

# **Levens Village Hall**

Registered Charity No. 1192940

## **Trustees' Annual Report**

1 January 2023– 31 December 2024

Mrs Janet Mason  
6, Greengate Crescent  
Levens, Kendal, Cumbria  
LA8 8QB  
E-mail: lvhsecretary@levens.org.uk

### **Names of Trustees**

Ms Fiona Sanders	Chair
Mrs Janet Mason	Secretary
Mrs Nicola Beard	Treasurer
Mrs Helen Golding Miller	Bookings Secretary
Mrs Sheila Watson	
Mr Hugh Connor	LAF Chair
Mr John Wood	
Mr Adam Headerson	
Mr Alan Miller	
Miss Robyn Atkinson	
Ms Chris Riley	
Mrs Vanessa Riley	
Mr David Rogerson	Parish council

### **Sources of advice and support**

Bank: Unity Trust Bank PLC, 4 Brindley Place Birmingham, West Midlands, B1 2JB

Solicitors: Thomas Hayton Winkley, 114-116 Stricklandgate, Kendal, LA9 4QA

ACTion with Communities in Cumbria, Office Q, Skirsgill Business Park, Penrith, Cumbria, CA11 0FA

South Lakeland District Council

Levens Parish Council

## **Governance**

Levens Village Hall was registered as a charity (Charitable Incorporated Organisation) on 30 December 2020 and is governed by a Governing Document dated 30 November 2020. The LVH CIO replaced, and took over the assets of, Levens Institute charity (registered 3 February 1963).

Originally a bank barn, the village hall was converted to a Reading Room, called the Levens Mens' Institute, in the early years of the 20th century. The charity owns the land and buildings of the village hall.

## **Appointment of Trustees**

The Governing Document governs the appointment of trustees and the management of the charity. The maximum number of trustees is 15 and each new trustee is appointed for a term of three years. In selecting individuals for appointment as trustees the trustees will prioritise from user bodies, whilst having regards to the skills, knowledge and experience needed for the effective administration of the CIO.

## **Policies and Procedures**

To guide the Trustees in exercising their duty of care to members, employees and users of the hall, the following policy statements have been adopted:

- Health & Safety Policy
- Safeguarding Policy
- Fire Evacuation Policy
- Risk Assessment Procedure
- Finance and Reserves Policy
- Equal Opportunities Policy

These policies are presently under review as part of our processes.

## **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The hall does not have a Premises Licence. The hall holds a Music Licence from PPL PRS Ltd permitting the playing and performing of music in the hall.

## **Risk Management**

### **Insurance**

The village hall is insured with respect to property damage (buildings insurance) by Covea Insurance Ltd. It is insured with the same company with respect to contents, public liability, employers' liability and legal assistance.

The Trustees recognises that the CIO is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

### **Building Issues**

- Portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years.
- Fire equipment is checked annually by a local specialist company.
- Volunteers from the Trustees and others carry out other regular maintenance checks.

## **Objectives of the Charity**

The objects of the CIO are to establish and run a village hall and to promote for the benefit of the inhabitants of the parish of Levens ("area of benefit") without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason

of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.

### **Principal Activities in pursuit of Objectives**

- The hall is in use most days of the week for a variety of activities including pre-school toddlers group, Brownies, Pilates for all abilities, Yoga, History Club, Watercolour, Quilters, Philatelists, Legs Levens, DBWG and Tuesday club. We are also regularly used for local meetings and a base for running club events.
- The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund-raising fayres.

### **Funding Strategy**

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this. However, this year we have also benefited from a couple of grants that a trustee was able to obtain for us and we have used these to upgrade the building.

### **Volunteers' Effort**

Management costs are kept to a minimum using volunteers for regular maintenance. In addition to the trustees another dozen people or so assist in the maintenance and running of the hall, including helping with regular Maintenance Days.

### **2024 Achievements**

This year has mainly focused on upgrading the hall as we decided that we could no longer wait until the new village hall building work started. This included sourcing a free kitchen and with the help of appropriate skilled persons were able to replace the existing one. Decorating the main hall and toilet block and

also the downstairs room was upgraded by our toddler parents and part of the grant received was used to provide up to date kit for the group in return.

We have also upgraded our lock and fitted a key lock to make it easier for access and manage the keys given out to users.

We continue to have maintaince meets which engages with some of our communities. This year we also decided to use the professional services of a cleaner on a more regular basis as the hall is now used on a daily basis.

We continue to bring in significant funds that enable us to keep our fees stable for our users. With key contributions from our curry and quiz nights and LAF surpluses.

Special thanks to Susie Bagot who has stepped down as trustees and welcome to all our new trustees.

### **2024 Financial Review**

Room hire income continues to increase partly due to higher usage and also the increase in booking rates. This combined with interest on our savings means that we made a surplus of just over £7200, an increase of more than £2000 on last year. Costs for 2025 are anticipated to be higher due to increase in utility charges and taking on a paid cleaner. However, some further improvement costs in 2025 will be covered by the grant awarded to us.

### **Reserves Policy**

The charity had £9500 in the bank as unrestricted reserves at the year end. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. In addition there was also £81,000 in investments. It is the Trustees' policy to maintain unrestricted reserves of between 150% and 200% of annual revenue budget expenditure. General higher than usual reserves are being maintained in readiness for the commencement of the building of the new village.

### **Future plans**

As part of the Levens Community Project a new village hall will be constructed. There is a Joint Venture Agreement in place between Levens, Village Hall, Levens Parish Council and Levens Charity, setting out the details of the project. Once the new hall has been constructed its ownership will be passed to Levens Village Hall. The ownership of the current hall will then be transferred to the Parish Council/Levens Charity so that it can be redeveloped to form three affordable properties for elderly residents of the village.

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

*Fiona Sanders*

**Full name(s)**

Fiona Sanders

**Position**

Chair

**Date**

06/06/25