

CLENCHWARTON MEMORIAL HALL

Internal Audit Report/Independent Examination

Prepared in consultation with the Management Committee

Financial Year Ended 31st March 2024

I have completed an internal audit of the accounts for Clenchwarton Memorial Hall for the year ended 31st March 2024. I would like to thank the Treasurer (Mr Kevin Puddephatt), the Hall Chairperson (Rev'd Sheila James) and the Secretary, (Mrs Birgit Gipp) for providing me with all the information required for the audit.

I would also like to thank Mr. Puddephatt for his hospitality in hosting the meeting.

A number of matters were discussed with a view to helping the Memorial Hall management committee (herewith referred to as "the M.C.") move forward with continuous improvement. The M.C. has ultimate responsibility for directing the activity of the Hall, ensuring it is well run and delivering the outcomes for which it exists. The Treasurer shared various documents with me including Unity Trust savings, hall accounts, the electricity invoice and "pro forma" documents relating to the proposed charity.

The M.C. held its last AGM in March 2023 and the next one is due on 15th March 2024. The committee has recently adopted four new members (one of whom now acts as Secretary). Another member, Mr Brandon Shirley, acts as Hall Cleaner.

Pre-school activities continue, the new user/client being "Giggles and Squiggles". This arrangement continues to provide a more than useful annual income of around £7,500.

The hall was used again as a polling station in May 2023 and is regularly used for bingo.

Our meeting was very positive – with the three M.C. members informing me of their imminent plans to make application for charitable status. Considerable discussion ensued and I suggested that a formal letter should be written to the Parish Council informing it of the M.C.'s intentions.

At their last quarterly meeting (held 11th March 2024), the M.C. met with the Chairperson of Clenchwarton Parish Council, Cllr. Caroline Coates. An understanding was reached that the Council would henceforward act in the role of custodian trustee to the Village Hall, retaining the title (as a corporate body) but not the overall ownership and administration of the hall. In other words, the Hall is held as a community asset, with the M.C. being in absolute control of its administration.

Plans are advanced for the creation of a Memorial Hall website which will conform to Charity Commission guidelines and offer regular financial updates as well as

advertising the amenities of the hall to potential hirers. It is also the intention to develop (and adopt) essential policies such as Equal Opportunities, Data Protection and Safeguarding.

The committee continues to be highly imaginative and innovative in its approach to conserving its finances. As documented last year, the Memorial Hall has entered into a unique agreement with Ripple Energy, an onshore company generating renewable energy from wind farms.

An EV charger point has been installed at the hall which will provide a very useful service to local people (and those farther afield) in the years ahead.

The hall's savings account (as of 31st March 2022) stands at £4,207, slightly down on the previous year. No grant monies have been received from the Parish Council for some five years now. However, the Council has now settled the outstanding rental payments, in respect of meeting hall usage.

I remain content that the Memorial Hall's financial accounting systems are both robust and efficient. All necessary documentation has been provided for my inspection. In addition, I am assured that fire alarms, electrical wiring and other testing is undertaken on a regular basis. All internal lighting has recently been replaced and LED lighting installed. The M.C. has resolved to install a "keysafe" on the external door, details of which are still being discussed.

A Hirers' Agreement is in place which provide guidelines to hall users. This will be reviewed once charitable status has been obtained, with particular reference to personal liability insurance.

In conclusion, I would thank the Clenchwarton Memorial Hall management committee for inviting me to carry out this audit. I am satisfied that financial and administrative arrangements for the Hall remain at a high standard. I remain impressed by its deployment of innovative energy efficiencies which helps the building remain climate friendly as well as helping to conserve precious funds. I also wish members success as they make the transition to charitable status.

ROBIN GOREHAM

11th April 2024

(Internal Auditor)