

# Lee Memorial Hall – Papers for Annual General Meeting 2016

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## Preamble

This year we are combining the supporting documents for the Hall AGM into a single bundle, available in a downloadable or printed version. This should make it easier for people to keep the various documents together as well as saving on printing costs.

Also, again to simplify things, we are incorporating the Charity Commission Trustees Annual Report, rather than including that level of detail in the Chairman's Report. This, we hope, will ensure consistency between what we report at the AGM and what goes to the Charity Commissioners.

The AGM is on Monday 25th April and will start at 7.30pm, we look forward to seeing as many members of the Lee & Lincombe community as possible.

Alan Bannister

Chair – Lee Memorial Hall Management Committee

[alan.bannister@btinternet.com](mailto:alan.bannister@btinternet.com)

(01271) 863 093

# LEE MEMORIAL HALL

Registered Charity: 273940

## Agenda for Annual General Meeting of Lee Memorial Hall to be held in the Lee Memorial Hall on Monday 25 April 2016 at 7.30 pm

1. Those present and apologies for absence
2. Minutes of last AGM held on 20 April 2015
3. Chairman's Report
4. Treasurer's Report and adoption of Annual Report and Accounts
5. Election of committee in accordance with present constitution (see below)
6. Opportunity for questions and discussion
7. Light refreshments
8. New committee meets briefly to elect officers and arrange date for full committee meeting.

### Note:

*The Committee shall be composed of the 3 Trustees<sup>1</sup> together with:-  
6 nominees from village organisations elected annually at the AGM  
3 persons from the village elected annually at the AGM*

*Prior to the AGM, and at least 7 days before the date of the meeting, village organisations may submit in writing to the Secretary<sup>2</sup> the names of 1 or 2 persons as nominees from their organisation. If there are 6 or fewer nominations, these persons shall be elected to the committee. If there are more than 6 nominations, an election shall take place at the AGM with each person entitled to vote having 6 votes and the 6 persons with the highest number of votes shall be elected. Any person who is not elected may then put their name forward as a village person in the election for 3 village persons. If there are fewer than 6 nominations from village organisations, the remaining positions shall become available for village persons. For example, if there are only 4 nominated from village organisations, up to 5 persons may be elected as village persons.*

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<sup>1</sup> Note that these Trustees are the Holding Trustees as defined in the Deed of Trust 1923. Lee Memorial Hall is also a Registered Charity No. 273940 and all committee members are considered to be Trustees of the charity by the Charity Commission.

<sup>2</sup> Mrs Jane Johncock, West Clays, Lee, ILFRACOMBE, EX34 8LN

# Minutes of Lee Memorial Hall AGM

## Monday 20 April 2015 at 7.30pm

### 1. Those present and apologies:

Alan Bannister, Edna Thompson, Steve Poore, Tony Mortimer, Roy Dyer, Bennet Wright, Anne Stafford, Becca Wyles, Martin and Jane Johncock

**Apologies from committee members:** Cynthia Stuart

**Others present:** Bob and Elizabeth Gilliat, Jim and Margaret Grose, Ian Stuart, Eleanor Scarrott, Greg Stafford and Margaret Bannister.

### 2. Minutes of last AGM held 14 April 2014

Proposed by Steve Poore and seconded by Greg Stafford.

These were confirmed, agreed and signed.

### 3. Matters arising from last AGM

Elizabeth Gilliat raised the issue of the public toilets and advised us that they are open now until end of September. We now have a cleaner to replace Mavis and he will open the toilets each morning.

Ian was appalled to hear that the cafe at Smugglers Cottage does not have its own toilet and it should make a contribution to the costs of the conveniences.

Elizabeth reported that Mavis had asked them and was only offered toilet rolls.

It was agreed this was not a hall problem but one to be dealt with by the Residents Association.

### 4. Chairman's Report: See attachment

Alan read his report and asked for questions.

As Alan had mentioned there was a conflict with the charity commissioners in respect of the trustees, Elizabeth commented that we need to call an extraordinary meeting if we want to change the constitution.

