



Edenbridge Town Village Hall Charity
Charity No. 1076281

**Annual Report and Accounts
For the year ended
31 March 2021**

www.edenbridgevillagehall.org

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EDENBRIDGE TOWN VILLAGE HALL CHARITY

Registered Charity Number 1076281

TRUSTEES ANNUAL REPORT

31ST MARCH 2021

The Trustees present their report for the year ending 31st March 2021 which should be read in conjunction with the attached accounts for the same period.

These accounts have been prepared on a receipts and payments basis which is acceptable as the income and assets are less than the thresholds for accruals accounting. The Charity SORP FRS 102 has not been followed.

The Trustees confirm that they have kept proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the accounts comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the governing document.

Legal Status

The Charity is established by Trust Deed dated 21st July 1998 by which the Edenbridge Women's Institute Hall was leased by the Edenbridge (Afternoon) WI to Edenbridge Town Council, to be held in trust for the Edenbridge Town Hall Village Charity. Charity registration number 1076281 was granted on 25th June 1999.

The Charity is an unincorporated association.

The hall address is Station Road, Edenbridge, Kent, TN8 5LX.

The contact address (as shown on the Register of Charities) is: Blue Cedar, Mill Hill, Edenbridge, Kent, TN8 5DB.

The hall is often referred to locally as 'The WI Hall'.

Objects, Policies and Organisation

The Trust is established for the purpose of maintaining the Village Hall for the use of the inhabitants of the town of Edenbridge, without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation. The object is to improve the conditions of life for the said inhabitants.

The hall is available for hire by any individual or organisation in accordance with the standard hiring agreement and scale of charges adopted for the year. The policy of the managing trustees is that the scale of charges be sufficient to generate adequate income to meet the ordinary expenditure incurred in maintaining the building. Specific improvements are funded by appeals, grants, and fund-raising events.

The Charity is run and governed according to the trust deed above. The management committee is elected or appointed on an annual basis, with the officers being elected from members of the committee at the annual general meeting. Applications for representation on the committee from new organisations operating in the area of benefit may be granted subject to guidance in the governing document. All members of the committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

The annual general meeting is usually held in May. All inhabitants of Edenbridge aged eighteen and over are entitled to attend and vote at this. There are regular meetings of users and management during the year.

Responsibility for the recruitment of new trustees rests with existing trustees. Methods such as personal recommendation are traditionally used and guidance from the Charity Commission is to be followed, as necessary, for each individual appointment.

When making decisions regarding the running of the hall, the Trustees have kept in mind the Charity Commission's guidance on public benefit.

The Trustees take their responsibility to care for personal data seriously. Certain types of data needs to be collected and used in order to carry out our activities of managing the hall. This personal data must be collected and handled securely.

There is no reserves policy. The governing document states that any sum of cash at any time belonging to the Charity and not needed as a balance for working purposes shall (unless otherwise directed by the Charity Commissioners) be invested.

The Trustees completed a Covid-19 risk assessment and are regularly reviewing this as the hall re-opens following the Coronavirus pandemic.

Activities

The hall continues to be a venue for regular groups. Such sessions include WI groups, dance classes for children and adults, amateur dramatics, and singing. In addition, it is available for events such as elections, meetings, private parties, weddings and other celebrations and wakes. The car park space has on occasion been hired out separately, although priority must be given to hall hirers.

Chairman's Review of the Year and Future Intentions

First of all, as always, I would like to thank all members of the trustees and hall users committees, along with caretaker George and local tradespersons for their efforts in maintaining the hall to a high standard.

Covid19 significantly interrupted the running of the hall for the year ended 31st March 2021, as the hall was closed on 19th March 2020. Since May 2021, we are beginning to find our feet again. We re-opened for organised children's dance classes on 27th April 2021 and have taken a cautious approach thereafter in line with guidelines from ACRE (Action with Communities in Rural England). Government restrictions were lifted on 19th July 2021.

We have been very fortunate that we have acquired three new regular hall users. In the autumn of 2021 we hope to welcome back our two regular amateur dramatic and singing groups.

After much thought and discussion it was decided by the trustees to take on the commitment of bookings ourselves. We now have in place a new bookings manager and developed the web site to utilise an online bookings calendar. All this gives the wider general public a good look at the hall online, together with up-to-date availability for hire. To date it has been working very well as we have had several one-off enquires for private parties and using the Committee room as a 'work from home' meeting place.

Since our last review we have managed to continue our refurbishment of the hall by supplying and fixing new toilets and ancillary components, laying new flooring, new fire doors to entrances, painting and general decorating in toilets and kitchen area.

