behalf of Lavenham Parish Council, were used for tennis, football and cricket clubs and by Lavenham Primary School.

The Village Hall premises also house the Lavenham Library and Lavenham Preschool.

FINANCIAL REVIEW

Total unrestricted income during the year was £81,223 (£72,043 2018) an increase of £9,180.

Village Hall income rose from £61,137 to £71,022

The net profit from Car Show rose from £1,172 to £1,571 from which a donation of £760 was made to East Anglian Air Ambulance

The net profit from the Hidden Gardens rose from £3,379 to £4,228 from which a donation of £2,114 was made to St Nicholas Hospice.

Total unrestricted expenditure was £81,278 (£75,764 2018), an increase of £5,514. Village Hall running expenses rose from £63,501 to £67,998 which included wages increases and pension costs. There was a rise in net incoming unrestricted income of £3,666 from deficit £3,721 in 2018 to deficit £55 in 2019.

The Restricted Fund held for the Pre school new Build still unspent at 31 March 2019 was £2,791.

Total funds have decreased by £45,271 from £1,184,311 to £1,139,040 after charging depreciation of £45,314.

RESERVES POLICY

The board have established a policy that unrestricted reserves should be held at a minimum level of £30,000 which is the equivalent to six months running costs. The charity's unrestricted funds excluding fixed assets at 31 March 2019 are £39,049. At this level the board feel that they would be able to continue the current activities of the charity in the event of a drop in income or unforeseen expenditure. It would obviously need to consider how the funding would be replaced or the activities changed.

SMALL COMPANIES PROVISIONS

This report has been prepared in accordance with the provisions applicable to the small companies exemption.

ON BEHALF OF THE BOARD



M J Petty Trustee & Chairman
P V Smith

23/07/2019
Date

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LAVENHAM COMMUNITY COUNCIL**

I report on the accounts for the year ended 31st March 2019 which are set out on pages 3 to 9

RESPONSIBILITIES AND BASIS OF REPORT

As the charity's trustees (who are also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. (the 2006 Act)

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1 accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act: or
- 2 the accounts do not accord with those records: or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination: or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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.



Dated..... 28/07/2019

C L Bassett FCA DChA
28 The Glebe, Sudbury Road
Lavenham
Sudbury, Suffolk CO10 9SN

LAVENHAM COMMUNITY COUNCIL
(Registered Charity No. 1106956)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED AS AT 31 MARCH 2019

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2019</u>	<u>Total 2018</u>
INCOME FROM:					
Income from generated funds					
Donations grants and similar income	2c	0	0	0	253,422
Investment Income	2b	0		0	0
Income from Charitable Activities					
Village Hall	2a	71,022		71,022	61,137
Gift Aid Prior years		0		0	48
Motor Show		2,001		2,001	1,610
Hidden Gardens		4,228		4,228	3,680
100 Clubs		1,796		1,796	2,434
Pavilion income excluding club rentals		474		474	1,113
Sports Club Rental income		942		942	2,021
		<u>80,463</u>	<u>0</u>	<u>80,463</u>	<u>325,465</u>
TOTAL INCOME		<u>80,463</u>	<u>0</u>	<u>80,463</u>	<u>325,465</u>
EXPENDITURE ON:					
Charitable Activities					
Village Hall	3a	67,998		67,998	63,501
Motor Show		430		430	438
Hidden Gardens		0		0	301
100 Clubs		1,430		1,430	1,440
Sundry Expenses		562		562	279
Grants Made	3b	2,874		2,874	500
Pavilion Expenses	3d	5,127		5,127	6,936
Depreciation	3c	2,097	43,217	45,314	45,586
Restricted Expenditure	3e		1,999	1,999	43,948
		<u>80,518</u>	<u>45,216</u>	<u>125,734</u>	<u>162,929</u>
TOTAL EXPENDITURE		<u>80,518</u>	<u>45,216</u>	<u>125,734</u>	<u>162,929</u>
NET INCOME (EXPENDITURE)		<u>-55</u>	<u>-45,216</u>	<u>-45,271</u>	<u>162,536</u>
TOTAL FUNDS BROUGHT FORWARD AT 1ST APRIL 2018					
		50,309	1,134,002	1,184,311	1,021,775
TOTAL FUNDS CARRIED FORWARD AT 31ST MARCH 2019					
		<u>50,254</u>	<u>1,088,786</u>	<u>1,139,040</u>	<u>1,184,311</u>

