

Kingston Village Hall Trust

Registered charity 1066308

Trustees' Annual Report

Ist April 2020 – 31st March 2021

Names of Trustees

	Mrs Sandra Fagg	Chair
	Mrs Sue Larkins	Secretary
	Mr Brian Morris	Treasurer
and Bookings Manager		
	Mrs Sally Crump	
	Mrs Mary Stars	
	Mr Mark Jopling	
15 th September 2020	Mr John Perkins	Ist April –
	Mr Vince Stribbling	

Sources of advice and support

Bank: HSBC UK 9 Rose Lane Canterbury

Insurance: Allied Westminster

Surveyors: Finns Letting Agency Canterbury

Community: ACRE (Action with Communities in Rural England)

Independent Accounts : Jane Neame Institute of Chartered Accountants in England and Wales

Governance

Three Trusts in One

The Background.

- **Kingston Village Hall Trust no: 1066308. Other Names: The Barn and Playing Field (working name)** Was registered 27th November 1997 on the basis of a Trust Agreement set up by a Steering Committee headed by John Gilbey with the aim of “producing a village hall which maintains the architectural merits of the present facility with greatly improved access and a more sustainable mode of operation” (minutes 2nd July 1997). Previous management arrangements were coordinated by a Parochial Church Council Barn and Playing Field Committee under a 1931 Conveyance of 0.195 acre of land sold by Stanley Reeves to the Canterbury Diocesan Board of Finance
- **Kingston Church Hall no: 1068241.** Was registered with the Charity Commission on 19th February 1998. Set up under an Albemarle Scheme on 2nd March 1998 to allow the Lease Agreement between the Parochial Church Council, the Canterbury Diocesan Board of Finance, and the newly constituted Kingston Village Hall Trust (minutes 29th January 1998). The lease was agreed on 21st May 1998 and included Kingston Church Hall (The Barn) and adjoining building (The Cottage) and the Playing Field. A founder member view is that while the trust may be regarded as ‘dormant’ closure would be ill advised, so we continue to update our registration on an annual basis as required by the Charity Commission, recording the £1 peppercorn rent in Commission Returns. The lease expires at the end of year 2103. A peppercorn rent of £1 is paid annually to the PCC.
- **King Georges Field no: 1084357.** Was registered with the Charity Commission on 5th January 2001. Previous management arrangements were coordinated by the Parochial Church Council via a Barn and Playing Field Committee under a conveyance of land measuring two acres, one rood and eight perches by the vendor Rev. Robert Ullock Potts to the Canterbury Diocesan Board of Finance. The King George V Trust (now Fields in Trust) gave a grant to ensure that the Playing Field was preserved as appropriate facilities in perpetuity, and first visited the Trust in May 1998. There followed a series of discussions which appeared increasingly fractious, with the King George V Trust insisting that the Recreation Field remain a separate charity. This culminated in the involvement of the Charity Commission in late 2000 and inclusion of a Scheme of the Charity Commissioners dated 21st March 2001, and allows Trusts 1066308 and 1084357 to be managed as one. KVHT’s accounting system clearly identifies income and expenditure for King Georges Field and is now reported in Commission Returns.

The Legal Context.

The Charities Act 1993 s.13 (1)c allows for Trusts to be managed as one under the Cy-Pre`s doctrine. In this regard a scheme was ordered by the Charity Commissioners on 21st March 2001 that King Georges Field 1084357 be administered in accordance with its existing trusts.

The position is reinforced within the Operational Guidance by the Charities Commission on Management of Village Halls under OG 68 B1 – 18th May 2005.

Management Advisory Committee Structure and Terms of Reference

Most village halls operate within the scope of the Charities Act 2011 (Part 1) and associated Operational Guidance OG562 (1) as a facility for recreation of a social, physical or educational nature for the benefit of the village and of the inhabitants of the area of benefit. The Kingston Village Hall Trust through the Managing Trustees is the statutory body responsible for all management decisions as set out in the governing documents (2). It cannot delegate those core responsibilities, but it does have powers under section C (vii) of the Declaration of Trust to appoint an Advisory Committee (MAC). Strategic decisions of the Trust Board will be made through a process of close collaboration with the MAC members.