As to the future we are still looking to move things on for the hall. At present we have started to obtain costs for, and are considering, the following:

- Laying new floors in the lobby and kitchen areas
- Flooring, new cupboard doors and general decoration to the small committee room.
- Replacement serving hatch for kitchen
- Replacement internal swing fire doors to hall and kitchen
- Main front door refurbishment with new locks and handles
- Wi fi installation

We do recognise Edenbridge is still growing and the need to keep the building warm, safe and offering a friendly welcoming atmosphere, for all users, young and old.

Finances

The statement on page 10 shows the current state of the finances. Accounts were prepared under the receipts and payments basis.

The accounts for the year show overall income greater than expenditure by £15,839 (2020: £4,346 excess expenditure). Total balances in the bank were £54,465 as at 31 March 2021 (2020: £38,626). The net inflow of funds is mainly attributable to the receipt of Government coronavirus Retail, Hospitality and Leisure grants following the enforced closure of the hall.

On 19th March 2020, the Trustees closed the hall due to the Coronavirus situation. The hall re-opened to hirers briefly for a 7 week period September 14 - 3 November 2020, but was forced to close for the remainder of the financial year. It re-opened slowly after 27th April 2021 only to permitted hirers. Government restrictions were lifted on 19 July 2021.

The pandemic had an adverse effect on hire receipts for the year as the hall was closed for approximately 10 months of the period. However, the charity was grateful to receive Coronavirus grants and took steps to cut costs where possible, including furloughing our caretaker. Business rates were subject to 100% relief by Sevenoaks District Council and the annual rent cut by Edenbridge Afternoon WI.

The Trustees appealed to Edenbridge Town Council to reduce their administration fees for the period as the volume of bookings work was obviously and significantly reduced during the extensive closure. 50% of the administration fees invoiced have been paid to date.

Hire fees were reviewed before re-opening in September. The structure was simplified and most rates decreased. The Trustees waived storage costs for the whole period.

A revenue grant of £1,260 was gratefully received from the Great Stone Bridge Trust in September 2020, as in previous years. However, the Trustees decided to return this in full in January 2021 when further Coronavirus grants were received.

The Trustees received £20,054 from Edenbridge Town Council from their Community Infrastructure Levy (CIL) Fund in order to refurbish the toilet facilities at the hall. This work was completed while the hall was closed and the entire amount of the grant spent.

The reserve for stage lighting equipment from general funds remains at £1,118. This was received from donations and fund raising events in previous years. Exact requirements for the replacement of stage lighting equipment will need to be discussed between the two major users of this facility – Forge Singers and Edenbridge Players.

Committee of Management

Members of the committee and groups' representatives during the year were:

Mr Jim Burbridge	Chairman
Mr Kenneth Day	Vice Chairman
Mrs Mary Cunningham	Secretary
Mrs Anne Lloyd	Treasurer
Mrs Margaret Kuell	Evening WI
Mrs Mary Grieve	Afternoon WI
Mrs Anita Wantling	Evening WI
Mrs Karen Lynch	Forge singers
Mr Jesse Cooper	Edenbridge Players
Mr Stewart Currie	Edenbridge Players
Ms Chantelle Kite	Evolution Dance Academy
Mrs Marion Wills	EdenARA
Cllr Stuart McGregor	Edenbridge Town Council
Cllr Alan Damodaran	Edenbridge Town Council

Trustees as at the date of this report are:

Mr Jim Burbridge
Mr Kenneth Day
Mrs Mary Cunningham
Mrs Anne Lloyd
Mrs Margaret Kuell
Mrs Mary Grieve
Mrs Anita Wantling
Mrs Karen Lynch

Mr Jesse Cooper resigned as a trustee on 27 November 2020.

Cllrs Angela Read and Angela Baker became the Edenbridge Town Council representatives as from 16 July 2021.

The Custodian Trustee is Edenbridge Town Council.

Personal trustees received no remuneration or other benefits from the charity. Edenbridge Town Council was paid for administration services, including bookings and payroll. These services have been discontinued from 3 July 2021.

Trustees were reimbursed for expenses incurred in connection with their duties as follows:

Jim Burbridge	£ 67
Anne Lloyd	£166

The Independent Examiner is Mr Geoffrey Lee, FCA.

