

**LEE MEMORIAL HALL**  
**ANNUAL REPORT AND ACCOUNTS**  
**FOR THE YEAR TO 31 DECEMBER 2010**

**CHARITY REGISTERED NO. 273940**

## LEE MEMORIAL HALL

### TRUSTEES' ANNUAL REPORT FOR THE YEAR TO 31 DECEMBER 2010

The Lee Memorial Hall Trustees present their Report for the year ended 31 December 2010.

#### Purpose and administrative details

The Lee Memorial Hall is a charity registered with the Charity Commission, No. 273940. The charity's address is Lee Memorial Hall, Lee, Ilfracombe, Devon, EX34 8LW. It is charged with maintaining the Hall 'in perpetuity' in memory of the inhabitants of Lee who laid down their lives in the Great War of 1914 – 1918. Its purpose and its activities continue to be to manage the Hall in accordance with the Trust Deed for the benefit of the inhabitants of Lee, Lincombe and the surrounding area.

The Hall is managed by a Management Committee, the members of which during the year and their appointing body, where appropriate, were:

Mrs Nella Barker	Co-opted (from 26.4.10)
Ms Enid Bowman	Women's Institute
Mr Roy Dyer	Holding Trustee
Mrs Brenda Keeble	Women's Institute (until 26.4.10) (Vice-Chairman until 26.4.10))
Ms Kate Madden	Elected
Mrs Janet Mayo	Parochial Church Council
Mr Steve Poore	Elected (from 26.4.10)
Mrs Mavis Rogers	Holding Trustee (Vice-Chairman from 26.4.10)
Mr Tony Seymour	Elected (until 26.4.10)
Mrs Cynthia Stuart	Parochial Church Council
Mr Ian Stuart	Holding Trustee (Chairman)
Mr Bennet Wright	Elected
Ms Becca Wyles	Women's Institute (Secretary)
Vacancy	Lee & Lincombe Residents' Association
Vacancy	Women's Institute (from 26.4.10)

The names and addresses of professional advisers to the Hall are set out below:

- Bankers – Lloyds TSB Bank Plc, 109 High Street, Ilfracombe, EX34 9EU.
- Accountants – Thomas Westcott, 96 High Street, Ilfracombe, EX34 9NH.
- Solicitors – Brewer Harding & Rowe, 6-9 Market Square, Ilfracombe, EX34 9AX.

#### Structure, Governance and Management

The Lee Memorial Hall was established by Deed of Trust dated 18 July 1923 by the villagers of Lee. Under a Constitution revised at the 2003 Annual General Meeting, the Hall is managed by a Management Committee whose members are elected, appointed or co-opted on an annual basis with the officers being elected from the membership of the Management Committee. An amendment to the Constitution was agreed at the 2008 Annual General Meeting to enable officers to be appointed from

outside the committee if the committee is unable to fill posts from amongst its members. Two such officers have been appointed by the committee. Mrs Kate Seekings was appointed Bookings Secretary in April 2008 and has continued in that position throughout 2010. Mrs Edna Thompson was appointed Treasurer in May 2009 and has continued in that role throughout 2010. All decisions of the Management Committee have to be ratified by the Holding Trustees who did this for all decisions during the year. Holding Trustees are elected by the village and hold office until they retire in accordance with the terms of the Deed of Trust. Under Section 73F of the Charities Act 1993, the Trustees have taken out indemnity insurance since 2007 as the Management Committee considered this to be in the best interests of the charity.

### **Objectives and activities**

As already stated, the charity was established to erect a hall in memory of the inhabitants of the Ecclesiastical Parish of Lee who laid down their lives in the First World War and to maintain it in perpetuity for the communal benefit of the inhabitants of Lee, Lincombe and the surrounding area. The Management Committee aims to provide first class facilities at an affordable cost to voluntary organisations serving the community and to private individuals. The charity has a contract cleaner and depends upon the continuing help of committee members and local volunteers to maintain the Hall.