Appointment of Trustees

Seven trustees were registered at year commencing 2020 /21 with the Charities Commission, two of which were nominated from the Kingston Parish Council and the Parochial Church Council. The trustees form the Management Committee of the village hall.

Hiring Agreement

Use of the village hall and recreation field (if required in part) 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

Premises licences are held for both the hall and King George's Field granted by Canterbury District Council. We also hold a PRS licence which covers the performance of live music and authorises others to do so.

Risk Management

Insurance

The barn with the playing field is insured with respect to property damage (building's insurance) by Allied Westminster (£1,232,445 cover). It is insured with the same company with respect to contents (£39,613 cover), up to £10,000,000 public liability, £10,000,000 employer's liability and hirer's liability £2,000,000 cover.

2020/20 Objectives of the Trust

During the Covid 19 Pandemic over the last year the Trust has focused on

- 1) The new children's playground
- 2) Maintenance to the barn cottage
- 3) Seeking grants in lieu of hire income
- 4) Cost saving

Achievements

Playground

By far the greatest effort and reward has been the challenge set by Sally Crump and her team including Alice Wakefield who managed to secure the grants and donations from a number of organisations , the main one being Viridor Waste Management who are funding approximately 60% of the build cost . A total of 65 local residents donated through The Kingston Playground Appeal on Go Fund Me and together with other local donations including cake sales , the Keep Fit group , The Black Robin and other anonymous donors, raised over £7000 . Without this effort other commercial bodies and government organisations would not have granted funds. Our thanks go to all who donated.

Planning: having been told earlier in the year we would not likely be needing planning consent, a check was made and it was stated by Canterbury City Council that planning permission was required. Our Treasurer, Brian, submitted a planning application on 24th November 2020 and we finally obtained a full planning consent decision on 15th February 2021. An order was immediately placed with Wicksteed (£64927) with an expected commencement on site in June. (*now delayed to July due to Covid issues*). Most of the existing play equipment was sold off locally to help reduce costs, and recently the two sprung horses were sold , thanks to Alice again for organising, and to Brian for assisting in the removal.

2) Barn Cottage

In July the trustees approved the requirement for new kitchen units , sink and electrical sockets amounting to £3359.49

In August the trustees approved the fitting of a new shower unit at a cost of £340.

In December the trustees approved energy saving measures of increased loft insulation at a cost of £829.51.

3) Grants

A successful application for a Covid grant was given by Canterbury CC on 19th May in the sum of £10,000. This was used to offset the loss of income from hires and also to assist in the barn cottage maintenance and rent relief.

4)Cost Saving :

With the barn closed for several months during the past year, cleaning was not required on such a regular basis, and with reducing the heating requirements to a minimum ,a saving of £1768 was made compared to last year. No capital purchases were made within the year to the barn.

Treasurers Report:

The accounts for year 2020/21 have been independently examined and no concerns were raised

Income for year	£20114.3
Expenditure for year	<u>£ 10694.54</u>
Surplus	£ 9419.76

Bank balances brought forward from previous year £15655.55

Bank balance carried forward in general fund £25075.31

Looking forward to the next financial year regular hires are limited to Coffee Mornings , Keep Fit , Little Music Stars and Pilates. We have lost our regular sports therapy lady who has decided to cease activities due to the pandemic .

Taking the barn hire at 3 sessions a day (2 for Sundays) Every session booked = 100% efficient , the present diary outlook shows 23% efficiency with only one wedding reception booked this year.

We have no concerns at present, and with a healthy bank balance there is time for improvement.

The field maintenance however is of concern as we can only just balance the spend against the concurrent funding received from CCC via the Parish Council as this is under review next year.

Expected capital spend next year: fencing to car park to enable full access to new playground and security to field.

