

**ST MARGARET'S-AT-CLIFFE VILLAGE HALL**  
**Registered Charity Number 1070903**

**St Margaret's Hall**  
**Reach Road**  
**St Margaret's-at-Cliffe**  
**Dover Kent**  
**CT15 6AP**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2022**

**INDEX**

|                        |   |
|------------------------|---|
| <b>Pages 1 &amp; 2</b> | <b>Annual Report for 2022</b>                       |
| <b>Page 3</b>          | <b>Independent Examiner's Report</b>                |
| <b>Page 4-5</b>        | <b>General Fund Receipts &amp; Payments Account</b> |
| <b>Page 6</b>          | <b>Schedule of Fixed Assets</b>                     |
|                        | <b>Statement of Funds</b>                           |
|                        | <b>Statement of Assets &amp; Liabilities</b>        |
| <b>Pages 7 - 9</b>     | <b>Notes to the Financial Statements</b>            |

**CUSTODIAN TRUSTEES**

Sylvia Falconbridge  
Dianne Parker

**COMMITTEE MANAGEMENT**

Mr David Hart (Chairman)

Mrs Shelagh Vines (Treasurer)  
Mr Tony Fielding  
Mrs Heather Berwick  
Mrs Sandy Liggins

Mrs Christine Waterman (Deputy Chair)  
Mrs Wendy Fraser (Secretary)  
Mrs Marian Andrews  
Mr Andy Stevenson

**Bankers:**

Nat West Bank  
25 Market Square  
Dover Kent

**Independent Examiner:**

Mr M Dodd FCA

**Barclays Bank**

Leicester  
LE87 2BB

**ST MARGARET'S-AT-CLIFFE VILLAGE HALL**  
**Registered Charity Number 1070903**

**ANNUAL REPORT FOR THE YEAR TO 31 December 2022**

**ADMINISTRATION INFORMATION**

**Address:**

St Margaret's-at-Cliffe Village Hall is situated in Reach Road, St Margaret's-at-Cliffe, Dover, Kent, CT15 6AP. This is the correspondence address. It is also known as St Margaret's Hall.

**Trustees and Committee of Management:**

The name of the Trustees and Committee Management at the date of this report are detailed on the front cover.

**STRUCTURE, MANAGEMENT & GOVERNANCE**

**Governing Document:**

The Charity was created by a lease and deed of trust dated 18 May 1998. The lease is over the Hall, land and buildings at Reach Road, St Margaret's-at-Cliffe for a period 99 years from 1 January 1998. The Trustees were appointed by the trust deed and the Committee of Management consists of two elected members and other members representing various village organisations.

**The Committee of Management:**

The Committee is responsible for all aspects of planning and financial management as well as the running of the Hall and the administration of the Charity. It is also responsible for risk management.

**Governance:**

Governance issues are largely monitored by the chairman, secretary, and treasurer of the Management Committee for the time being. They seek to be generally compliant with the recommendations of the Charity Commission on good governance and the provision of public benefits.

**OBJECTIVES & ACTIVITIES**

**Objectives:**

Paragraph (1) of the Second Schedule of the Trust Deed states that "...for the purposes of a village hall for the use of the inhabitants of the Parish of St Margaret's-at-Cliffe in the county of Kent, without distinction of political, religious or other opinions, including the use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants."

**Principal Activities:**

The principal activity of the Charity is the provision of a community facility for the residents of St Margaret's-at-Cliffe for a wide variety of activities. Bookings are taken and rents charged on a basis which is affordable to the users of the Hall and cover the running costs. Fundraising activities are also organised by the Management Committee to assist in covering increasing costs.

ANNUAL REPORT FOR THE YEAR TO 31 December 2022

**REVIEW OF THE YEAR**

Throughout 2022 St. Margaret's Hall was again a very successful and popular venue for the local community. The number of bookings exceeded an average of 60 each month for many different uses including NHS rehabilitation courses, Art Classes, Toddlers Group, WI meetings etc. etc.  
All regulated inspections have been carried out and required repairs completed.  
Our financial condition is good, thus enabling the Trustees to undertake and consider future developments and improvements.

**FINANCIAL REVIEW**

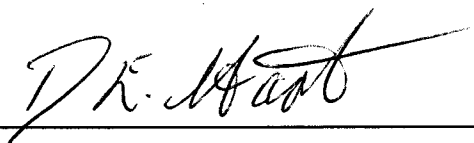
The total receipts and payment on the General Fund are detailed on Pages 4 and 5, and the Restricted and Designated Funds on Pages 6.