The Hall is available for hiring by any organisation or individual in accordance with the standard hiring agreement and the scale of charges adopted for the year. Although it is intended that the scale of charges be sufficient to generate income to meet day-to-day expenditure incurred in running the Hall, rising costs, particularly of heating oil, electricity and water, mean that there is now a large gap between day-to-day expenditure and income from hiring charges, which have not increased for over 10 years. A review of charges will take place in 2011. Details of the Hall and its current charges are shown on the Lee Bay website at [www.leebay.co.uk](http://www.leebay.co.uk) and also on the Hall's section of the Community Council of Devon website at [www.devonvillagehalls.co.uk/lee](http://www.devonvillagehalls.co.uk/lee) .

Lee Memorial Hall is a member of the Community Council of Devon (CCD) and the Devon Association of Community Buildings (DACB). It benefits from free advice and other support from them. The Hall conducts regular electrical and safety inspections. It holds a fire certificate, premises licence (including covering live and recorded music and the performance of plays but not the sale of alcohol) and performing rights licence. Obtaining other licences, which may be required for activities in the Hall, is the responsibility of the person hiring the Hall for the activity. The sale of alcohol requires a Temporary Events Notice from the local Licensing Authority. The Hall is insured for buildings and contents together with public liability cover, which extends to hirers of the Hall, except in the case of commercial activities.

When planning the charity's activities for the year, the Trustees have considered the Charity Commission's guidance on public benefit. The activities as a whole are for the benefit of the local community. The charity is often approached by voluntary organisations and individuals for the use of the premises and we are pleased to accommodate them.

## **Achievement and performance**

2010 marked the completion of the major building and refurbishment project. The project began to take shape in May 2008 with further ideas developing from the consultation weekend that was held in June 2008. Since June 2008, 11 Newsletters have been distributed to all households in the village and many others near and far, and there have also been updates in each edition of the Lee and Link'em News. Hopefully, most people have felt sufficiently informed about developments, so only a summary is given here.

The project has cost almost £118,000, including the very substantial additional costs because of the unforeseen problems with sewage disposal. This required major new work including pumping waste water to the top of the meadow before entering a new system of soakaways. The committee accepted that the significant shortfall between the cost of the project and the amount of money available would have to be met by continuing to raise considerable amounts of money. In the short term, the shortfall was covered by interest free loans of £25,000 kindly given by village residents. The committee recognised the challenge it faced and set itself the task of raising the remaining money over two or three years.

However, as reported in the September 2010 Newsletter, the largest loan of £15,000 was converted into a donation. This and other donations, the proceeds from the Arts and Crafts Exhibition, the 100 Club Lottery and other events, and Gift Aid have enabled us to repay the other loans and to have balances in the Hall accounts that are higher than they were before the project was conceived. We believed that the task of raising the necessary funds to repay all the loans would take us two or three years. In fact it has been achieved in 6 months. It had always been the intention to use a prudent amount of the Hall's reserves for the development project. By doing this and using the new funds, we have been able to plan a number of other relatively minor but most worthwhile schemes that will further enhance the Hall's facilities. These should be completed in the early part of 2011 and will include the revamping of the lighting in the main hall and external decoration.

Whilst the majority of the money for the development project has come from grants, donations and Gift Aid (just over £100,000), most events organised by the Hall committee have contributed significantly to fund raising and all have provided much pleasure. The Hall re-opened on 27 March with an all day event to celebrate the village. 16 village organisations and groups put on displays and over 200 people attended during the day. It was an impressive demonstration of the vitality of village life. Light lunches, cream teas and other refreshments were available over the Easter weekend. Late April saw a tremendously successful Race Night, followed in early May by a Quiz Night and supper. The Victorian Spring Fayre on the Spring Bank Holiday Monday was one of the best for many years. The Arts and Crafts Exhibition in August took on a different form this year with more emphasis on crafts. The new layout in the Hall was generally welcomed and the opportunity to serve lunches and teas on the stage and outside contributed greatly to the overall success of the event. In November we held another hugely successful wine tasting, followed by supper and a quiz. Then, just before Christmas, the Hall hosted a village social following the Carol Service in St Matthew's Church.

