

NUMBER: 1084260

MARDEN VILLAGE HALL  
TRUSTEES' REPORT AND UNAUDITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021

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MARDEN VILLAGE HALL

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 DECEMBER 2021

**Trustees: 1 January 2021 to 29 March 2021**

<b>Name</b>	<b>Type of Trustee</b>	<b>Group Representative</b>
Mr I Newton	Chairman	Marden Theatre Group
Mr T Stevens	Trustee	Marden Parish Council
Mrs K Tippen	Trustee	
Mr M Cooper	Trustee	Badminton
Mrs A Thomson	Secretary	Brownies
Mrs B Harvey	Trustee	
Mrs A Hooker	Treasurer	
Mrs K Allard	Trustee	Marden Pre-School
Mrs S Collinson	Trustee	Short Mat Bowls
Mr G Codling	Trustee	Marden Parish Church

**Trustees: 29 March 2021 to 31 December 2021**

<b>Name</b>	<b>Type of Trustee</b>	<b>Group Representative</b>
Mr I Newton	Chairman	Marden Theatre Group
Mr T Stevens	Trustee	Marden Parish Council
Mrs K Tippen	Trustee	
Mr M Cooper	Trustee	Badminton
Mrs A Thomson	Secretary	Brownies
Mrs Bridget Harvey	Trustee	
Mrs A Hooker	Treasurer	
Mrs K Allard	Trustee	Marden Pre-School
<i>(replaced by Mrs H Schlosser at November 2021 meeting)</i>		
Mrs S Collinson	Trustee	Short Mat Bowls
M G Codling	Trustee	Marden Parish Church
<i>(replaced by Mrs J Gowen-Smith at November 2021 meeting)</i>		

**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 2021

The trustees present their annual report together with the financial statements of Marden Village Hall (the charity) for the year ended 31 December 2021. 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**

With the continuing Covid restrictions in the early part of 2021, the Hall bookings were still low but the Trustees were able to apply for grant funding from Maidstone Borough Council and Kent County council for grants to help keep us afloat. Thanks to these grants, the Hall was still able to undertake some work including laying of a new footpath and repairs to the rear entrance ramp. The Trustees met on 10<sup>th</sup> February 2022 to discuss the grant income and how this could be spent on refurbishments and new purchases as hiring was now increasing allowing the accounts to become more affluent for the forthcoming year.

The three members of staff, Hannah Cale (Facilities Manager), Shaun Edwards (Caretaker) and Debbie McKenzie (cleaner) still remain the only employees of the Hall,.

The Hall flat is still rented out to one tenant on a rolling contract and no major problems have occurred over the past year on the property.

The majority of regular hirers have returned but unfortunately have lost the ballet booking and a children's dance class but have received new regular bookings by additional yoga classes.

Parties and weddings continue to increase and towards the end of the year the bookings seem to be very much on par with previous years pre-Covid.

Thanks are expressed to all the Trustees for their hard work and commitment during the year. Trustees would also like to thank the staff for their continued work.

Going forward, as mentioned above, Trustees are looking to refurbish the pre-school toilets, provide additional storage for the Parish Council, repaint the remainder of the Halls, replace the chairs (with a KCC grant for majority of the cost) and replacement of the rear entrance door. Grants are still available and it is hoped that these can be considered in the future for additional works such as new heating system.

Regular inspections continue with safety gas checks, Pat Testing, fire alarm and CCTV systems.

It is hoped that coming out of restrictions, more regular Committee meetings can be held.

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.

Ian Newton  
Chairman  
Marden Memorial Hall

MARDEN VILLAGE HALL

REPORT OF TRUSTEES

FOR THE YEAR ENDED 31 DECEMBER 2021

**Financial review**

For the 2021 year the charity made a surplus of £12,811 (2020 – deficit £13,032).

**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 2021 was £445,233, 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 13 April 2022 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 2021 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.

20 July 2022  
72 Commercial Road  
Paddock Wood, Tonbridge, Kent

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

MARDEN VILLAGE HALL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<u>Income from:</u>					
Donations and Legacies	2	22,859	-	22,859	15,834
Charitable Activities – Hall Hire		24,293	-	24,293	17,183
Other Trading Activities	4	13,700	-	13,700	13,400
Investments		-	-	-	-
Other	3	821	-	821	2,903
<u>Total</u>		<u>61,673</u>	<u>-</u>	<u>61,673</u>	<u>49,320</u>
<u>Expenditure on:</u>					
Cost of Raising Funds	5	1,563	-	1,563	2,073
Charitable Activities – Hall Expenditure	6	46,739	-	46,739	54,789
– Support Costs		1,647	-	1,647	990
– Grants Paid	7	-	-	-	4,500
<u>Total Resources Expended</u> (Note 2)		<u>49,949</u>	<u>-</u>	<u>49,949</u>	<u>62,352</u>
<u>Net Income / (Expenditure) before Gains on Investments</u>		11,724	-	11,724	(13,032)
Net Gain on Investment Assets		-	-	-	182,644
<u>Net Movement in Funds</u>		11,724	-	11,724	169,612
<u>Balances brought forward at 1 January 2021</u>		43,509	-	433,509	263,897
<u>Balances carried forward at 31 December 2021</u>		<u>£ 445,233</u>	<u>£ -</u>	<u>£ 445,233</u>	<u>£ 433,509</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 2021

