



**Edenbridge Town Village Hall Charity**

Charity No. 1076281

**Annual Report and Accounts  
For the year ended  
31<sup>st</sup> March 2024**

[www.edenbridgevillagehall.org](http://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

31<sup>ST</sup> MARCH 2024

The Trustees present their report for the year ending 31<sup>st</sup> March 2024 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 25<sup>th</sup> 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: Station Road, Edenbridge, Kent, TN8 5LX.

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. The Chairman hosted a 'Volunteer Fair' in June 2024 in the Hall to raise awareness of local volunteer groups.

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 is 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.

## **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 is on occasion 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 our cleaner and local tradespersons for their efforts in maintaining the hall to a high standard.

Hall bookings continue to grow. We have had lots of interest from varying organisations as well as continued support from our regular users. We hire to two local production teams (theatrical and musical performances, staged for all locals to enjoy), plus accommodate children's and adult dance classes, birthday parties, wedding receptions and wakes as well as the occasional commercial hire. This shows the versatility of the Hall.

The hall website utilises 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. We are now promoting the hall on social media plus a new advertising board, to publicise what is going on at the hall.

We do appreciate that we must keep updating, both internally and the exterior of the building to both maintain our current levels and improve conditions for hirers and neighbours further still.

Current considerations are:

- Replacement electronic serving hatch for kitchen
- Renewing surface of car park
- Storage cupboard for tables
- New sound system
- Acquisition of projector and screen
- Decorating front entrance area

Within the last year we have:

- Fitted new key safe and external post box
- Fitted rods to hall curtains

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

In the AGM Minutes 2023, it was reported that the Treasurer and Secretary were standing down. These two voluntary positions were advertised. A new Secretary has been taken on who has proved a valuable asset to the Committee. After 3 months we were not able to recruit a volunteer Treasurer. A professional paid book-keeper was then taken on.

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.

Total balances in the bank were £47,791 as at 31 March 2024 (2023: £49,959).

No grants were applied for during this period.

The Trustees continue to be concerned with the ongoing economic situation and rising costs. Fixed energy contracts came to an end in September 2022 and new one-year fixes were taken out at a much higher level than in October 2023 a two-year fixed was entered into. The Charity benefited from the Government Energy Bill Relief Scheme, but energy payments were still high.

Hire fees remained the same but will be reviewed in the next financial year.

## Committee of Management

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

Mr Jim Burbridge	Chairman
Mrs Roseanne Browning	Secretary
Ms V Pearman	Evening WI
Ms M Phillips	Evening WI
Mrs Margaret Kuell	Evening WI
Mrs Anita Wantling	Evening WI
Mr Andrew Dore	Edenbridge Players
Mr Rob Smith	
Mrs Pat Bracher	Afternoon WI
Mrs Karen Lynch	Forge singers
Cllr Angela Read	Edenbridge Town Council

Trustees as at the date of this report are:

Mr Jim Burbridge  
Mrs Roseanne Browning  
Mr Andrew Dore

Mrs Margaret Kuell  
Mrs Pat Bracher  
Mrs Anita Wantling  
Mrs Karen Lynch

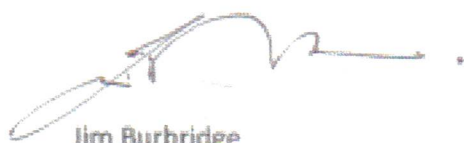
The Custodian Trustee is Edenbridge Town Council. Councillor Angela Read has been appointed as the Council's representatives for the WI Hall Management Committee.

Personal trustees received no remuneration or other benefits from the charity.

No Trustees were reimbursed for expenses incurred in connection with their duties.

The Independent Examiner is *JOHN BAKER*

Approved by the Trustees and signed on their behalf by:



Jim Burbridge

Chairman

1<sup>st</sup> October 2024

**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 31<sup>st</sup> March 2024, 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.