LAVENHAM COMMUNITY COUNCIL
(Registered Charity No. 1106956)

BALANCE SHEET AS AT 31 MARCH 2019

		<u>2019</u>	<u>2018</u>
	<u>Notes</u>		
FIXED ASSETS			
Tangible	7	1,095,783	1,141,097
Investment in Subsidiary	6	0	1
		<u>1,095,783</u>	<u>1,141,098</u>
CURRENT ASSETS			
Debtors and prepayments	8	2,408	1,407
Cash at bank and in hand		51,551	47,999
Stock at cost		741	1,191
		<u>54,700</u>	<u>50,597</u>
CURRENT LIABILITIES			
Creditors - amounts falling due within one year	9	11,443	7,384
NET CURRENT ASSETS / (LIABILITIES)		43,257	43,213
TOTAL NET ASSETS	10	<u>1,139,040</u>	<u>1,184,311</u>
FUNDS			
Unrestricted		50,254	50,309
Restricted	11	1,088,786	1,134,002
		<u>1,139,040</u>	<u>1,184,311</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2019.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

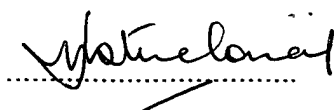
- (a) ensuring that the charitable company keeps accounting records that comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of sections 354 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions relating to small charitable companies and in accordance with the Financial Reporting Standard 102, The Financial Reporting Standard applicable to the UK and the Republic of Ireland

The financial statements were approved by the Board of Trustees on 23/07/2019 and were signed on its behalf by:



PHILIP SMITH
~~Mick Petty~~ Trustee



Justine Corney - Trustee

The notes on pages 5 to 9 form part of these accounts

LAVENHAM COMMUNITY COUNCIL
(Registered Charity No1106956)

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31st March 2019

1 ACCOUNTING POLICIES

These financial statements have been prepared in accordance Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting standard applicable to the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006. The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements are prepared in sterling, which is the functional currency of the entity. The charity constitutes a public benefit entity as defined by FRS 102.

FUNDS

Unrestricted Funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted Funds can only be used for specified purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

GOING CONCERN

The accounts have been prepared on the going concern basis and the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected income and expenditure for the next 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

INCOME

All income is included on the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. All income is accounted for gross.

EXPENDITURE

Expenditure is accounted for on an accruals basis as a liability is occurred. Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

STOCKS

Stocks are valued at the lower of cost and net realisable value after making allowance for slow moving and obsolete items.

FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Freehold Property - over 40 years, the expected life of the property

Equipment, fixtures and fittings - at an average of 10% flat rate

Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

LEASES

To facilitate the building of Lavenham Village Hall on a specified part of the Glebe, two leases were negotiated with the Diocesan Board of Finance (DBF) in late 2003/early 2004

1 A full repairing and maintaining lease between the DBF and the Parochial Church Council (PCC) for the Glebe for a term of 40 years with effect from 1 June 2004 at a rent of £150 per annum with rent reviews every 5 years.

2 A full repairing and maintaining Underlease between the Lavenham Community Council (through their holding Trustees), the PCC and the DBF for a defined plot on the Glebe (and consent to build the Lavenham Village Hall) for a term of 40 years less 2 days, at a rent of £200 per annum with rent reviews every 5 years.

A lease for the term of 28 years from 12 February 1968 from Lavenham Parish Council for the playing fields which was extended for a further 99 years on 6 February 1995 at a peppercorn rent of £1 per annum.

LAVENHAM COMMUNITY COUNCIL
(Registered Charity No. 1106956)
NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019

2 INCOME

	Unrestricted <u>Funds</u>	Restricted <u>Funds</u>	Total <u>2019</u>	Total <u>2018</u>
2a Village Hall Income				
Rents and activities	59,292		59,292	51,782
Library Rent	7,155		7,155	6,730
Preschool Rents	4,575		4,575	2,625
	<u>71,022</u>	<u>0</u>	<u>71,022</u>	<u>61,137</u>
2b Investment Income				
Bank Interest	0		0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
2c Donation Grants and similar Income				
Building Extension Suffolk CC Grant	0	0	0	227,222
Babergh DC	0	0	0	25,000
Lavenham PC Grant	0	0	0	1,200
	<u>0</u>	<u>0</u>	<u>0</u>	<u>253,422</u>

