



Edenbridge Town Village Hall Charity

Charity No. 1076281

**Annual Report and Accounts
For the year ended
31st March 2025**

www.edenbridgevillagehall.org

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EDENBRIDGE TOWN VILLAGE HALL CHARITY

Registered Charity Number 1076281

TRUSTEES ANNUAL REPORT

31ST MARCH 2025

The Trustees present their report for the year ending 31st March 2025 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: 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.

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 will be stored and processed in line with the General Data Protection Regulations effective May 25th 2018

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 trustees, the committee and hall users along with our cleaner and local tradespersons for their efforts in maintaining the hall to a high standard.

This financial year has proved challenging in terms of finance and maintenance.

It was necessary to increase the hire costs to meet rising costs in utilities and maintenance of the building. This resulted in a loss of a regular hirer. However, support and acknowledgement were shown by other regular hirers. Hall bookings continue to grow with interest shown from varying organisations. We hire to two local production teams (theatrical and musical performances, staged for all locals to enjoy), plus accommodate children's and adult dance and exercise 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. Hall events are promoted on social media along with an advertising board.

In the later part of the year, it was found that there was an issue with the floor, it had dropped. On inspection from flooring experts, it was found to be suffering from wet and dry rot. Initially, this was thought to be only in one area. Upon further investigation, it showed that the whole floor was suffering from rot. The hall was built in 1934 and the conclusion was that the whole floor would need replacing. The hall was closed for 10 days in January whilst a temporary floor was laid with ply and vinyl.

This project was Phase 1. This was financed by our Charity and grants.

Phase 2 of the project will take place between August and November 2025. This will result in a new sports floor being laid. This is to be funded by the Charity and grants.

During the year, we have:

- Held events to raise capital and awareness for the hall
- Introduced a new sound system
- Renewed the surface of the car park
- Part decorated the front of the building
- Kept vegetation down
- General Maintenance – lights and plumbing

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 for hall improvement are:

- Decorating the front entrance and main hall
- Installing an Electronic Serving hatch

- Better general maintenance, both external and internal
- Replacing existing overhead lighting and general upkeep of electrics

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

We continue to use the services of a paid book-keeper. Our secretary is an asset to the Charity who takes on many roles including organising fundraising events and keeping administrative documents up to date. Meanwhile we continue to recruit volunteers to serve on the Committee.

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 £48,587 as at 31 March 2025 (2024: £47,791).

Grants were applied for during this period to finance the hall floor as mentioned above.

Committee of Management

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

Mr Jim Burbridge	Chairman
Mrs Roseanne Browning	Secretary
Ms Veronica Pearman	Evening WI
Ms Marion Phillips	Evening WI
Mrs Pat Bracher	Afternoon WI
Mrs Karen Lynch	Forge singers
Mr Andrew Dore	Edenbridge Players
Mr Rob Smith	General Member
Cllr Mike Stockdale	Edenbridge Town Council

Trustees as at the date of this report are:

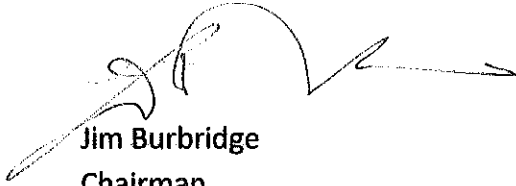
Mr Jim Burbridge
Mrs Roseanne Browning
Mr Andrew Dore
Mrs Karen Lynch
Mrs Pat Bracher

The Custodian Trustee is Edenbridge Town Council. Councillor Mike Stockdale 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.

The Independent Examiner is Mr John Baker

Approved by the Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to be 'Jim Burbridge', written over a horizontal line.

Jim Burbridge
Chairman

15th October 2025

Edenbridge Town Village Hall Charity

Financial summary - 12 months 1 April 2024 to 31 March 2025

RECEIPTS

	£	£	£	£	£	£
	12 months	1 April 2024 to 31 March 2025		12 months	1 April 2023 to 31 March 2024	
Lettings:						
Forge Singers	672.00			800.00		
Evolution Dance	3,150.00			6,275.00		
Edenbridge Players	6,877.00			6,247.50		
Vlew School	0.00			0.00		
LMJ Coaching	0.00			0.00		
Elections	825.00			412.50		
Movement to Music	3,720.00			5,090.00		
Cora	0.00			260.00		
BoostFit	840.00			980.00		
Car Park: Pizza	2,108.00			1,292.00		
Pilates	1,875.00			0.00		
Zumba	100.00			0.00		
Miscellaneous Lettings	11,231.00			9,221.00		
		31,398.00			30,578.00	
Special Deposit receipts 2		4,300.00			4,600.00	
Fundraising		968.36				
Storage, Licence, Stage Lighting, Trade sacks		0.00			260.00	
Donations / Misc income		0.00			860.00	
Donations/Grants - Hall Floor - see note 3 below		27,856.00			1,026.11	
Shawbrook Bank Interest		568.68			169.08	
		65,091.04			37,493.19	

PAYMENTS

Utilities	Electricity and Gas	5,991.77		5,839.46	
	Water and Sewerage	652.01		494.67	
		6,643.78		6,334.13	
Window Cleaning		180.00		180.00	
Hall Cleaning		10,019.33		8,573.96	
Business rates		372.11		256.75	
Building Maintenance		2,318.20		2,434.74	
Rent	- Edenbridge Afternoon WI	650.00		650.00	
Administration		5,522.70		3,315.00	
Sundry Expenses		252.20		903.58	
Accounting		420.00			
Communications		850.82		797.42	
Inspections and Licences		256.28		813.94	
Promotions and marketing		732.74		380.00	
Fundraising		10.00			
Insurance		1,787.74		1,759.45	
		23,372.12		20,064.84	
Fencing		0.00		7,674.82	
Stage Cyclorama backing		0.00		0.00	
Interior entrance doors		0.00		0.00	
Floor refurbishment		28,518.96		0.00	
		28,518.96		7,674.82	
Special Deposits repaid 2		5,540.00		3,700.00	
Stage Lighting 1		203.98		1,903.00	
		64,278.84		39,676.79	
Receipts less payments for the period:		812.20		-2,183.60	
Brought forward at 1 April 2024:					
Barclays current		29,435.90		21,153.83	
Barclays #21		339.00		1,780.00	
Shawbrook Bank		18,000.00		27,024.67	
		47,774.90		49,958.50	
		48,587.10		47,774.90	
Closing Balances at 31 March 2025:					
Barclays current		32,679.42		29,435.90	
Barclays #21		339.00		339.00	
Shawbrook Bank		15,568.68		18,000.00	
		48,587.10		47,774.90	

31/3/2025



JOHN BAKER

INDEPENDENT EXAMINER

14 - 10 - 25



TIM BUBBRIDGE

CHAIR OF TRUSTEES.

Notes:

1. Net special deposits of £810 held at 31/03/2025. Return to hirer after hire if no damage.

Deposits held at 1.4.24	£2,050.00
Deposits received during the year	£4,300.00
Deposits repaid during the year	<u>-£5,540.00</u>
Deposits held at 31.3.25	<u>£810.00</u>

2. The grants received for the repair of the hall floor totalled £27856.00. The cost of the work totalled £28516.96 and as such the grants have been fully utilised.

3. Administration costs have increased from £3,315 in 2023/24 to £5,522.70 in 2024/25.

	1.4.24 to 31.3.25	1.4.23 to 31.3.24
	£	£
Honorarium	5,200.00	3,300.00
Other Administration costs	<u>322.70</u>	<u>15.00</u>
Total Administration costs	<u>5,522.70</u>	<u>3,315.00</u>