Edenbridge Town Village Hall Charity

Financial summary - 12 months 1 April 2023 to 31 March 2024

RECEIPTS

	£	£	£	£	£	£
	12 months	1 April 2023 to 31 March 2024		12 months	1 April to 31 March 2023	
Lettings:						
Forge Singers	800.00			1,860.50		
Evolution Dance	6,275.00			6,628.50		
Edenbridge Players	6,247.50			3,625.00		
View School	0.00			1,114.00		
LMJ Coaching	0.00			96.00		
Elections	412.50			0		
Movement to Music	5,090.00			4,822.50		
Cora	260.00			562.00		
BoostFit	980.00			875.00		
Car Park: Pizza	1,292.00			1,598.00		
Miscellaneous Lettings	9,221.00			4,125.50		
		30,578.00			25,307.00	
Special Deposit receipts 2		4,600.00			3,200.00	
Storage, Licence, Stage Lighting, Trade sacks		260.00			70.00	
Donations / Misc income		860.00			100.00	
Donations/Grants - stage lights 1		1,026.11			23,206.03	
Shawbrook Bank Interest		169.08			85.14	
		<u>37,493.19</u>			<u>51,968.17</u>	

PAYMENTS

Utilities	Electricity and Gas	5,839.46		4,411.46		
	Water and Sewerage	494.67		561.31		
		<u>6,334.13</u>		<u>4,972.77</u>		
Window Cleaning		180.00		180.00		
Hall Cleaning		8,573.96		7,921.56		
Business rates		256.75		353.28		
Building Maintenance		2,434.74		542.00		
Rent	- Edenbridge Afternoon WI	650.00		650.00		
Hall Administration - honaraium		3,315.00		3,400.00		
Sundry Expenses		903.58		845.58		
Communications		797.42		583.56		
Inspections and Licences		813.94		1,117.04		
Promotions and marketing		380.00		380.00		
Insurance		1,759.45		1,493.52		
		<u>20,064.84</u>		<u>17,466.54</u>		
Fencing		7,674.82		956.40		
Stage Cyclorama backing		0.00	Kitchen an	2,584.42		
Interior entrance doors		0.00	Kitchen wc	4,680.00		
Floor refurbishment		0.00	Stage Cycl	4,272.00		
		<u>7,674.82</u>	Interior en			
		<u>3,700.00</u>		<u>12,492.82</u>		
Special Deposits repaid 2				2,400.00		
Stage Lighting 1		1,903.00		23,786.08		
		<u>39,676.79</u>		<u>61,118.21</u>		
Receipts less payments for the period:		-2,183.60		-9,150.04		
Brought forward at 1 April 2023:1			b/f @ 1/4/22			
Barclays current		21,153.83		32,169.01		
Barclays #21		1,780.00		0.00		
Shawbrook Bank		27,024.67		26,939.53		
		<u>49,958.50</u>		<u>59,108.54</u>		
		<u>47,774.90</u>		<u>49,958.50</u>		
Closing Balances at 31 March 2024: 1,2			c/f @ 31/3/2023			
Barclays current		29,435.90		21,153.83		
Barclays #2		339.00		1,780.00		
Shawbrook Bank		18,000.00		27,024.67		
		<u>47,774.90</u>		<u>49,958.50</u>		

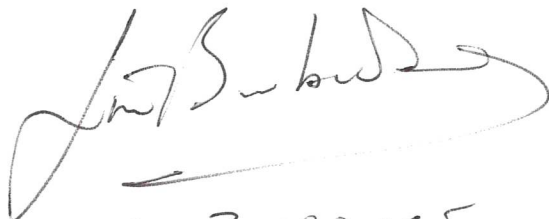
Notes:

1. Stage lighting equipment now purchased - historical reserve now fully utilized. Reserve was £1,117.87 at 30/11/22.

The monies received from the Great Stone Bridge Trust has been fully utilised by 31.3.2024. The balance on the Barclays No.2 account is to be transferred to the main Barclays current account

2. Net special deposits of £2,050 held at 31/03/24. Return to hirer after hire if no damage. (£1,150 at 31/3/23)

31/3/2024



JIM BURBRIDGE

CHAIRMAN

1-10-24

# Edenbridge Town Village Hall Charity

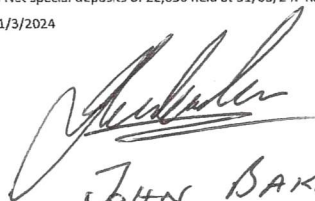
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31/3/2024



JOHN BAKER

INDEPENDENT EXAMINER

1-10-24