### 5. Treasurer's report and adoption of Annual Report and Accounts: See attachment

Edna gave her report.

Hall income for 2014 was down on the previous year. The hall has been hired out fewer times than last year. We have increased the charges for hiring and reductions have been made for some long standing users.

Income from our two main events, the Spring Fair and the Arts and Crafts Exhibition was £6500. Net income from the 100 club was £2260.

The total money held as at 31<sup>st</sup> December 2014 was £19,841.

Steve Poore proposed adoption of accounts and Roy Dyer seconded them.

## 6. Election of Committee in accordance with present constitution (see below)

The trustees:

- Steve Poore
- Roy Dyer
- Martin Johncock (vice chairman)

There are five village organisation representatives:

- Parochial Church Council (PCC): Cynthia Stuart
- Art Workshop: Jane Johncock (secretary)
- WI: Eleanor Scarrott
- Mini Monsters: Becca Wyles
- Flower Show: Alan Bannister (chairman)

Village representatives:

- Tony Mortimer
- Bennet Wright
- Anne Stafford

Non-committee members:

- Edna Thompson (treasurer)
- Angie Ellis (bookings secretary and caretaker)

Co-opted:

- Sandy Hanson (Arts and Crafts)

Bob Gilliat and Margaret Banister proposed and seconded the committee as it stands.

There is the potential to have another village organisation representative.

## 7. Opportunity for questions and discussion

Ian Stuart mentioned the anomalies between the two constitutions. The charity commission would welcome us bringing it up to date.

Greg asked about giving notice for an AGM and was advised it was 14 days.

Ian pointed out that the first notice was in the February edition of the Lee and Lincombe News and more recently the newly set up Fuchsia List had advised it.

Bob Gilliat commented on the new improvements to the hall and asked what our future plans were.

Alan advised the following:

- Annual walkabouts both inside and outside to check for any problems
- The new floor lifting needs to be resolved
- Money has been invested in the remote access to the heating controls and this needs to be resolved.
- The inside of hall needs repainting in some areas.
- We have agreed to improve the land drainage in the meadow over the next few weeks
- Work has recently been carried out on roof repairs, new gutters and painting of the fascias.
- The wooden furniture outside is the worse for wear.

Alan continued that Ian Stuart's legacy means that the Hall shouldn't need a lot of money spent on it now and it is important to keep on top of any problems as they arise.

The Hall belongs to the community and we want to encourage villagers to use it regularly and be aware that it is their hall.

Alan concluded that the Hall should not be kept in aspic.

Bob thanked the committee on behalf of the other villagers.

Alan thanked Ian for his support and input which he valued enormously, since he took over as chairman.

Alan declared the meeting closed.

*The Committee shall be composed of the 3 Trustees together with:-*

*6 nominees from village organisations elected annually at the AGM*

*3 persons from the village elected annually at the AGM*

*Prior to the AGM, and at least 7 days before the date of the meeting, village organisations may submit in writing to the Secretary the names of 1 or 2 persons as nominees from their organisation. If there are 6 or fewer nominations, these persons shall be elected to the committee. If there are more than 6 nominations, an election shall take place at the AGM with each person entitled to vote having 6 votes and the 6 persons with the highest number of votes shall be elected. Any person who is not elected may then put their name forward as a village person in the election for 3 village persons. If there are fewer than 6 nominations from village organisations, the remaining positions shall become available for village persons. For example, if there are only 4 nominated from village organisations, up to 5 persons may be elected as village persons.*

# Appendix to Minutes of the 2015 Annual General Meeting – Chairman’s Report

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Ian Stuart’s retirement in 2014 as Chair of the Memorial Hall marked the end of an enormous amount of activity for your Hall Committee. That work entailed regenerating the fabric of the building and making it fit once again for its role as one of the vital centres of the life of the villages of Lee and Lincombe.

