

**LETHAM VILLAGE HALL**  
**SCOTTISH CHARITY NO – SC027010**

# **ANNUAL REPORT & ACCOUNTS**

**Reports & Accounts for the Year Ended 31<sup>st</sup> March 2025**

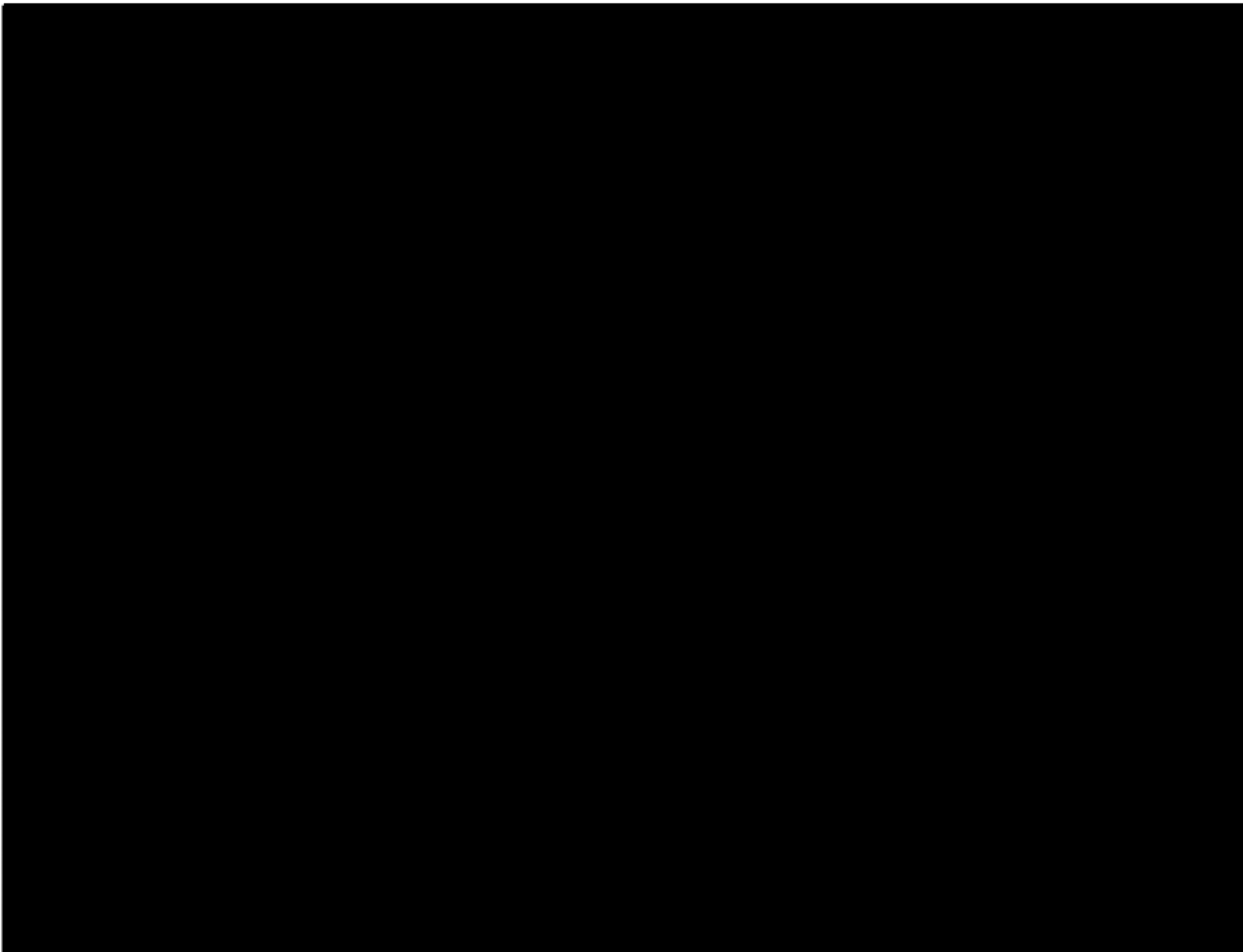
LETHAM VILLAGE HALL  
SCOTTISH CHARITY NO – SC027010

Bankers

Bank of Scotland, The Cross, Cupar, KY15 4BP

Trustees

Trustee Contact Details



## **Chair's Report**

The past 12 months has been dominated by the hall zero carbon refit project.

