

NUMBER: 1084260

MARDEN VILLAGE HALL
TRUSTEES' REPORT AND UNAUDITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

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MARDEN VILLAGE HALL

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 DECEMBER 2020

Trustees: 12 March 2019 to 31 December 2020

Name	Type of Trustee	Group Representative	
Mrs K Allard	Appointed	Marden-Pre-School	
Mr G Codling	Appointed	Marden Church	
Mr T Stevens	Appointed	Marden Parish Council	
Mrs A Hooker	Elected	N/A	Treasurer
Mrs A Thomson *	Appointed	Brownies	Secretary
Mrs K Tippen	Elected	N/A	
Mr M Cooper	Appointed	Badminton	
Miss S Collison	Appointed	Short Mat Bowls	
Mr I Newton	Co-opted	Marden Theatre Group	Chairman
Mrs B Harvey	Co-opted	N/A	

* Brownies stopped using the hall due to declining numbers but Mrs A Thomson agreed to stay as Trustee until the AGM in March 2021.

Charity Registration Number: 1084260

Address of Registered Office: Marden Memorial Hall
Goudhurst Road
Marden
Kent
TN12 9JX

Bankers: Unity Trust Bank plc
Nine Brindleyplace
Birmingham
B1 2HB

Independent Examiner T Lane
Director in
M N Jenks & Co Ltd
72 Commercial Road
Paddock Wood
Tonbridge
Kent TN12 6DP

MARDEN VILLAGE HALL

REPORT OF TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their annual report together with the financial statements of Marden Village Hall (the charity) for the year ended 31 December 2020. The trustees confirm that the annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102 March 2018, effective 1 January 2019) and the Charities SORP (FRS102).

Structure, Governance and Management

Marden Village Hall is a registered charity number 1084260 and is governed by a declaration of Trust dated 18 January 1999. Management of the charity is delegated by the trustees to a Management Committee comprising two elected members and one member from each of the following: the Church, Parish Council, Brownies, Play Group, Short Mat Bowls and Badminton, and not more than two co-opted members with the provision to add an additional member from any existing or newly formed organisation.

Objects

In setting objectives and planning for activities, the trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The objects of the charity are the maintenance and hire of a village hall for the inhabitants of the parish of Marden, Kent.

Chairman's Report

Due to the CoVid-19 pandemic and subsequently lockdown in March 2020 Trustees did not hold their annual general meeting. Therefore, all Trustees and Officers remained in position for the financial year 2020.

Only two meetings have been held this year due to the current situation and these were finally held via Zoom once the majority of Trustees were able to access it.

Hannah Cale is still employed for 10 hours per week as Facilities Manager and on the resignation of Peter Stockbridge, Shaun Edwards was employed as the hall caretaker from February 2020. In July 2020 Tarasa Ovenden gave her notice and Debbie McKenzie took on the role as cleaner from August 2020.

During the lockdown in 2020 the hall had to be closed, although the John Banks Hall was used as the location for Marden Food Bank for July and August. Therefore, both Shaun and Tarasa were furloughed with Shaun returning on 1st June and Tarasa on 8th June. The HMRC Furlough grant was obtained for both members of staff during this time with the Memorial Hall making up the remainder 20% of their monthly salaries.

As lockdown eased and we were able to have groups return, albeit social distancing etc, we welcomed back Marden Pre-School and several groups (Karate, Yoga, Badminton and Zumba) for a short period of time before having to go into lockdown again. Since then all group meetings have ceased but Pre-School were able to continue as one of the exemptions set by Government.

Throughout this time income, other than from the hires, was still being received from the rental of the residential flat, Parish Council office rent, Pre-School storage rental and solar panel payments. We also were able to apply for two grants (£10,000 and £1,334) from Maidstone Borough Council.