Following Ian’s retirement, the committee was without a formal Chair for six months; with all the members pleading pressure of other commitments as a barrier to taking on the responsibility. In autumn 2014 I was persuaded to take on the role – or as it was put at the committee meeting, I didn’t step back as quickly as the others when we were looking for a volunteer.

Your committee has set itself three main objectives:

- **To promote the use of the hall both within the immediate and wider community.** This includes a hall ‘Open Day’ in April, the Spring Fair in May, and the summer Arts & Crafts fair as well as promoting the use of the hall by people and organisations from further afield;
- **To continue with the support of the fabric and facilities of the hall.** We have already installed broadband and a presentation system which we hope will further encourage the use of the hall by local organisations. Work has been done on the septic tank, roof and gutters and we are planning improved drainage for the meadow;
- **To look at the long term management structure of the hall.** The constitution of the hall has remained largely unchanged for 90 years. Some aspects are in conflict with the requirements of the Charity Commissioner so we believe now is an ideal time for a review.

It would have been nigh on impossible for me to have taken on this job without the help and guidance of your committee members. In particular Secretary Jane Johncock and Treasurer Edna Thompson without whom everything would have ground to a standstill; Vice-Chair Martin Johncock for taking the reins through the period when we had no formal Chairman, and Booking Manager Angie Ellis, without whom this wonderful facility would be without users.

Thanks also to Roy Dyer for taking responsibility for the meadow and the outside of the hall, Steve Poore for his expertise with broadband, projector, alarm system and anything techie. Cynthia Stuart, who ensures the kitchen facilities are up to scratch as well as expending vast amounts of energy organising catering for the various events run by the committee. Tony Mortimer is, amongst many things, our bio-mass boiler guardian; Sandy Hanson and Bennett Wright come into their own for anything related to the Arts and Crafts Fair. Thanks also to Ann Stafford and we welcome recently joined committee members Becca Wyles and Eleanor Scarrott. Finally, a thank you to non-committee member Ally Poore for all she does for the Spring Fair and farewell word of thanks to Susie Peat who was responsible for the general welfare of the inside of the hall until she moved away from the area a few weeks ago.



Alan Bannister  
Chair – Lee Memorial Hall Committee.



# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	1 <sup>st</sup>	January	2015	<b>To</b>	31 <sup>st</sup>	December	2015

## Section A Reference and administration details

Charity name

Lee Memorial Hall

Other names charity is known by

Registered charity number (if any)

273940

Charity's principal address

2 Brookdale Villas  
 Lee  
 Ilfracombe  
**Postcode** EX34 8LW

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Alan Bannister	Chair		
2	Mr Roy Dyer	Holding Trustee		
3	Ms Sandy Hanson	Elected		
4	Mrs Jane Johncock	Secretary		
5	Mr Martin Johncock	Vice Chair and Holding Trustee		
6	Mr Tony Mortimer	Elected		
7	Mrs Susie Peat	WI Rep	To 20 April 2015	Lee Women's Institute
8	Mr Steve Poore	Holding Trustee		
9	Mrs Anne Stafford	Elected	To 20 April 2015	
10	Mrs Eleanor Scarrott	WI Rep	From 20 April 2015	
11	Mrs Cynthia Stuart	PCC Rep		Parochial Church Council
12	Mr Bennet Wright	Elected		
13	Ms Becca Wyles	Mini-Monsters Rep	From 20 April 2015	Mini-Monsters Playgroup

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
See above	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

### Name of chief executive or names of senior staff members (Optional information)

Mrs Edna Thompson, Treasurer

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Deed of Trust for the property, Constitution for the Management Committee
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Election at Annual General Meeting

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Following the transfer of the Lee Memorial Hall land to the Official Custodian for Charities in January 2015, there are now some uncertainties as to the significance of the original 1923 Deed of Trust and the responsibilities of the Holding Trustees.

We have been seeking advice from the Charity Commission and Devon Communities Together on this subject in advance of employing a Solicitor. Whilst this matter is not of immediate importance it is something that needs to be resolved before it becomes so.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

To maintain Lee Memorial Hall in perpetuity for the communal benefit of the inhabitants of Lee, Lincombe and the surrounding area.