There was a surplus of £6065, compared with a surplus of £11369 for the year 2021. These results have to be considered in conjunction with covid grants received in 2021 of £25037.

**RESERVES POLICY**

It is the policy to maintain a modest balance on the General Fund only, so that there are sufficient resources to meet normal outgoings. However, the general strategy is to transfer a cash sum equivalent to the depreciation of Fixtures, Fittings & Equipment to reserves so that these assets can be replaced when they reach the end of their useful lives. A similar transfer of the property depreciation remains a longer term objective so as to provide funding for future major refurbishments.

Approved by the Management Committee



INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

**Report to the Trustees and The Committee of Management of St. Margaret's-at-Cliffe Village Hall on the financial statements for the year ended 31 December 2022 set out on Pages 4 to 8.**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2022.

**Respective Responsibilities of Trustees and Examiner**

As the charity trustees of the Trust, 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 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:

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records.
- 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:  Date: 12/06/2023

M Dodd

Fellow of the Institute of Chartered Accountants

**Address:**

5 Seaview Road  
St Margaret's Bay  
Dover  
Kent  
CT15 6EE

**ST MARGARET'S-AT-CLIFFE VILLAGE HALL**  
**Registered Charity Number 1070903**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022**

**General Fund Receipts and General Account**

| <b>Notes</b>                            | <b>2022</b>   | <b>2021</b>   |
|---|---------------|---------------|
|   | <b>£</b>      | <b>£</b>      |
| <b>RECEIPTS</b>                         |               |               |
| Hall Hire (inc corkage charges)         | 31,312        | 13,311        |
| Deposit Interest                        | 61            | 5             |
| Bar Takings                             | 13,637        | 6,673         |
| DDC Grant                               | 2,667         | 18,794        |
| Job Retention Scheme Grant              | -             | 6,243         |
| Sundry Receipts                         | 99            | 93            |
| <b>Total Receipts</b>                   | <u>47,776</u> | <u>45,119</u> |
| <b>PAYMENTS</b>                         |               |               |
| Employment Costs                        | 12,891        | 12,831        |
| Cleaning Services                       | 2,574         | -             |
| Electricity & Gas                       | 4,164         | 4,794         |
| Water & Drainage                        | 1,444         | 134           |
| Insurance                               | 3,264         | 2,726         |
| Office, Telephone & Admin Expenses      | 615           | 1,021         |
| Bar Stock Purchases                     | 5,353         | 2,919         |
| Cleaning and Household Materials        | 1,127         | 198           |
| Waste Disposal                          | 1,237         | 824           |
| Repairs & Renewals                      | 1,943         | 1,490         |
| Repair of Hall Floor                    | -             | 434           |
| Computer expenses                       | 360           | 657           |
| Door Repair                             | 318           | 1,500         |
| Beer Bottle Cooler                      | -             | 251           |
| New computer                            | -             | 329           |
| Projector stand                         | -             | 344           |
| Projector                               | 1,040         | -             |
| Microphone                              | 149           | -             |
| Handrail & fence repairs                | 1,518         | -             |
| Electrical work                         | 1,673         | 1,406         |
| Garden Expenses                         | 735           | 645           |
| Licencing Costs                         | 589           | 804           |
| Sundry Expenses                         | 502           | 443           |
| Credit Card charges                     | 215           | -             |
| <b>Total Payments</b>                   | <u>41,711</u> | <u>33,750</u> |
| <b>Excess of Receipts over Payments</b> | <u>6,065</u>  | <u>11,369</u> |

**ST MARGARET'S-AT-CLIFFE VILLAGE HALL**  
**Registered Charity Number 1070903**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022**

**General Fund Receipts and General Account Continued**

|  | Notes | 2022<br>£     | 2021<br>£     |
|--|-------|---------------|---------------|
| Cash and Bank Balances at 1st January 2022 |       | 91450         | 80081         |
| Surplus/(deficit) as page 4                |       | 6,065         | 11,369        |
| Cash and Bank Balances at 31 December 2022 |       | <u>97,515</u> | <u>91,450</u> |
| <b>Being</b>                               |       |               |               |
| Cash                                       |       | 494           | 516           |
| NatWest Bank                               |       | 34,879        | 28,853        |
| Barclays Bank                              |       | <u>62,142</u> | <u>62,081</u> |
|  |       | <u>97,515</u> | <u>91,450</u> |

**ST MARGARET'S-AT-CLIFFE VILLAGE HALL**  
**Registered Charity Number 1070903**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022**

**SCHEDULE OF FIXED ASSETS**

**Cost**

As at 1st January 2022  
Additions in year  
Disposals in year  
As at 31st December 2022