Some works have been done in light of the halls being empty which has included painting of the John Banks Hall, carpentry work as in the repairs to fire doors, renewal of the stage leading edge, renovation and replacement of sections of skirting board around the inside of the front entrance, main hall, rear entrance and the replacing of the wall protection below the main hall side serving hatch. A Legionella Risk Assessment (which the Trustees are due to review in February 2021) was undertaken in October.

Hiring income has indeed been less than previous years but with the grants received we have managed to stay fairly balanced throughout the year.

MARDEN VILLAGE HALL

REPORT OF TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2020

At the start of 2020 two tenants shared the lease for the Memorial Hall residential flat but in October one tenant moved over and with the agreement of Trustees the remaining tenant took on a further lease for six months with the same rental payment. The letting agent, Ellis & Co, has taken out Rent Recovery Plus which the Hall has opted in to.

It is hoped that within a few months we will start to see groups and bookings return for 2021.

Thanks are expressed to all the Trustees for their hard work and commitment during the year. Trustees would also like to thank the Facilities Manager who, alongside homeschooling one of her children, was able to steer the Hall through the lockdowns and a bonus of £250 was agreed to be paid to her in light of this additional work.

Going forward there is an ongoing review of some of the electrical control units within the building including all halls, committee rooms, kitchen and the flat to ensure that they are safe and up to present standards. Inspections are ongoing and quotations for any work required should be circulated in the coming weeks.

Finally, my personal gratitude to our Treasurer Alison Hooker who despite her tremendous workload as Parish Clerk manages to process the hall accounts, obtain funding from MBC and remember all that has happened in the last year so as to prepare the majority of this report.

Financial review

For the 2020 year the charity made a deficit of £13,032 (2019 – deficit £2,902).

Reserves Policy

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 3 months of unrestricted charitable expenditure.

The balance held as unrestricted funds at 31 December 2020 was £250,865, including funds tied up in tangible fixed assets.

Trustees' responsibilities statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Observe the methods and principles in the Charities SORP;
- c) Make judgments and accounting estimates that are reasonable and prudent;
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- e) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on 29 March 2021 and signed on their behalf by:

MRS K A TIPPEN
TRUSTEE

MARDEN VILLAGE HALL

INDEPENDENT EXAMINER'S REPORT TO

THE TRUSTEES OF MARDEN VILLAGE HALL

I report on the financial statements of the Charity for the year ended 31 December 2020 set out on pages 4 to 9.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND INDEPENDENT EXAMINER

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

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts (under section 145 of the Charities Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the 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 the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts, and the report is limited to the matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no material matters have come to my attention which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- 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; or
- the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 March 2018, effective 1 January 2019).

I 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.

31 March 2021
72 Commercial Road
Paddock Wood, Tonbridge, Kent

T Lane
Director in M N Jenks & Co Ltd
Chartered Accountants

MARDEN VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<u>Income from:</u>					
Donations and Legacies	2	15,834	-	15,834	-
Charitable Activities – Hall Hire		17,183	-	17,183	34,337
Other Trading Activities	4	13,400	-	13,400	14,084
Investments		-	-	-	-
Other	3	2,903	-	2,903	315
<u>Total</u>		<u>49,320</u>	<u>-</u>	<u>49,320</u>	<u>48,736</u>
<u>Expenditure on:</u>					
Cost of Raising Funds	5	2,073	-	2,073	1,954
Charitable Activities – Hall Expenditure	6	54,789	-	54,789	48,712
– Support Costs		990	-	990	972
– Grants Paid	7	4,500	-	4,500	-
<u>Total Resources Expended</u> (Note 2)		<u>62,352</u>	<u>-</u>	<u>62,352</u>	<u>51,638</u>
<u>Net Income / (Expenditure) before Gains on Investments</u>		(13,032)	-	(13,032)	(2,902)
Net Gain on Investment Assets		182,644	-	182,644	-
<u>Net Movement in Funds</u>		169,612	-	169,612	(2,902)
<u>Balances brought forward at 1 January 2020</u>		263,897	-	263,897	266,799
<u>Balances carried forward at 31 December 2020</u>		<u>£ 433,509</u>	<u>£ -</u>	<u>£ 433,509</u>	<u>£ 263,897</u>

The Charity had no recognised gains or losses other than the net income or expenditure shown above for the two financial years.