In addition to fund raising events, the 100 Club Lottery has been a most valuable source of income. It was launched in April 2010. We have not quite reached our target of 100 members, but we now have 88. After distributing 50% of the income in prizes, the Lottery is bringing in an income of over £200 a month to the Hall. The net income to the Hall from the Lottery and events arranged by the Hall in 2010 was around £8,000. This is a tribute to the tremendous effort put into the organisation of events and the Lottery by many people, both the committee and many other willing helpers, and, of course, to everyone who has supported the events and the Lottery.

There is little point in having a splendid Hall unless it is well used, so it is good to see how much the Hall is being used since it re-opened at the end of March. As well as the events mentioned above, the Hall is frequently used by the Mini-monsters, Pilates and patchwork groups. It is regularly used by the WI, the Church, the Residents' Association and the Flower Show. It is regularly hired by outside individuals and organisations, including being a favourite location for children's parties. It was good to see the Hall used twice in the Autumn for events facilitated by Beaford Arts. In October 2010, the Hall was booked on 22 occasions and for 20 in November. This is very positive, but, as stated earlier, it is clear that income from hiring the Hall nowhere near matches the running costs of the Hall. The committee recognises the importance of encouraging bookings and keeping the cost of hiring the Hall as low as possible. A balance has to be struck between the charges for hiring and other ways of raising money. Again, as stated earlier, during 2011 the committee will be addressing the level of charges in consultation with user groups.

The Chairman and the other Holding Trustees greatly value the very considerable voluntary assistance given by all members of the Management Committee and its officers in the running of the Hall and its activities. As with 2009, 2010 has been a particularly busy year. Without the hard work of the committee, supported admirably by many others on occasions, it would not have been possible to achieve what has been done recently. Finally, as again stated last year, thanks also go to the many residents and second home owners for their help, support and encouragement with fund raising and in many other ways. We do hope that everyone who uses the Hall enjoys their experiences and benefits from its facilities.

### **Financial Review**

The attached accounts have been prepared on a similar basis as previous years, and are on a cash receipts and payments basis. The accounts at the end of the financial year in December 2009 inevitably showed an interim position as both income and expenditure for the building project were at an intermediate stage. The 2010 accounts show a more complete picture after the completion of the building project. The Holding Trustees and the Management Committee believe that the accounts at the end of 2010 are in a very sound financial position.

The receipts and payments account for the Management Committee for the year shows a net receipt of £8,718 compared with a net payment of £22,317 in 2009. Because of the large amount of activity, the actual receipts and payments were £98,681 and £89,963 respectively. The receipts include £6,000 transferred from the Holding Trustees. It is interesting to note that in 1998 the equivalent figures were £5,138 and £4,266; as recently as 2006, they were £6,890 and £6,090. As is noted

on page 4 of the accounts, a number of accounts had not been cleared through the bank at the end of 2010, largely because of postal delays due to the bad weather. In particular, the payment of the insurance had not been paid – hence the nil figure shown on the accounts. A large bill for fuel oil also had not been cleared.

The receipts and payments account for the Holding Trustees for the year show a net payment of £5,733 compared with a net payment of £219 in 2009. This net payment reflects the Holding Trustees' decision at the beginning of the building project that up to £10,000 could be allocated to the project. In fact, only £6,000 was transferred and the Holding Trustees still have overall assets of £10,944 which is more than adequate to satisfy their wish to maintain reserves at a prudent level.


The Deed of Trust permits the Holding Trustees to put funds into any investments authorised by law as Trustees investments. No changes have been made to investments in the last 12 months.

Sufficient funds are held in reserve to ensure resources are available to meet all known and committed expenditure for at least the next 12 months.

