

Kingston Village Hall Trust

Registered charity 1066308

Trustees' Annual Report

1st April 2022 – 31st March 2023

Names of Trustees:

Mr Richard Newman	Chair (Resigned January 2023)
Mr Brian Morris	Treasurer and Bookings Manager (Chair from February 2023)
Mrs Sally Crump	Parochial Church rep.
Mr Mark Jopling	
Mr Paul Chatley	Kingston Parish Council rep.
Mr Stephen Saffrey	(from 26 th September 2022)
Mr Jerry Cook	(from 20 th February 2023)
Mrs Lucy Adams	(from 9 th May 2022)

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

Six trustees were registered at year commencing 2022 /23 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.

2022/23 Objectives of the Trust

Over the last year the Trust has focused on:

- 1) Maintenance to the barn and cottage
- 2) Seeking new long term hire income
- 3) Managing rising energy costs

Achievements

1 Barn and Barn cottage

An external inspection of the Barn and Cottage was carried out as follows:

PROPERTY CONDITION REPORT (EXTERNAL)

01/06/2023 INSPECTION/REPORT COMPILED BY STEPHEN AND JERRY

A handful of slipped or broken tiles are evident mainly on the cottage roof we do not deem it necessary for replacement/repair at this time.

The oak seems in mainly good condition (although both of us have dubious knowledge in raw oak so we wondered if any preservative was necessary at this time and if so what?) To this subject I have reached out to someone of knowledge and hope to have an update for the meeting. There are two small areas of woodworm evidence on porch corner and fire door canopy and some slight rot on porch corner due to overspill from the gulley. The caulking on the porch front is very badly degraded.

All rear windows need treatment, namely the gents loo, kitchen, disabled loo and barn. The fire doors and all the cottage windows are in better condition so a debate is needed if we do these at the same time.

The door cill on the fire doors require attention.

The gutters and downpipes could do with a spruce up.

Just general maintenance required to clear gutters/hoppers.

The above will be added to the maintenance for next year where there is sufficient budget allowance.

1.1 Barn

In August the Barn floor undertook a chemical clean and resealing for the sum of £1725, this undertaking approximately every 10 years gives longevity preventing the need to sanding down and reducing the life of the surface.

The high radiators were removed and deep cleaned in order to assist in the efficiency of the heating system

A new water boiler was installed in the kitchen this year.

1.2 The Cottage

A landlord's gas safety check was undertaken in June '22 which actioned some minor alterations to the gas hob, these are now complete.

A new wood burner and flue was installed in July'22 . The back plate had to be renewed 8 months later when found to be cracked. The chimney was swept at the same time.

2) Long term hirers remain with Pilates, toddlers (from Barham pre school) Yoga (Tuesday evening only). Unfortunately little music stars gave notice after Christmas and the Thursday morning slot has not been filled.

The regular Kingston groups continue to support the Barn with representatives forming the Management advisory committee, comprising keep fit, coffee morning, Kingston ladies and art group.

3) Energy costs have affected all businesses and the Barn is no exception , as a result the Trust increased hire rates in January in order to offset this price increase which as a consequence led to the notice from Little music stars.

A hive control heating system was installed to remotely control the thermostat on the boiler system which has helped to reduce wasted energy .

Treasurers Report:

The accounts for year 2022/23 are as follows

Income for year	£25730.18
Expenditure for year	<u>£19874.47</u>
Surplus	£ 5855.71
General fund brought forward from previous year	£ 23879.11
Bank balance carried forward in general fund	£ 29,734.82

Hire Income

Breaking down the revenue streams within the year (not as accounts):

1) Barn hire income: £10,227.90

Expenditure: £9660.66 surplus £567.24

2) Barn Cottage income: £7756.32

Expenditure: £2339.95 surplus £5416.37

3) King George's Field : £2162.00 (concurrent funding)

Expenditure: £2224.00 deficit £ 62

Concerns

The field maintenance however is still of concern as we cannot balance the spend against the concurrent funding received from CCC via the Parish Council as this is still under review.

Rent from the cottage should be increased in line with market expectations.

B Morris Treasurer

Kingston Village Hall Trust

Kvht accts

Brian Morris <brianpmorris2009@hotmail.co.uk>

Wed 01/11/2023 11:41

To: Brian Morris <brianpmorris2009@hotmail.co.uk>

Kingston Village Hall Trust
Accounts for the year ended 31 March 2023

Bank balances brought forward					2022/23					2021/22				
					£					£				
					Funds					Funds				
					General					General				
					Total					Total				
					23,879.11					23,879.11				
					23,879.11					23,879.11				
					23,879.11					23,879.11				
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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 2023

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 31/03/2023.