The notes set out on pages 6 to 9 form an integral part of these financial statements.

MARDEN VILLAGE HALL

BALANCE SHEET

31 DECEMBER 2020

	<u>Notes</u>	<u>2020</u> £	<u>2019</u> £
<u>FIXED ASSETS</u>			
Tangible Assets	10	206,649	240,620
Investments	11	205,000	-
		<u>411,649</u>	<u>240,620</u>
<u>CURRENT ASSETS</u>			
Debtors	12	1,632	4,162
Cash at Bank and In Hand		21,698	20,501
		<u>23,330</u>	<u>24,663</u>
<u>CREDITORS:</u> Amounts falling due within one year	13	<u>(1,470)</u>	<u>(1,386)</u>
<u>NET CURRENT ASSETS (LIABILITIES)</u>		<u>21,860</u>	<u>23,277</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u>433,509</u>	<u>263,897</u>
<u>NET ASSETS</u>		<u>£ 433,509</u>	<u>£ 263,897</u>
Revaluation Reserve re Tangible Fixed Assets		182,644	-
Unrestricted Funds		250,865	263,897
Restricted Funds		-	-
		<u>-</u>	<u>-</u>
<u>TOTAL FUNDS</u>		<u>£ 433,509</u>	<u>£ 263,897</u>

These financial statements were approved on behalf of the Trustees and signed on their behalf by:

MRS A HOOKER
TREASURER AND TRUSTEE

I A NEWTON
CHAIRMAN AND TRUSTEE

Approved by the Board: 29 March 2021

The notes set out on pages 6 to 9 form an integral part of these financial statements.

MARDEN VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS

31 DECEMBER 2020

1 ACCOUNTING POLICIES

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charity's Trust Deed, the Charities Act 2011, the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) and the Charities SORP (FRS102).

The Trustees consider that the charity meets the definition of a public entity benefit under FRS102.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern and on this basis the charity is a going concern.

In preparing the accounts, the Trustees have considered that in applying the accounting policies required by FRS102 and the Charities SORP FRS102, no restatement of comparative items was required.

(b) Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

(d) Resources Expended

All expenditure is accounted for on an accruals basis.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(e) Tangible fixed assets and depreciation

Property and improvements and equipment costing more than £1,000 is capitalised and depreciated.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Hall extension	- 2% straight line
Fixtures, fittings and equipment	- 20% straight line

(f) Debtors and Creditors Receivable/Payable Within One Year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in the profit and loss account in other administrative expenses.

MARDEN VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

31 DECEMBER 2020

2 DONATIONS AND LEGACIES

Donations and legacies consist of Covid-19 grants and business relief grants totalling £15,834 (2019 - £Nil) in the year.

3 OTHER INCOME

Other income includes furlough income of £1,663 (2019 - £Nil) and solar panel income of £982 (2019 - £315).

4	<u>OTHER TRADING ACTIVITIES</u>	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total <u>2020</u> £	Total <u>2019</u> £
	Office and Flat rent receivable	13,281	-	13,281	14,084
		<u>£ 13,281</u>	<u>£ -</u>	<u>£ 13,281</u>	<u>£ 14,084</u>

5	<u>COST OF RAISING FUNDS</u>	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total <u>Funds</u> £	Total <u>2019</u> £
	Office and flat expenses	<u>£ 2,073</u>	<u>£ -</u>	<u>£ 2,073</u>	<u>1,954</u>

6	<u>CHARITABLE EXPENDITURE - HALL</u>	Total <u>2020</u> £	Total <u>2019</u> £
	Caretaker Costs	4,523	4,216
	Facilities Manager	6,752	6,240
	Light and heat	5,467	4,166
	Water and sewerage	543	962
	Insurance	3,473	3,138
	Repairs and maintenance	19,716	16,018
	Sundry	1,469	807
	Advertising	230	230
	Subscriptions	1,001	871
	Depreciation	11,615	12,064
		<u>£ 54,789</u>	<u>£ 48,712</u>

7 GRANTS PAID

A grant of £4,500 was paid to the local food bank.