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Management Committee aims to provide first class facilities at an affordable cost to voluntary organisations serving the community and to private individuals.

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. The hire charges still will not cover all actual costs, but our policy is to encourage bookings and not price ourselves out of potential sources of income. Our low charges do, however, mean that we are subsidising many bookings and this is only possible because of the success of the Hall's fund raising 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.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Lee Memorial Hall is a full member of the Devon Communities Together and benefits from its free advice and other support. 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.

**Summary of the main achievements of the charity during the year**

The local community is now enjoying the benefits of the renovation and enhancement of the hall carried out over the previous five years or so.

In 2015 we installed a digital projector, wide screen and sound system which is in regular use. We also purchased blinds for the roof lights in the kitchen.

Maintenance work included repairs to the roof and gutters and repainting of outside woodwork.

The new biomass heating system has ensured the hall is warm and comfortable in the winter months, although it has suffered a few teething troubles. However, the Renewable Heat Initiative (RHI) income has more than compensated for the costs of resolving these problems.

The Hall has continued to be used regularly by the Quilters, Patchwork, and Art groups, the Mini-monsters, the WI, the Church, the Residents' Association and the Flower Show. It is regularly hired by outside individuals and organisations, including the Ilfracombe Town Council Planning Committee, an annual ceilidh, and catering groups as well as being a favourite location for children's parties and wedding receptions.

The Hall has also continued to be used for events facilitated by Beaford Arts. These bring excellent high quality productions to the Hall, appealing to varied audiences of all ages.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our policy is to hold reserves equal to a year's expenditure on utilities, insurance and other regular expenditure. In addition we are creating a sinking fund to be used for future building and other property maintenance.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Whilst the hire of the hall generates some income, it is the policy of the Trustees to ensure charges for the facilities are maintained at a level that users find affordable.

For this reason it is necessary to organise a series of annual fund raising events to cover the difference between this income and the annual running costs.

A highly successful Spring Fair was held in May, the two week long Arts & Crafts Fair was held in August, and the monthly 100 Club draw continues to bring in additional funds. This year we experimented with an additional week-long Christmas Arts & Crafts Fair during the October half term week. This proved worthwhile and, with some modification, anticipate this will continue in 2016.

As a consequence there was a small surplus of income over expenditure to bolster our reserves.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Alan John Bannister

Position (eg Secretary, Chair, etc)

Chair

Date

10 April 2016

**LEE MEMORIAL HALL**

**ACCOUNTS FOR YEAR TO 31 DECEMBER 2015**

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

	<b>Restricted Funds £</b>	<b>Unrestricted Funds £</b>	<b>Total 2015 £</b>	<b>Total 2014 £</b>
<b><u>Receipts</u></b>				
Donations, legacies & other similar receipts (grant)			0	300
Donations		0	0	60
Proceeds of fund-raising events		11932	11932	10120
Grant for brown tourist sign	500		500	
Ofgem RHI subsidy		2723	2723	0
Grants for building project		0	0	8800
	500	14655	15155	19280
Operating activities:				
Hiring charge for use of hall		3930	3930	3300
Sale of Jubilee book		0	0	460
Investment income:				
Bank interest		0	0	1
	500	18585	19085	23041
Other receipts:				
Gift aid reclaimed on donations 2014		0	0	0
Sale of surplus (refreshments) (cards)		7	7	26
100 Club Lottery income		5175	5175	5035
Transfer from Holding Trustees		0	0	86
<b>Total Receipts</b>	<b>500</b>	<b>23767</b>	<b>24267</b>	<b>28188</b>
<b><u>Payments</u></b>				
Payments for generating funds:				
Costs of fund-raising events		5713	5713	3631
100 Club winners' prizes		3025	3025	2775
Cost of Jubilee book		0	0	0
		8738	8738	6406
Payments for charitable activities:				
Lighting heating & phone		3587	3587	2293
Repairs and maintenance of the hall		2835	2835	2080
Water charges		265	265	139
Insurances		1112	1112	679
Cleaning		1200	1200	1229
Sundry expenses		349	349	758
	0	9348	9348	7178
Support costs:				
Improvements, materials & other expenses		374	374	458
Tourist sign		875	875	0
Hall Development costs	0	1974	1974	22054
Management and administration:				
Postage and stationery		0	0	0
Part refund of deposit Howard		10	10	
Accountant's fees		142	142	180
	0	21461	21461	36276
Other payments:				
Purchase of assets for charity's own use		0	0	0
<b>Total Payments</b>	<b>0</b>	<b>21461</b>	<b>21461</b>	<b>36276</b>
<b>Net Receipts/ (Payments) for Year</b>	<b>500</b>	<b>2306</b>	<b>2806</b>	<b>-8088</b>
Cash and bank balances at 31 December 2014		27929	27929	27929
<b>Cash and bank balances at 31 December 2015</b>	<b>500</b>	<b>30235</b>	<b>30735</b>	