**Depreciation**

As at 1st January 2022  
Written back on disposal  
Depreciation charge for the year  
As at 31st December 2022

Net book value as at 31st December 2022

Net book value as at 31st December 2021

| Leasehold<br>Property<br>£ | Fixtures, Fit<br>& Equip<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|----------------------------|-------------------------------|--------------------|--------------------|
| 549,601                    | 63,298                        | 612,899            | 612,899            |
| -                          | -                             | -                  | -                  |
| -                          | -                             | -                  | -                  |
| 549,601                    | 63,298                        | 612,899            | 612,899            |
| 111,093                    | 53,362                        | 164,455            | 156,854            |
| -                          | -                             | -                  | -                  |
| 5,847                      | 1,490                         | 7,337              | 7,601              |
| 116,940                    | 54,852                        | 171,792            | 164,455            |
|                            |                               |                    |                    |
| 432,661                    | 8,446                         | 441,107            | 448,444            |

|         |       |         |
|---------|-------|---------|
| 438,508 | 9,936 | 448,444 |
|---------|-------|---------|

**STATEMENT OF FUNDS AS AT 31st DECEMBER 2022**

| Note                                | General Fund  |              | Designated<br>Fund F,F & E<br>£ | Restricted<br>Fund. Grants<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|-------------------------------------|---------------|--------------|---------------------------------|---------------------------------|--------------------|--------------------|
|                                     | Property<br>£ | Revenue<br>£ |                                 |                                 |                    |                    |
| Balance at 1st January 2022         | 118,554       | 29,001       | 52,630                          | 339,709                         | 539,894            | 536,126            |
| Leasehold Depreciation              | 5,847         | - 5,847      |                                 |                                 | -                  | -                  |
| Leasehold Grants write off          |               | 4,530        |                                 | - 4,530                         | -                  | -                  |
| Fixtures, Fit and Equip Depn        |               | - 1,490      | 1,490                           |                                 | -                  | -                  |
| Receipts/(Payments) for the year    |               | 6,065        |                                 |                                 | 6,065              | 11,369             |
| Depreciation of Assets              | - 5,847       |              | - 1,490                         |                                 | - 7,337            | - 7,601            |
| Fund Balances at 31st December 2022 | 118,554       | 32,259       | 52,630                          | 335,179                         | 538,622            | 539,894            |

**STATEMENT OF ASSETS AND LIABILITIES AT 31st DECEMBER 2022**

| Note                             | General Fund  |              | Designated<br>Fund F,F & E<br>£ | Restricted<br>Fund. Grants<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|----------------------------------|---------------|--------------|---------------------------------|---------------------------------|--------------------|--------------------|
|                                  | Property<br>£ | Revenue<br>£ |                                 |                                 |                    |                    |
| Fixed Assets                     | 432,661       |              | 8,446                           |                                 | 441,107            | 448,444            |
| Less: Grants                     | - 335,179     |              |                                 |                                 | - 335,179          | - 339,709          |
| Fixed Assets, Net of Grants      | 97,482        |              | 8,446                           |                                 | 105,928            | 108,735            |
| Cash Floats                      |               | 494          |                                 |                                 | 494                | 516                |
| Bank Balances - NatWest          | 3,114         | 31,765       |                                 |                                 | 34,879             | 28,853             |
| Barclays Bank                    | 17,958        | -            | 44,184                          |                                 | 62,142             | 62,081             |
| Assets represented by Funds      | 118,554       | 32,259       | 52,630                          | -                               | 203,443            | 200,185            |
| Other Assets - Bar Stocks        |               | 590          |                                 |                                 | 590                | 415                |
|                                  | 118,554       | 32,849       | 52,630                          | -                               | 204,033            | 200,600            |
| Less liabilities - Creditors     |               |              |                                 |                                 |                    |                    |
| Net Assets at 31st December 2022 | 118,554       | 32,849       | 52,630                          | -                               | 204,033            | 200,600            |

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022**

**1. STATEMENT OF ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with the applicable accounting standards, the Charities SORP 2005 on a Receipts and Payments basis.

**a. Funds**

General funds represent the funds of the Charity that are not subject to special restrictions regarding their use and are available for application to the general purposes of the Charity.

Restricted funds are funds which were received by way of grant or donation for a specific purpose, or where sums have been specifically allocated for such purpose.

Designated funds are funds which represent amounts set aside from general funds for a particular purpose but are not restricted and can therefore be reallocate if so required by the Management Committee. These funds have now been transferred to the General Fund.

The financial statements include monetary transactions, assets, and liabilities for which the Charity can be held responsible. They do not include the accounts of other Village organisations, nor assets or equipment within the Hall which may be in the ownership of others.