In November of last year, it was confirmed that the Hall had been successful with a bid to Scottish Power Energy Networks Transmission Net Zero Fund. Fife Rural Development Fund provided match funding of £14.1k for some of the professional fees for the project (having already funded the feasibility stage with a grant of £12k), enabling us to develop final project designs and submit for planning permission and building warrant.

A further grant of £5k was provided by the Local Community Planning Budget to support the project. In May of 2025, all permissions were confirmed

The subsequent tender process was not so straightforward. Although a preferred contractor for the construction phase was identified (East Fife Joinery), the huge uplift in expected costs led to this phase being postponed and the SPEN funding being rejected as too risky to proceed with.

The project has highlighted the need to make progress with the hall governance review in order to ensure a more robust financial position and avoid making individual committee members vulnerable to risk. This must be the priority for the year ahead. Some progress has been made with support from Fife Voluntary Action and the committee has already agreed to reconstitute as a Company Limited by Guarantee.

More support is required to take this forward. An alternative funding strategy for the refit is also needed.

Despite the uncertainties over the construction phase of the refit, hall hirers and users have remained loyal and revenue has continued to come in. We apologise to users for any inconvenience, particularly to the Flower Show which in the end was unnecessarily relocated. We have also welcomed some new regular users, notably the weekly services of the congregation of Monimail Kirk.

Looking back at the plan from last year:

### **Completed tasks:**

- A whole range of maintenance, admin and statutory tasks have, as usual, been carried out including repairs to the floor, toilet doors, licence applications, review of the electrical and emergency lighting and many more.

### **Partially completed**

- Zero carbon refit – all permissions in place for 3 years.
- Initial progress with governance review.
- Some investigation of Wi-Fi installation and ongoing costs has been carried out – still no final decision about going ahead with this.

- Some investigation into the frequent cracks appearing in the oak floor. Latest advice suggests this may be just the age of the floor and potential structural issues beneath the floorboards.

#### **Not yet progressed**

- Kitchen refit.
- A threshold ramp for the small step at the main entrance. Funding for new stage lighting has not yet been secured.
- No hall fundraising events have been organised.
- The general maintenance, admin and statutory tasks carried out each year by our treasurer still need to be redistributed.

#### **Next steps**

These have been partially signposted in the text of this report, but some need more discussion and agreement before we can progress them. They include both the larger improvement projects like the zero-carbon project and the kitchen but also the general running and maintenance of the hall. A new plan has been put together in Appendix 2 to set these out.

Thank you to everyone on the committee and in the community for the contributions made to sustaining and improving the hall.

## **Treasurer's Report**

#### **Overview**

The Village Hall accounts show an income increase year on year (2023-24 versus 2024-25) up by £573. The attached reports show the largest booking/ hire income since summary recording was started in 1999

#### **Grants**

As normal, the recurring grant (£203) was awarded as normal within the three year application cycle. This was assigned to the Hall's "Zero Carbon" project

A grant of £5000 was given on behalf of the North East Fife Area committee on the understanding that this was a contribution to the Hall's "Zero Carbon" project.

A grant of £14195 was received from the Fife Rural Development Fund. This was utilised in the payment to ARC Architects, as the lead on the "Zero Carbon" project to cover their charges and those of a structural engineer and Quantity Surveyor. The hall committee and ARC were working jointly to secure additional funding from Scottish Power Energy Networks to improve the hall's carbon footprint.

#### **Income**

As already stated, our income stream has increased despite no increases in hire charges.

In the current year, the largest contributors have been ,once again, Karate training and Pilates other then Private hires. Letham Nights continues to hold concerts on a regular basis. We are seeing an increased use of the facilities.

The attached reports show that we have 18 regular users and May private hires.

Once again, there were no hall committee fund raising events during the year and the Saturday coffee mornings have not been run now for 5 years following the Covid epidemic.

One event involving Fleur Darkin and Letham Nights was organised on behalf of the hall and raised £170,

### **Expenditure**

Some of the major expenses other than repairs or maintenance of the infrastructure during the year included £14936 for the “Zero Carbon” Project and £672 for new wall lights. Maintenance / Repair costs can be broken down and include Electrical £570, Joinery £825, Martin Plant Hire £142. Sean Brown Gas check £160 and Refined Surfaces £234.