#### **Statement of Trustees' responsibilities**

The Trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The Trustees declare that they have approved the Trustees' Report above.



.....  
Ian Stuart

Trustee and Chairman

Signed on behalf of the Trustees

Dated .....23/3/11.....

### Independent examiner's report to the trustees of Lee Memorial Hall Trust

I report on the accounts of the Trust for the year ended 31<sup>st</sup> December 2010, which are set out on the following pages.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 41 of the 1993 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
.....  
S A Cresswell BA FCA DChA

Date: 25 March 2011

Address: Thomas Westcott  
Chartered Accountants  
96 High Street  
Ilfracombe  
Devon  
EX34 9NH

**LEE MEMORIAL HALL**

**ACCOUNTS FOR YEAR TO 31 DECEMBER 2010**

**1. RECEIPTS AND PAYMENTS ACCOUNT (MANAGEMENT COMMITTEE)**

	Restricted Funds £	Unrestricted Funds £	Total 2010 £	Total 2009 £
<b><u>Receipts</u></b>				
Donations, legacies & other similar receipts				
Donations	14519		14519	4870
Proceeds of fund-raising events		9478	9478	10916
Grants for building project	50808		50808	4500
	<hr/> 65327	9478	<hr/> 74805	<hr/> 20286
Operating activities:				
Hiring charge for use of hall		2655	2655	1595
Sale of tea towels and cards		85	85	195
Investment income:				
Bank interest		5	5	164
	<hr/> 65327	12223	<hr/> 77550	<hr/> 22240
Other receipts:				
Gift aid reclaimed on donations 2009 & 2010	5751	0	5751	4396
Interest free loans for building project	5000	0	5000	10000
100 Club Lottery income		4380	4380	0
Transfer from Holding Trustees		6000	6000	0
<b>Total Receipts</b>	<hr/> 76078	22603	<hr/> 98681	<hr/> 36636
<b><u>Payments</u></b>				
Payments for generating funds:				
Costs of fund-raising events		3408	3408	5110
100 Club winners' prizes		1718	1718	0
Cost of sales		0	0	0
		<hr/> 5126	<hr/> 5126	<hr/> 5110
Payments for charitable activities:				
Lighting and heating		1062	1062	636
Repairs and maintenance of the hall		877	877	345
Water charges		465	465	173
Insurances		0	0	1549
Cleaning		664	664	775
Sundry expenses		995	995	895
	<hr/> 0	4063	<hr/> 4063	<hr/> 4373
Support costs:				
Sundry other expenses		863	863	666
Hall Development costs	69323	0	69323	48258
Repayment of interest free loans	10000	0	10000	0
Management and administration:				
Postage and stationery		0	0	0
Accountant's fees		588	588	546
	<hr/> 79323	10640	<hr/> 89963	<hr/> 58953
Other payments:				
Purchase of assets for charity's own use		0	0	0
<b>Total Payments</b>	<hr/> 79323	10640	<hr/> 89963	<hr/> 58953
<b>Net Receipts/ (Payments) for Year</b>	-3245	11963	8718	-22317
Transfers between funds	3245	-3245		
Cash and bank balances at 31 December 2009	<hr/> 0	8462	<hr/> 8462	<hr/> 30779
<b>Cash and bank balances at 31 December 2010</b>	<hr/> 0	17147	<hr/> 17180	<hr/> 8462