All funds of the Charity are held in a combined bank account with the NatWest Bank or on deposit with Barclays Bank. All deposit interest is treated as applicable to General Funds, unless specifically directed otherwise by the donor.

**b. Income, Capital Sources and Expenditure**

All general income is recognised when received by the Charity. Although hiring charges are normally received in advance of the booking date, the amount received in the year is recognised in the General Fund Receipts and Payments Account.

Donations are treated as General Funds unless specifically restricted by the donor.

Expenditure is accounted for when irrevocably paid.

The amount of the original fundraising for the hall, together with the specific grants applicable thereto, have all been treated as Restricted Funds relating to that building project.

**c. Statement of Assets and Liabilities**

In arriving at the value of assets shown, provision is made for depreciation as follows:

- 1) Leasehold Buildings. Over the period of the lease to 31 December 2096.
- 2) Fixtures, Fittings & Equipment. 15% per annum on the reducing balance.  
Items of expenditure less than £500 are written off as renewals in the year of payment.



**ST MARGARET'S-AT-CLIFFE VILLAGE HALL**  
**Registered Charity Number 1070903**  
**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022**

**2. CHANGE OF LEGAL STATUS**

The original custodian trustees of the lease have both died and have been replaced. So as to provide a permanent ongoing legal status for the charity and holders of the lease, a company limited by guarantee has been formed. St Margaret's Village Hall (Kent) has also been registered with the Charity Commission.

Because the existing lease contains provisions for a management structure that are not longer appropriate, arrangements are in hand for the granting of a new lease with the same rental terms and termination date. These arrangements are now expected to be concluded during 2023.

**3. GROUND RENT**

Under the terms of the lease from the Canterbury Diocesan Board of Finance, the rent payable is £1 per annum for the duration of the lease which expires on 31 December 2096. But under the terms of the lease, the landlord is entitled to use of the Hall without payment for two days a week.

**4. TRANSFERS BETWEEN FUNDS**

**a) Restricted Funds**

In accordance with the accounting policies set out in Note 1c, provision is made for depreciation of the leasehold premises so that this expenditure is written off over the period of the lease. Similarly, the Restricted funds provided by way of grant and donation for the building are similarly written off over the same period. Transfers from the General Fund to reflect these adjustments are as follows:

|   | <b>2022</b> | <b>2021</b> |
|---|-------------|-------------|
|   | <b>£</b>    | <b>£</b>    |
| Depreciation of Leasehold Premises        | 5,847       | 5,847       |
| Less: Transfer from Restricted Grant Fund | 4,530       | 4,530       |
| Net transfer from General Fund            | 1,317       | 1,317       |

**b) Designated Funds**

Provision is made for depreciation of Fixtures, Fittings and Equipment in accordance with Note 1c, and so that this cost is a charge on the General Fund, a Transfer is made to reflect this as follows:

|                           | <b>2022</b> | <b>2021</b> |
|---------------------------|-------------|-------------|
|                           | <b>£</b>    | <b>£</b>    |
| Depreciation of Equipment | 1,490       | 1,754       |

**ST MARGARET'S-AT-CLIFFE VILLAGE HALL**  
**Registered Charity Number 1070903**  
**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022**

**5. BAR INCOME**

|   | <b>2022</b>  | <b>2021</b>  |
|---|--------------|--------------|
|   | <b>£</b>     | <b>£</b>     |
| Bar Sales (excluding corkage charges)               | 13,637       | 6,673        |
| Less: Cost of Sales Purchases (adjusted for stocks) | 5,178        | 2,704        |
| <b>Bar Profit for the year</b>                      | <b>8,459</b> | <b>3,969</b> |
| Gross Profit Margin for the year                    | 62.03%       | 59.40%       |

**6. EMPLOYMENT COSTS**

|   | <b>2022</b>   | <b>2021</b>   |
|---|---------------|---------------|
|   | <b>£</b>      | <b>£</b>      |
| Hall Supervisor's Salary & National Insurance | 12,791        | 12,751        |
| Additional bar staff wages                    | 100           | 80            |
|   | <b>12,891</b> | <b>12,831</b> |

**7. REPAIRS & RENEWALS**

|   | <b>2022</b>  | <b>2021</b>  |
|---|--------------|--------------|
|   | <b>£</b>     | <b>£</b>     |
| Plumbing                                  | -            | 260          |
| Gas, Electricity & Fire Safety Inspection | -            | 115          |
| Door                                      | 318          | -            |
| Other small items under £300              | 1,625        | 1,115        |
|   | <b>1,943</b> | <b>1,490</b> |