Gas and Electricity remained very similar to those of the previous year, £2193 (£2142) and £1115 (£1018) respectively

### **Result**

The overall position is that after paying the insurance for 2025-56 the accounts show a gain of £7425. This value includes the grant of £5000 that is held against the “Carbon Zero” project. This means the ‘normal’ gain is £2475.

The balance in the hall’s bank account stands at £27,646.

The committee is grateful for the support income and user payments that has helped it to maintain its position.

07/11/25 Report approved at AGM 12/11/25

**LETHAM VILLAGE HALL**

**SCOTTISH CHARITY NO – SC027010**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2025 which are set out in the overall report.(Pages 7 - 9 below)

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities

Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention [other than disclosed below\*]

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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.

LETHAM VILLAGE HALL

Statement of Account 01/04/24 to 31/03/25

Income

	2024-25		2023-24
<u>Lets</u>			
Life Drawing	575.00		470.00
Community Council	46.88		30.00
Flower Show	225.00		205.00
Secret Garden	610.00		1549.00
Filling Station	362.50		400.00
Fife Council	525.00		54.00
Private lets	1789.50		1810.00
Spinners & Weavers	660.00		660.00
School	811.00		272.00
Letham Nights	702.50		360.00
Zumba	297.00		385.00
Pilates	968.00		1198.00
Letham Lights	0.00		0.00
Karate	1211.00		1166.00
Parties	454.00		215.00
NIA	264.00		0.00
Yoga	543.75		118.75
Table Tennis	502.00		495.00
Craft Fayres	0.00		187.50
Fleur Darkin	170.00		280.00
Weddings	0.00		450.00
Monimail Church	161.25		0.00
		10878.380	10305.25
10			
<u>Fundraising</u>			
Monthly Coffee Mornings	0.00		0.00
General	8.10		126.54
Craft Fayre Donation	0.00		0.00
		8.10	126.54
<u>Donations</u>			
General	282.50		493.83
			493.83
		282.50	
<u>Grants</u>			
Fife Council £2 for £1 grant	0.00		780.00
Fife Council Recurring grant	203.00		197.00
Fife Rural Dev. Fund	14195.00	0.00	12100.00
N E Fife Grant	5000.00	19398.00	13077.00
<u>Total Income</u>		30570.98	24002.62

**LETHAM VILLAGE HALL**

**Statement of Account 01/04/24 to 31/03/25**

<b><u>Expenditure</u></b>		2024-25	2023-24
<b><u>Wages</u></b>			
Cleaner		£0.00	0.00
<b><u>Property Costs</u></b>			
Water/sewerage	c		0.00
Insurance	1242.72	1291.35	1291.35
Repairs and Maintenance	1930.61		333.24
Electricity - EDF	89.14		264.96
YU Electricity	1026.28		753.98
Gas - Scottish Gas	2193.27		2142.60
Cleaning materials	182.90		33.00
Renovations	787.61		257.20
Zero Carbon Project	14936.39		12,228.00
Subtotal		22388.92	17,794.10
<b><u>Supplies and Services</u></b>			
Provisions	337.41		140.53
Renewals	0.00		3,763.16
Equipment	184.80		953.25
Fife Council	60.00		60.00
Performing Rights	174.56		139.20
Firepoint	0.00		149.40
Subtotal		756.77	4,780.99
<b><u>Administration</u></b>			
Postage	£0.00		0.00
Stationary	£0.00		0.00
Subtotal		£0.00	0.00
<b><u>Fund Raising Costs</u></b>			
Coffee Mornings	0.00		0.00
New Year Dance	£0.00		0.00
Fleur Darkin	0.00		700.00
Subtotal		0.00	700.00
<b><u>Total Expenditure</u></b>		23145.69	23275.09



LETHAM VILLAGE HALL

Statement of Account 01/04/24 to 31/03/25

		2024-25	2023-24
<u>OPENING BALANCES</u>			
Bank of Scotland Treasurers Account		20158.17	19411.76
Cash		62.26	81.14
		20220.43	19492.90
<u>Total Income</u>		30570.98	24002.62
<u>Total Expenditure</u>		23145.69	23275.09
	<u>Gain/Loss</u>	7425.29	727.53
<u>CLOSING BALANCES</u>			
Bank of Scotland Treasurers Account		27534.17	20158.17
Cash;		111.55	62.26
		27645.72	20220.43

Accounts Approved at AGM on 12/11/25

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Position: Treasurer