LEE MEMORIAL HALL

ACCOUNTS FOR YEAR TO 31 DECEMBER 2015

2. RECEIPTS AND PAYMENTS ACCOUNT (HOLDING TRUSTEES)

	Designated Funds £	Unrestricted Funds £	Total 2015 £	Total 2014 £
<b>Receipts</b>				
Investment income:				
Bank interest	0	0	0	0
Interest with United Trust Bank	0	147	147	155
	<hr/> 0	<hr/> 147	<hr/> 147	<hr/> 155
<b>Total Receipts</b>	<hr/> 0	<hr/> 147	<hr/> 147	<hr/> 155
<b>Payments</b>				
Management and administration				
Bank charges (A/C closed 2014)	0	0	0	8
Other payments:	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 0
	<hr/> 0	<hr/> 0	<hr/> 0	<hr/> 8
<b>Net Receipts for Year/ (Payments)</b>	0	147	147	147
Transfer to Management current a/c	0	0	0	-86
<b>Net interest to December 2015</b>	<hr/> 0	<hr/> 147	<hr/> 147	<hr/> 61

**LEE MEMORIAL HALL**

**ACCOUNTS FOR YEAR TO 31 DECEMBER 2015**

**3. STATEMENT OF ASSETS AND LIABILITIES AT 31 DECEMBER 2015**

	<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>2015</u>	<u>2014</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	21346	0	21346	18542
Bank d/ac and interest	0	1301		1301	1652
Cash in hand	0	0	0	0	0
	<u>0</u>	<u>22647</u>	<u>0</u>	<u>22647</u>	<u>20194</u>
<b><u>Reconciled to Receipts &amp; Payments accounts</u></b>					
Management committee - Restricted funds	0				0
Holding trustees - Designated funds			0	0	0
Management committee - Unrestricted funds		22647		22647	19843
Holding trustees - Unrestricted funds					351
		<u>22647</u>	<u>0</u>	<u>22647</u>	<u>20194</u>
<b><u>Investment Assets</u></b>					
United Trust Bank Charities 1 year notice a/c			6998	6998	6500
Funds Available at 31 December 2015	<u>0</u>	<u>22647</u>	<u>6998</u>	<u>29645</u>	<u>34684</u>

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

Land and buildings (freehold title held in names of the three Holding Trustees and vested in the Official Custodian for Charities)  
Furniture, fixtures and fittings (costs unknown and in good condition)

These financial statements were approved by the Trustees in April 2016 and signed on their behalf by



Trustee and Chairman

Apr-16

**LEE MEMORIAL HALL**

**ACCOUNTS FOR YEAR TO 31 DECEMBER 2015**

**4. NOTES TO THE ACCOUNTS**

- a) The Accounts have been prepared in accordance with the requirements of the Charities Act 2011 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) No remuneration has been paid nor expenses paid or reimbursed to the trustees or any persons connected to them.
- c) £3,210 of the Hall's funds are designated for the renewal of the clock, as requested by the donor in a legacy.