3 EXPENDITURE

3a Village Hall Expenses				
Light and heat	5,356		5,356	5,330
Insurance	4,440		4,440	4,065
Rent and Rates	3,378		3,378	2,768
Repairs and Cleaning	8,739		8,739	13,467
Bar Purchases	3,814		3,814	2,351
Advertising	1,526		1,526	1,313
Licences	2,186		2,186	1,913
Event Costs	5,406		5,406	1,006
Wages	31,877		31,877	29,058
Telephone and Sundries	1,276		1,276	2,230
	<u>67,998</u>	<u>0</u>	<u>67,998</u>	<u>63,501</u>
3b Grants Made				
St Nicholas Hospice	2,114		2,114	
East Anglian Air Ambulance	760		760	
Community Land Trust				500
	<u>2,874</u>		<u>2,874</u>	<u>500</u>
3c Other Resources Expended				
Depreciation	2,097	43,217	45,314	45,586

In the year ended 31 March 2018 all Village Hall and Pavillion income and expenditure and Grants made were unrestricted. Grant Income was all restricted. Depreciation was £2,369 Unrestricted and £43,217 Restricted.

LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>2019</u>	<u>Total</u> <u>2018</u>
3d <i>Pavilion Expenses</i>				
Rates	557		557	514
Electricity	1,365		1,365	1,276
Repairs and Grass cutting	2,225		2,225	3,096
Fencing & Trees	980		980	2,050
	<u>5,127</u>	<u>0</u>	<u>5,127</u>	<u>6,936</u>
3e <i>Restricted Expenses</i>				
Preschool Expenses		1,999	1,999	43,948

4 **EMPLOYEE AND STAFF COSTS**

The average number of full & part time employees during the year was 4 3

In addition the Village Hall employed a number of part time staff

The cost of employing staff both full and part time was

Salaries and Wages	31,133	28,311
National Insurance	0	0
Pension Contributions	150	117
Payroll costs	594	630
	<u>31,877</u>	<u>29,058</u>

The remuneration of key management personnel, including senior staff, was £22,160 (2018 £18,829)

No employee received benefits of more than £60,000 during the year (2018 Nil)

5 **TRUSTEES REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 MARCH 2019

6

SUBSIDIARY

The charity's wholly owned subsidiary, LCC Trading Ltd, ceased trading on 31 July 2014 and was dissolved on 15 May 2018.

7

FIXED ASSETS

Equipment Leasehold
Tangible fixed assets fixtures Property
& fittings

Cost

As at 1.4.18

Additions during the year at cost

As at 31.03.19

Depreciation

As at 1.4.18

Charge for the year

As at 31.03.19

Net book value at 31.03.19

Net book value at 31.03.18

8

DEBTORS

Trade Debtors

Prepayments

Total
2019

Total
2018

LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2019

9	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	Total	Total
		<u>2019</u>	<u>2018</u>
	Deferred Income and accruals	11,443	7,383
	LCC Trading share	0	1
		<u>11,443</u>	<u>7,384</u>

10	ANALYSIS OF NET ASSETS BY FUND	Unrestricted	Restricted	Total	Total
		<u>Fund</u>	<u>Fund</u>	<u>2019</u>	<u>2018</u>
	Tangible fixed assets	11,205	1,084,578	1,095,783	1,141,097
	Investment in Subsidiary	0		0	1
	Current assets	3,149		3,149	2,598
	Cash	47,343	4,208	51,551	47,999
	Current liabilities	-11,443		-11,443	-7,384
		<u>50,254</u>	<u>1,088,786</u>	<u>1,139,040</u>	<u>1,184,311</u>

11	MOVEMENT IN FUNDS	31/03/2018	Income	Expenditure	31/03/2019
	Unrestricted Funds	50,309	81,223	81,278	50,254
	Restricted Funds				
	Village Hall & Pavilion	715,125		26,508	688,617
	Awards for All	5,302		989	4,313
	Building Extension	408,785		15,720	393,065
	Pre school Funds	4,790		1,999	2,791
		<u>1,134,002</u>	<u>0</u>	<u>45,216</u>	<u>1,088,786</u>
	Total Funds	<u>1,184,311</u>	<u>81,223</u>	<u>126,494</u>	<u>1,139,040</u>

Purpose of Restricted Funds

The Village Hall & Pavilion, Awards for All and Building Extension Funds relate to funding received and expended on these capital projects. The fund balances represent the net book value of the assets. The Preschool funds represent the balance of monies raised as yet unspent on the project.