

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

FOR THE YEAR ENDED

31 March 2020

**Registered Company 5269736
Registered Charity 1106956**



LAVENHAM COMMUNITY COUNCIL

COMPANY INFORMATION

Directors	J M Jones J C Corney B A Goddard P V Smith J R Bradburne
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 2020**

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 (2019 five) 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.

J R Bardume was appointed on 04/09/2019 and M J Petty resigned

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 outbreak of Covid 19 resulted in closedown of all facilities on 23 March 2020. All subsequent bookings have been cancelled and the facilities remained closed until August 2020. The staff have all been furloughed until July when the caretaker and cleaner were brought back full time. The managers remain on 50% time at present. In April 2020 the Charity received grants from Babergh District Council under the UK Government Scheme to support organisations in the leisure sector during the pandemic (RHL Grants). The trustees believe that these grants will enable the charity to continue as a going concern over the next twelve months despite the loss of its regular income.

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 which 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 a 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 £80,406 (£80,463 2019) a decrease of £57.

Village Hall income fell from £71,022 to £65,982

The net profit from Car Show rose from £1,571 to £2,985 from which a donation of £100 was made to Gryphon First Responders.

The net profit from the Hidden Gardens fell from £4,228 to £4,203 from which a donation of £2068 was made to St Nicholas Hospice.

Total unrestricted expenditure was £80,035 (£80,518 2019), a fall of £483. Village Hall running expenses fell from £67,998 to £66,550 which included wages increases and pension costs.

There was a rise in net incoming unrestricted income of £426 from a deficit of £55 in 2019 to a surplus of £371 in 2020.

The Restricted Fund held for the Pre school new Build still unspent at 31 March 2020 was £631.

Total funds have decreased by £45,007 from £1,139,040 to £1,094,033 after charging depreciation of £45,291.

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 2020 are £41,493. 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



P J Smith Trustee & Chairman

8 Sept 2020
Date

LAVENHAM COMMUNITY COUNCIL (Registered Charity No 1106956)

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

I report on the accounts for the year ended 31st March 2020 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 8 September 2020

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 2020

	<u>Notes</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2020</u>	<u>Total 2019</u>
INCOME FROM:					
Income from generated funds					
Donations grants and similar income	2c	537	0	537	0
Investment Income	2b	53		53	0
Income from Charitable Activities					
Village Hall	2a	65,982		65,982	71,022
Motor Show		3,006		3,006	2,001
Hidden Gardens		5,845		5,845	4,228
100 Clubs		2,403		2,403	1,796
Pavilion income excluding club rentals		980		980	474
Sports Club Rental income		1,600		1,600	942
		<u>80,406</u>	<u>0</u>	<u>80,406</u>	<u>80,463</u>
TOTAL INCOME		<u>80,406</u>	<u>0</u>	<u>80,406</u>	<u>80,463</u>
EXPENDITURE ON:					
Charitable Activities					
Village Hall	3a	66,550		66,550	67,998
Motor Show		21		21	430
Hidden Gardens		1,642		1,642	0
100 Clubs		1,440		1,440	1,430
Sundry Expenses		202		202	562
Grants Made	3b	2,518		2,518	2,874
Pavilion Expenses	3d	5,589		5,589	5,127
Depreciation	3c	2,073	43,218	45,291	45,314
Restricted Expenditure	3e		2,160	2,160	1,999
		<u>80,035</u>	<u>45,378</u>	<u>125,413</u>	<u>125,734</u>
TOTAL EXPENDITURE		<u>80,035</u>	<u>45,378</u>	<u>125,413</u>	<u>125,734</u>
NET INCOME (EXPENDITURE)		<u>371</u>	<u>-45,378</u>	<u>-45,007</u>	<u>-45,271</u>
TOTAL FUNDS BROUGHT FORWARD AT 1ST APRIL 2019					
		50,254	1,088,786	1,139,040	1,021,775
TOTAL FUNDS CARRIED FORWARD AT 31ST MARCH 2020					
		<u>50,625</u>	<u>1,043,408</u>	<u>1,094,033</u>	<u>976,504</u>

LAVENHAM COMMUNITY COUNCIL
(Registered Charity No. 1106956)

BALANCE SHEET AS AT 31 MARCH 2020

		<u>2020</u>	<u>2019</u>
	<u>Notes</u>		
FIXED ASSETS			
Tangible	6	1,050,492	1,095,783
		<u>1,050,492</u>	<u>1,095,783</u>
CURRENT ASSETS			
Debtors and prepayments	7	879	2,408
Cash at bank and in hand		50,177	51,551
Stock at cost		1,378	741
		<u>52,434</u>	<u>54,700</u>
CURRENT LIABILITIES			
Creditors - amounts falling due within one year	8	8,893	11,443
NET CURRENT ASSETS / (LIABILITIES)		43,541	43,257
TOTAL NET ASSETS	9	<u>1,094,033</u>	<u>1,139,040</u>
FUNDS			
Unrestricted		50,625	50,254
Restricted	10	1,043,408	1,088,786
		<u>1,094,033</u>	<u>1,139,040</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2020.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

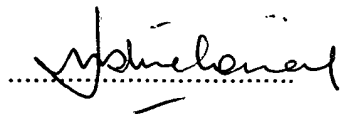
- (a) ensuring that the charitable company keeps accounting records that comply with sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its 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 8 Sept 2020 and were signed on its behalf by:



Philip Smith - 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 2020

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 2020

2 INCOME

	Unrestricted <u>Funds</u>	Restricted <u>Funds</u>	Total <u>2020</u>	Total <u>2019</u>
2a Village Hall Income				
Rents and activities	54,203		54,203	59,292
Library Rent	7,279		7,279	7,155
Preschool Rents	4,500		4,500	4,575
	<u>65,982</u>	<u>0</u>	<u>65,982</u>	<u>71,022</u>
2b Investment Income				
Bank Interest	53		53	0
	<u>53</u>	<u>0</u>	<u>53</u>	<u>0</u>
2c Donation Grants and similar Income				
Coronavirus Job Retention Scheme	537	0	537	0
	<u>537</u>	<u>0</u>	<u>537</u>	<u>0</u>

3 EXPENDITURE

3a Village Hall Expenses				
Light and heat	5,541		5,541	5,356
Insurance	3,160		3,160	4,440
Rent and Rates	3,139		3,139	3,378
Repairs and Cleaning	10,726		10,726	8,739
Bar Purchases	2,152		2,152	3,814
Advertising	1,152		1,152	1,526
Licences	2,111		2,111	2,186
Event Costs	4,298		4,298	5,406
Wages	32,666		32,666	31,877
Telephone and Sundries	1,605		1,605	1,276
	<u>66,550</u>	<u>0</u>	<u>66,550</u>	<u>67,998</u>
3b Grants Made				
St Nicholas Hospice	2,068		2,068	2,114
East Anglian Air Ambulance			0	760
Lavenham Good Neighbours	250		250	
Gryphon First Responders	100		100	
Friends of Lavenham Airfield	100		100	
	<u>2,518</u>		<u>2,518</u>	<u>2,874</u>
3c Other Resources Expended				
Depreciation	2,073	43,218	45,291	45,314

In the year ended 31 March 2019 all Village Hall and Pavillion income and expenditure and Grants made were unrestricted. Grant Income was Nil. Depreciation was £2,097 Unrestricted and £43,217 Restricted.

LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2020

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total 2020</u>	<u>Total 2019</u>
3d <i>Pavilion Expenses</i>				
Rates	385		385	557
Electricity	1,621		1,621	1,365
Repairs	742		742	1,610
Grounds Maintenance	2,841		2,841	615
Fencing & Trees	0		0	980
	<u>5,589</u>	<u>0</u>	<u>5,589</u>	<u>5,127</u>
3e <i>Restricted Expenses</i>				
Preschool Expenses		2,160	2,160	1,999

4 **EMPLOYEE AND STAFF COSTS**

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

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	31,769	31,133
National Insurance	0	0
Pension Contributions	260	150
Payroll costs	637	594
	<u>32,666</u>	<u>31,877</u>

The remuneration of key management personnel, including senior staff, was £21,600 (2019 £22,160)

No employee received benefits of more than £60,000 during the year (2019 Nil)

5 **TRUSTEES REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019.

LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 MARCH 2020

6	FIXED ASSETS	Equipment	Leasehold	
	Tangible fixed assets	fixtures & fittings	Property	<i>Total</i>
				<u>2019</u>
	Cost			
	As at 1.4.19	56,276	1,482,465	1,538,741
	Additions during the year at cost		0	0
	As at 31.03.20	<u>56,276</u>	<u>1,482,465</u>	<u>1,538,741</u>
	Depreciation			
	As at 1.4.19	41,172	401,786	442,958
	Charge for the year	3,046	42,245	45,291
	As at 31.03.20	<u>44,218</u>	<u>444,031</u>	<u>488,249</u>
	Net book value at 31.03.20	<u>12,058</u>	<u>1,038,434</u>	<u>1,050,492</u>
	Net book value at 31.03.19	<u>15,104</u>	<u>1,080,679</u>	<u>1,095,783</u>
7	DEBTORS		Total	Total
			<u>2020</u>	<u>2019</u>
	Trade Debtors		789	2,178
	Prepayments		90	230
			<u>879</u>	<u>2,408</u>

LAVENHAM COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2020

8	LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	<u>Total</u> <u>2020</u>	<u>Total</u> <u>2019</u>
	Deferred Income and accruals	8,893	11,443
		<u>8,893</u>	<u>11,443</u>

9	ANALYSIS OF NET ASSETS BY FUND	<u>Unrestricted</u> <u>Fund</u>	<u>Restricted</u> <u>Fund</u>	<u>Total</u> <u>2020</u>	<u>Total</u> <u>2019</u>
	Tangible fixed assets	9,132	1,041,360	1,050,492	1,095,783
	Current assets	2,257		2,257	3,149
	Cash	48,129	2,048	50,177	51,551
	Current liabilities	-8,893		-8,893	-11,443
		<u>50,625</u>	<u>1,043,408</u>	<u>1,094,033</u>	<u>1,139,040</u>

10	MOVEMENT IN FUNDS	31/03/2019	Income	Expenditure	31/03/2020
	Unrestricted Funds	50,254	80,406	80,035	50,625
	Restricted Funds				
	Village Hall & Pavilion	688,617		26,509	662,108
	Awards for All	4,313		989	3,324
	Building Extension	393,065		15,720	377,345
	Pre school Funds	2,791		2,160	631
		<u>1,088,786</u>	<u>0</u>	<u>45,378</u>	<u>1,043,408</u>
	Total Funds	<u>1,139,040</u>	<u>80,406</u>	<u>125,413</u>	<u>1,094,033</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.