Kingston Village Hall Trust

Kingston Village Hall Trust
Accounts for the year ended 31 March 2021

	2020/21			2019/20		
	£	£	£	£	£	£
Bank balances brought forward			<u>31,614.49</u>			<u>18,159.48</u>
	Designated Fund	General Fund	Total Funds	Designated Fund	General Fund	Total Funds
Income						
Bank Interest		10.14			19.96	
Barn Cottage Rental		6,590.16			7,839.44	
Cash from keep fit		-			30.00	
Cash from Toddlers		-			42.00	
Concurrent Funding allocation		2,162.00			2,310.75	
Deposits		-			100.00	
Donations		-			150.00	
Hire Fees		1,352.00			9,802.15	
Laundry Charge		-			15.00	
Other Income		10,000.00			0.01	
Playground Appeal Fund	10,650.67	-		15,958.94	-	
Unknown		-			20.00	
Income - Unassigned						
Total Income	<u>10,650.67</u>	<u>20,114.30</u>	<u>30,764.97</u>	<u>15,958.94</u>	<u>20,329.31</u>	<u>36,288.25</u>
Expenditure						
Barn Cleaning		295.00			1,675.00	
Barn Cottage Agents Fees		-			202.47	
Barn Cottage Inspections		60.00			60.00	
Barn Cottage Repairs		4,529.00			58.96	
Barn Refurbishment and Capital Purchase		-			5,751.00	
C Virus refund		450.00			437.00	
Consumables & Materials		210.27			793.73	
Deposit return		50.00			2,068.50	
Field Maintenance		1,963.00			6,642.60	
Insurance		1,368.58			1,355.40	
KVHT Peppercorn Rent		1.00			1.00	
Laundry costs		-			70.00	
Licences		-			146.74	
Office Costs		158.40			100.00	
Refundable personal expense		274.54			667.97	
Repairs-Servicing		90.31			1,220.17	
Trust membership		102.00			52.00	
Utilities		1,142.44			1,530.70	
Total Expenses	<u>-</u>	<u>10,694.54</u>	<u>10,694.54</u>	<u>-</u>	<u>22,833.24</u>	<u>22,833.24</u>
Surplus/(Deficit) for the year	<u>10,650.67</u>	<u>9,419.76</u>	<u>20,070.43</u>	<u>15,958.94</u>	<u>-2503.93</u>	<u>13,455.01</u>
Bank balances brought forward	<u>15,958.94</u>	<u>15,655.55</u>	<u>31,614.49</u>	<u>-</u>	<u>18,159.48</u>	<u>18,159.48</u>
Bank balances carried forward	<u>26,609.61</u>	<u>25,075.31</u>	<u>51,684.92</u>	<u>15,958.94</u>	<u>15,655.55</u>	<u>31,614.49</u>
Balance in community account			18,961.61			24,860.93
Balance in Business account			32,723.31			6,753.56
Total			<u>51,684.92</u>			<u>31,614.49</u>
General fund			25,075.31			15,655.55
Designated Playground Appeal fund			26,609.61			15,958.94
			<u>51,684.92</u>			<u>31,614.49</u>

Approved by the trustees on

Signed:

B Morris April 2021

Independent examiner's report on the accounts

CHARITY COMMISSION
FOR ENGLAND AND WALES



Section A Independent Examiner's Report

Report to the trustees/
members of

The Kingston Village Hall Trust

On accounts for the year
ended

31st March 2021
Charity no (if any)
1066308

Set out on pages

1 (one)

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/03/2021.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the
accounts in accordance with the requirements of the Charities Act 2011
("the Act").

I report in respect of my examination of the Trust's accounts carried out
under section 145 of the 2011 Act and in carrying out my examination, I
have followed all the applicable Directions given by the Charity Commission
under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have
come to my attention in connection with the examination which gives me
cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements
concerning the form and content of accounts set out in the Charities
(Accounts and Reports) Regulations 2008 other than any requirement
that the accounts give a 'true and fair' view which is not a matter
considered as part of an independent examination.

I have no concerns and have come across no other matters in connection
with the examination to which attention should be drawn in this report in
order to enable a proper understanding of the accounts to be reached.

Signed:

Jane Neame

Date:

18 June 2021

Name:

Jane Neame

Relevant professional
qualification(s) or body
(if any):

Institute of Chartered Accountants in England and Wales

Address:

52 Ham Shades Lane Whitstable Kent CT5 1NX