Approved by the Trustees and signed on their behalf by:

Jim Burbridge

Chairman

3.9.21

EDENBRIDGE TOWN VILLAGE HALL CHARITY
CHARITY NO 1076281

Receipts and Payments

	Year ended 31st March 2021					Year ended 31st March 2020				
	Unrestricted funds		Restricted funds ⁵		Total funds	Unrestricted funds		Restricted funds ⁵		Total funds
	£	£	£	£		£	£	£	£	
Receipts										
Coronavirus government grants ¹	21,051				21,051	0				0
HMRC furlough receipts ¹	3,543				3,543	0				0
		24,594			24,594		0			0
Charge to users ¹	3,221				3,221	18,556				18,556
Stage lighting rent	0				0	0				0
Storage rent	0				0	387				387
Licence income	0				0	100				100
Bank interest	134				134	132				132
Grants for specified hall improvements	0		20,054		20,054	0		0		0
Other donations and misc income ²	1,260				1,260	1,481				1,481
		4,615		20,054	24,669		20,656		0	20,656
Less Payments										
Utilities										
Gas	1,690				1,690	1,697				1,697
Electricity	626				626	378				378
Water & sewerage	33				33	521				521
		2,349		0	2,349		2,596		0	2,596
Cleaning	4,630				4,630	6,419				6,419
Administration (Town Council) ⁶	1,345				1,345	2,453				2,453
Insurance	1,578				1,578	1,560				1,560
Business rates	0				0	696				696
Rent (Afternoon WI)	50				50	650				650
Licences and inspections	638				638	1,884				1,884
Building maintenance and repairs	872				872	659				659
Small purchases	632				632	832				832
Promotions & marketing	16				16	277				277
Return of revenue grant ²	1,260				1,260	0				0
Refurbishment expenditure ³	0		20,054		20,054	3,783		3,193		6,976
		11,021		20,054	31,075		19,213		3,193	22,406
Receipts less payments over the year		15,839		0	15,839		-1,153		-3,193	-4,346
Cash fund at 1 April 2020		38,626		0	38,626	at 1/4/19	39,779		3,193	42,972
Cash fund at 31 March 2021		<u>54,465</u>		<u>0</u>	<u>54,465</u>	at 31/3/20	<u>38,626</u>		<u>0</u>	<u>38,626</u>

Statement of assets and liabilities at the end of the year

at 31st March 2021					at 31/3/20				
Current account ⁴	37,643	0		37,643	21,938	0		21,938	
Current account #2 ⁵	0	0		0	0	0		0	
Deposit account ⁴	16,822	0		16,822	16,688	0		16,688	
	<u>54,465</u>	<u>0</u>		<u>54,465</u>	<u>38,626</u>	<u>0</u>		<u>38,626</u>	

Notes:

1. Coronavirus: hall only permitted to open 14 September- 4 November 2020.
2. 20/21: Revenue grant from Great Stone Bridge Trust. Repaid after subsequent receipt of Covid grants from SDC.
3. 20/21: Toilet refurbishment, funded by Community Infrastructure Levy grant.
19/20: Fascia and soffit works.
4. £1,118 is reserved for the replacement of stage lighting equipment (2020: £1,118)
5. Barclays current account #2 used only for specified projects.
6. Further administration fees £1,179 are unpaid and disputed with Edenbridge Town Council as at 31/3/21.

Anne Lloyd 03/09/2021

Treasurer

EDENBRIDGE TOWN VILLAGE HALL CHARITY

Charity No. 1076281

Independent examiner's report to the trustees of Edenbridge Town Village Hall Charity ("the Charity")

I report on the accounts of the Trust for the year ended 31st March 2021, as presented on page 10.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of both an annual report and the accounts.

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the Charity accounts under section 145 of the Charities Act,
- to follow procedures laid down in the general Directions (last updated 14 July 2021) given by the Charity Commission and the "Guidance for Independent Examiners during Covid-19 pandemic or in a time of national emergency" given jointly by the three UK charity Regulators (issued 7 May 2020, last updated 10 August 2021 and subject to review on 30 September 2021) (under section 145(5)(b)) of the Charities Act,
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

The charity's trustees have prepared receipts and payments accounts without adopting Charity SORP (FRS102) (second edition - October 2019) so the general Direction 7 and parts of Directions 8 and 9 given by the Charity Commission do not apply.

Accordingly, my examination was carried out in accordance with general Directions 1 to 6, 10 to 13 and the applicable parts of Directions 8 and 9 given by the Charity Commission, the statutory duty to report certain matters of material significance to the Charity Commission and at my discretion to report relevant matters to the Charity Commission.

An examination includes a review of 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 these accounts and seeking explanations from the trustees. The procedures undertaken do not provide all evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention giving me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do not accord with the accounting records; or
- the accounts do 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.

Direction 9 requires that the trustees make an assessment of the charity's financial position when approving the accounts. Since the adopted basis of accounts preparation is the receipts and payments basis there is no obligation to also ensure that the charity is a going concern when making this assessment. The trustees have in these uncertain times fully explained events during the year and have detailed the disputed administration fee with the inconsistent effect on payments. They have further stated details of their actions in the subsequent period indicating optimism regarding future receipts and plans for additional payments.

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.

GEOFFREY R LEE

FCA

Institute of Chartered Accountants in England & Wales

Whitefields

Mill Hill

Edenbridge

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3.9.21