MARDEN VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

31 DECEMBER 2020

8	<u>ANALYSIS OF STAFF COSTS</u>	<u>2020</u> £	<u>2019</u> £	
	The average number of employees was 3 (2019 - 3), all of whom were part-time.			
	Salaries and Wages	17,595	17,176	
	Social Security Costs	12	-	
	Pension Costs	-	-	
		<u>£ 17,607</u>	<u>£ 17,176</u>	
	Staff costs are included within hall costs in Note 6.			
9	<u>SUPPORT COSTS</u>	<u>Total</u> <u>2020</u> £	<u>Total</u> <u>2019</u> £	
	Independent examiner's fee (Governance Cost)	<u>£ 990</u>	<u>£ 972</u>	
10	<u>TANGIBLE FIXED ASSETS</u>	<u>Hall</u> <u>extension</u> £	<u>Fixtures,</u> <u>fittings &</u> <u>equipment</u> £	<u>Total</u> £
	<u>COST:</u>			
	At 1 January 2020	278,642	42,786	321,428
	Additions	-	-	-
	Transfer to Investments	(27,864)	-	(27,864)
	<u>At 31 December 2020</u>	<u>250,778</u>	<u>42,786</u>	<u>£ 293,564</u>
	<u>DEPRECIATION:</u>			
	At 1 January 2020	55,085	25,723	80,808
	Charge for the year	5,016	6,599	11,615
	Transfer to Investments	(5,508)	-	(5,508)
	<u>At 31 December 2020</u>	<u>54,593</u>	<u>32,322</u>	<u>86,915</u>
	<u>NET BOOK VALUE:</u>			
	<u>At 31 December 2020</u>	<u>£ 196,185</u>	<u>£ 10,464</u>	<u>£ 206,649</u>
	<u>At 31 December 2019</u>	<u>£ 223,557</u>	<u>£ 17,063</u>	<u>£ 240,620</u>

The leasehold flat which forms part of the hall extension has been transferred to fixed asset investment as an investment property. The hall extension, including the leasehold flat, has been valued by the Insurers at £2,050,000 at reinstatement cost at 29 May 2020.

MARDEN VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

31 DECEMBER 2020

11	<u>FIXED ASSET INVESTMENTS</u>	<u>Leasehold Building</u> £
	Transfer from Tangible Fixed Assets	22,356
	Revaluation	182,644
		<u>£ 205,000</u>

The leasehold flat which forms part of the hall extension has been transferred to fixed asset investment as an investment property. The property was valued by Ellis & Co (Tonbridge) in November 2020.

12	<u>DEBTORS</u>	<u>2020</u> £	<u>2019</u> £
	Hall and Office Hirings	1,632	4,162
	Other Debtors	-	-
		<u>£ 1,632</u>	<u>£ 4,162</u>

13	<u>CREDITORS: Amounts falling due within one year</u>		
	Accruals	<u>1,470</u>	<u>1,386</u>
		<u>£ 1,470</u>	<u>£ 1,386</u>

14	<u>STATEMENT OF FUNDS</u>	<u>Balance at 1.1.2020</u> £	<u>Incoming Resources</u> £	<u>Expenditure</u> £	<u>Transfers</u> £	<u>Balance at 31.12.2020</u> £
	Unrestricted funds					
	General Funds	255,897	49,320	(58,352)	-	246,865
	Designated – Solar Panels	8,000	-	(4,000)	-	4,000
		<u>£ 263,897</u>	<u>£ 49,320</u>	<u>£ (62,352)</u>	<u>£ -</u>	<u>£ 250,865</u>

15 RELATED PARTY TRANSACTIONS

No other expenses or remuneration were paid to the Trustees in the year.