**LEE MEMORIAL HALL**

**ACCOUNTS FOR YEAR TO 31 DECEMBER 2010**

**2. RECEIPTS AND PAYMENTS ACCOUNT (HOLDING TRUSTEES)**

	Designated Funds £	Unrestricted Funds £	Total 2010 £	Total 2009 £
<b><u>Receipts</u></b>				
Investment income:				
Bank interest	0	0	0	76
British Government stocks interest received	59	223	282	282
Other income		0	0	0
	<hr/> 59	<hr/> 223	<hr/> 282	<hr/> 358
Other receipts:	0	0	0	0
<b>Total Receipts</b>	<hr/> <b>59</b>	<hr/> <b>223</b>	<hr/> <b>282</b>	<hr/> <b>358</b>
<b><u>Payments</u></b>				
Management and administration				
Bank charges	5	10	15	15
Legal & Land registry fees	0	0	0	562
Other payments:				
Transfer to Management Committee current a/c	0	6000	6000	0
	<hr/> 5	<hr/> 6010	<hr/> 6015	<hr/> 577
<b>Net Receipts for Year/ (Payments)</b>	54	-5787	-5733	-219
Transfer of net income between funds	0	0	0	0
Cash and bank balances at 31 December 2009	<hr/> 1169	<hr/> 9626	<hr/> 10865	<hr/> 11084
<b>Cash and bank balances at 31 December 2010</b>	<hr/> <b>1223</b>	<hr/> <b>3839</b>	<hr/> <b>5132</b>	<hr/> <b>10865</b>

LEE MEMORIAL HALL

ACCOUNTS FOR YEAR TO 31 DECEMBER 2010

3. STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2010

	<u>Management Committee</u>		<u>Holding Trustees</u>	<u>Total</u>	<u>Total</u>
	<u>Restricted Funds</u>	<u>Unrestricted Funds</u>	<u>Unrestricted Funds</u>	<u>2010</u>	<u>2009</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b><u>Cash Funds</u></b>					
Bank and Cash Balances:					
Bank current account	0	13949	574	14523	5543
Bank deposit account (note 4c)	0	3231	4558	7789	13784
Cash in hand	0	0	0	0	0
	<u>0</u>	<u>17180</u>	<u>5132</u>	<u>22312</u>	<u>19327</u>
<b><u>Reconciled to Receipts &amp; Payments accounts</u></b>					
Management committee - Restricted funds	0				0
Holding trustees - Designated funds			1114	1114	1239
Management committee - Unrestricted funds		17180		17180	8462
Holding trustees - Unrestricted funds			4018	4018	9626
		<u>17180</u>	<u>5132</u>	<u>22312</u>	<u>19327</u>
<b><u>Investment Assets</u></b>					
British Government stocks (notes 4c & 4d)			5812	5812	5812
Funds Available at 31 December 2010	<u>0</u>	<u>17180</u>	<u>10944</u>	<u>28124</u>	<u>25139</u>

Assets Retained for Charity's Own Use (written off on purchase):

Land and buildings (freehold title vested in names of the three Holding Trustees)

Furniture, fixtures and fittings (costs unknown and in good condition)

These financial statements were approved by the Trustees on 23/3/11 and signed on their behalf by



Ian Stuart, Chairman and Trustee

LEE MEMORIAL HALL

ACCOUNTS FOR YEAR TO 31 DECEMBER 2010

**4. NOTES TO THE ACCOUNTS**

a) The Accounts have been prepared in accordance with the requirements of the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities for charities with gross income or total expenditure over £10,000, but gross income not over £100,000. The Accounts have been prepared on a receipts and payments basis.

b) Analysis of the Management Committee's restricted funds

	At 1.1.2010	Receipts	Payments	at 31.12.2009
	£	£	£	£
Donations and grants for Hall development	0	76079	76079	0

c) £3,433 of the Holding Trustees' funds are designated; £1,042 in bank deposit account and £2,391 in British Government stocks. These funds are designated for the renewal of the clock, as requested by the donor of this legacy.

d) British Government stocks are shown at cost.

e) At the end of 2010, expenses amounting to £1794 had not been cleared by the bank. In particular, £689 was for heating oil, £535 for the annual insurance premium, and £250 for the December 100 Club Lottery prizes.  
(2009 : remaining hall development costs)

f) No remuneration has been paid nor expenses paid or reimbursed to the trustees or any persons connected to them.