



Edenbridge Town Village Hall Charity

Charity No. 1076281

Annual Report and Accounts For the year ended 31 March 2022

www.edenbridgevillagehall.org

Contents

	Page
Trustees report	3 - 7
Independent examiner's report	8 - 9
Accounts	10

EDENBRIDGE TOWN VILLAGE HALL CHARITY
Registered Charity Number 1076281

TRUSTEES ANNUAL REPORT
31ST MARCH 2022

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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.

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The Charity is an unincorporated association.

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

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

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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 need 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.

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Chairman's Review of the Year and Future Intentions

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.

Covid 19 again disrupted the running of the hall for the year ended 31st March 2022. We re-opened for organised children's dance classes on 27th April 2021 and took a cautious approach thereafter in line with guidelines from ACRE (Action with Communities in Rural England). Government restrictions were lifted on 19th July 2021 and bookings have steadily returned. We have new regular hall users and some existing customers have been able to extend their session times. We are very pleased to welcome back Edenbridge's amateur dramatic and singing groups and look forward to them staging productions in the hall.

The hall website has been updated to utilise an online bookings calendar. This gives the general public a chance to view the hall and its facilities online, together with up-to-date availability for hire. To date it has been working very well with increased enquires for private parties and using the more compact Committee Room as a 'work from home' meeting place. WiFi has now been installed throughout the building.

Since my last report, we have continued to refurbish the hall. Works carried out by local tradespersons include:

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

- Replacement electronic serving hatch for kitchen
- Replacement internal swing fire doors to hall
- Main front door refurbishment with new locks and handles
- Kitchen work surfaces
- Main hall floor resurfacing and polishing

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

Jim Burbridge, Chairman

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 receipts greater than expenditure by £4,644 (2021: £15,839). Total balances in the bank were £59,109 as at 31 March 2022 (2021: £54,465).

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Hire fees were reviewed and not increased during the financial year. The Trustees continued to waive storage costs to the 3 major users of the storage facility.

In the current climate of increasing costs, the hall was fortunate to benefit from a fixed energy contract during the period. Unfortunately, this expires in Autumn 2022. The Trustees will continue to monitor costs against hall income.

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 are being 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 Anita Wantling	Evening WI
Mrs Mary Grieve	Afternoon WI
Mrs Pat Bracher	Afternoon WI
Mrs Karen Lynch	Forge singers

Cllr Stuart McGregor	Edenbridge Town Council
Cllr Alan Damodaran	Edenbridge Town Council
Cllr Angela Read	Edenbridge Town Council
Cllr Angela Baker	Edenbridge Town Council

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

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

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 were discontinued from 3 July 2021, when a new bookings manager was appointed.

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

Jim Burbridge	£ 94
Anne Lloyd	£525
Anita Wantling	£15

The Independent Examiner is Mr Geoffrey Lee, FCA.

Approved by the Trustees and signed on their behalf by:

Jim Burbridge
Chairman
30/ 06/ 22

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 2022, as presented on page 10.

Respective responsibilities of trustees and examiner

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

The charity's trustees do not consider that an audit is 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 and last updated 10 August 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. They have also considered future working arrangements regarding receipts and plans for the timing of payments to cover additional refurbishments to the Village Hall.

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

Kent TN8 5DB

EDENBRIDGE TOWN VILLAGE HALL CHARITY
CHARITY NO 1076281

Receipts and Payments

	Year ended 31st March 2022					Year ended 31st March 2021				
	Unrestricted funds		Restricted funds ⁵		Total funds	Unrestricted funds		Restricted funds ⁵		Total funds
	£	£	£	£	£	£	£	£	£	£
Receipts										
Coronavirus government grants ¹	10,667				10,667	21,051				21,051
HMRC furlough receipts ¹	451				451	3,543				3,543
		11,118			11,118		24,594			24,594
Charge to users ¹	17,636				17,636	3,221				3,221
Stage lighting rent	0				0	0				0
Storage rent	30				30	0				0
Special deposits held at 31/3/22 ⁶	400				400	0				0
Bank interest	118				118	134				134
Grants for specified hall improvements ³	0		0		0	0		20,054		20,054
Other donations and misc income ²	100				100	1,260				1,260
		18,284		0	18,284		4,615		20,054	24,669
Less Payments										
Utilities										
Gas	1,668				1,668	1,690				1,690
Electricity	539				539	626				626
Water & sewerage	1,062				1,062	33				33
		3,269		0	3,269		2,349		0	2,349
Cleaning	6,402				6,402	4,630				4,630
Administration	2,254				2,254	1,345				1,345
Insurance	1,865				1,865	1,578				1,578
Business rates	180				180	0				0
Rent (Afternoon WI)	650				650	50				50
Licences and inspections	855				855	638				638
Building maintenance and repairs	2,299				2,299	872				872
Small purchases	723				723	632				632
Promotions & marketing	340				340	16				16
Mobile phone and internet	221				221	0				0
Return of revenue grant ²	0				0	1,260				1,260
Refurbishment expenditure ³	5,700		0		5,700	0		20,054		20,054
		21,489		0	21,489		11,021		20,054	31,075
Receipts less payments over the year		4,644		0	4,644		15,839		0	15,839
Cash fund at 1 April 2021		54,465		0	54,465	at 1/4/20	38,626		0	38,626
Cash fund at 31 March 2022		<u>59,109</u>		<u>0</u>	<u>59,109</u>	at 31/3/21	<u>54,465</u>		<u>0</u>	<u>54,465</u>

Statement of assets and liabilities at the end of the year

at 31st March 2022				at 31/3/21			
Current account ⁴	32,169	0	32,169	37,643	0	37,643	
Current account #2 ⁵	0	0	0	0	0	0	
Deposit account ⁴	26,940	0	26,940	16,822	0	16,822	
	<u>59,109</u>	<u>0</u>	<u>59,109</u>	<u>54,465</u>	<u>0</u>	<u>54,465</u>	

Notes:

1. Coronavirus: Most restrictions lifted 19/7/21. 20/21: 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. 21/22: Kitchen and lobby works. 20/21: Toilet refurbishment, funded by Community Infrastructure Levy grant.
4. £1,118 is reserved for the replacement of stage lighting equipment (2021: £1,118)
5. Barclays current account #2 used only for specified projects.
6. Special deposits from future hirers held in case of damage at 31/3/22. Refundable post hire.

Anne Lloyd 30/06/2022

Treasurer



Edenbridge Town Village Hall Charity

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