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:

J Neame

Date: 21 September 2023

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

Kvht accts

Brian Morris <brianpmorris2009@hotmail.co.uk>

Wed 01/11/2023 11:41

To: Brian Morris <brianpmorris2009@hotmail.co.uk>

Kingston Village Hall Trust
Accounts for the year ended 31 March 2023

Bank balances brought forward									
2022/23		2021/22		2022/23		2021/22		2022/23	
£		£		£		£		£	
51,684.92		23,879.11		23,879.11		23,879.11		23,879.11	
Total		Total		Total		Total		Total	
Funds		Funds		Funds		Funds		Funds	
Designated		Designated		Designated		Designated		Designated	
General		General		General		General		General	
2,40		2,40		2,40		2,40		2,40	
3,878.16		3,878.16		3,878.16		3,878.16		3,878.16	
200.00		200.00		200.00		200.00		200.00	
2,162.00		2,162.00		2,162.00		2,162.00		2,162.00	
100.00		100.00		100.00		100.00		100.00	
7,624.00		7,624.00		7,624.00		7,624.00		7,624.00	
2,096.00		2,096.00		2,096.00		2,096.00		2,096.00	
0.00		0.00		0.00		0.00		0.00	
4,447.16		4,447.16		4,447.16		4,447.16		4,447.16	
0.00		0.00		0.00		0.00		0.00	
16,062.56		16,062.56		16,062.56		16,062.56		16,062.56	
20,509.72		20,509.72		20,509.72		20,509.72		20,509.72	
Total Income		Total Income		Total Income		Total Income		Total Income	
0.00		0.00		0.00		0.00		0.00	
25,730.18		25,730.18		25,730.18		25,730.18		25,730.18	
4,447.16		4,447.16		4,447.16		4,447.16		4,447.16	
17.00		17.00		17.00		17.00		17.00	
950.00		950.00		950.00		950.00		950.00	
320.00		320.00		320.00		320.00		320.00	
2,997.50		2,997.50		2,997.50		2,997.50		2,997.50	
0.00		0.00		0.00		0.00		0.00	
124.80		124.80		124.80		124.80		124.80	
3,500.00		3,500.00		3,500.00		3,500.00		3,500.00	
2,224.00		2,224.00		2,224.00		2,224.00		2,224.00	
1,579.86		1,579.86		1,579.86		1,579.86		1,579.86	
1.00		1.00		1.00		1.00		1.00	
379.39		379.39		379.39		379.39		379.39	
274.32		274.32		274.32		274.32		274.32	
326.40		326.40		326.40		326.40		326.40	
2,798.76		2,798.76		2,798.76		2,798.76		2,798.76	
77.00		77.00		77.00		77.00		77.00	
2,476.03		2,476.03		2,476.03		2,476.03		2,476.03	
645.72		645.72		645.72		645.72		645.72	
291.72		291.72		291.72		291.72		291.72	
110.40		110.40		110.40		110.40		110.40	
0.00		0.00		0.00		0.00		0.00	
1,743.00		1,743.00		1,743.00		1,743.00		1,743.00	
6,594.31		6,594.31		6,594.31		6,594.31		6,594.31	
1,490.99		1,490.99		1,490.99		1,490.99		1,490.99	
1.00		1.00		1.00		1.00		1.00	
208.40		208.40		208.40		208.40		208.40	
291.72		291.72		291.72		291.72		291.72	
645.72		645.72		645.72		645.72		645.72	
2,476.03		2,476.03		2,476.03		2,476.03		2,476.03	
77.00		77.00		77.00		77.00		77.00	
0.00		0.00		0.00		0.00		0.00	
570.00		570.00		570.00		570.00		570.00	
3,190.29		3,190.29		3,190.29		3,190.29		3,190.29	
19,304.47		19,304.47		19,304.47		19,304.47		19,304.47	
570.00		570.00		570.00		570.00		570.00	
-570.00		-570.00		-570.00		-570.00		-570.00	
6,425.71		6,425.71		6,425.71		6,425.71		6,425.71	
5,855.71		5,855.71		5,855.71		5,855.71		5,855.71	
-23,930.36		-23,930.36		-23,930.36		-23,930.36		-23,930.36	
-3,875.45		-3,875.45		-3,875.45		-3,875.45		-3,875.45	
51,684.92		51,684.92		51,684.92		51,684.92		51,684.92	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
29,734.82		29,734.82		29,734.82		29,734.82		29,734.82	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
9,153.40		9,153.40		9,153.40		9,153.40		9,153.40	
14,725.71		14,725.71		14,725.71		14,725.71		14,725.71	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
29,734.82		29,734.82		29,734.82		29,734.82		29,734.82	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
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27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
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23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
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23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
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23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25		2,679.25		2,679.25		2,679.25		2,679.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
27,625.57		27,625.57		27,625.57		27,625.57		27,625.57	
2,109.25		2,109.25		2,109.25		2,109.25		2,109.25	
23,879.11		23,879.11		23,879.11		23,879.11		23,879.11	
21,199.86		21,199.86		21,199.86		21,199.86		21,199.86	
2,679.25									



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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 2023

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 31/03/2023.

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:

J Neame

Date: 21 September 2023

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