	<u>Notes</u>	<u>2021</u> £	<u>2020</u> £
<u>FIXED ASSETS</u>			
Tangible Assets	10	198,770	206,649
Investments	11	205,000	205,000
		<u>403,770</u>	<u>411,649</u>
<u>CURRENT ASSETS</u>			
Debtors	12	2,808	1,632
Cash at Bank and In Hand		41,081	21,698
		<u>43,889</u>	<u>23,330</u>
<u>CREDITORS: Amounts falling due within one year</u>	13	<u>(2,426)</u>	<u>(1,470)</u>
<u>NET CURRENT ASSETS (LIABILITIES)</u>		<u>41,463</u>	<u>21,860</u>
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>		<u>445,233</u>	<u>433,509</u>
<u>NET ASSETS</u>		<u>£ 445,233</u>	<u>£ 433,509</u>
Revaluation Reserve re Tangible Fixed Assets		182,644	182,644
Unrestricted Funds		262,589	250,865
Restricted Funds		-	-
<u>TOTAL FUNDS</u>		<u>£ 445,233</u>	<u>£ 433,509</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: 13 April 2022

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 2021

#### 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 2021

#### 2 DONATIONS AND LEGACIES

Donations and legacies consist of Covid-19 grants and business relief grants totalling £22,859 (2020 - £15,834) in the year.

#### 3 OTHER INCOME

Other income includes furlough income of £Nil (2020 - £1,663) and solar panel income of £387 (2020 - £982).

4	<u>OTHER TRADING ACTIVITIES</u>	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total <u>2021</u> £	Total <u>2020</u> £
	Office and Flat rent receivable	13,700	-	13,700	13,400
		<u>£ 13,700</u>	<u>£ -</u>	<u>£ 13,700</u>	<u>£ 13,400</u>

5	<u>COST OF RAISING FUNDS</u>	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	Total <u>Funds</u> £	Total <u>2020</u> £
	Office and flat expenses	<u>£ 1,563</u>	<u>£ -</u>	<u>£ 1,563</u>	<u>£ 2,073</u>

6	<u>CHARITABLE EXPENDITURE - HALL</u>	Total <u>2021</u> £	Total <u>2020</u> £
	Caretaker Costs	5,165	4,523
	Facilities Manager	6,994	6,752
	Light and heat	5,040	5,467
	Water and sewerage	633	543
	Insurance	3,187	3,473
	Repairs and maintenance	11,129	19,716
	Sundry	1,531	1,469
	Advertising	230	230
	Subscriptions	623	1,001
	Depreciation	12,207	11,615
		<u>£ 46,739</u>	<u>£ 54,789</u>

#### 7 GRANTS PAID

A grant of £4,500 was paid to the local food bank in 2020.

MARDEN VILLAGE HALL

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

31 DECEMBER 2021

8 ANALYSIS OF STAFF COSTS

	<u>2021</u> £	<u>2020</u> £
The average number of employees was 3 (2020 - 3), all of whom were part-time.		
Salaries and Wages	17,363	17,595
Social Security Costs	-	12
Pension Costs	-	-
	<u>£ 17,363</u>	<u>£ 17,607</u>

Staff costs are included within hall costs in Note 6.

9 SUPPORT COSTS

	<u>Total</u> <u>2021</u> £	<u>Total</u> <u>2020</u> £
Independent examiner's fee (Governance Cost)	1,008	990
Trustees' Insurance	639	-
	<u>£ 1,647</u>	<u>£ 990</u>

10 TANGIBLE FIXED ASSETS

	<u>Hall</u> <u>extension</u> £	<u>Fixtures,</u> <u>fittings &amp;</u> <u>equipment</u> £	<u>Total</u> £
<u>COST:</u>			
At 1 January 2021	250,778	42,786	£ 293,564
Additions	-	4,328	4,328
Transfer to Investments	-	-	-
	<u>250,778</u>	<u>47,114</u>	<u>297,892</u>
<u>At 31 December 2021</u>	<u>250,778</u>	<u>47,114</u>	<u>297,892</u>
<u>DEPRECIATION:</u>			
At 1 January 2021	54,593	32,322	86,915
Charge for the year	5,016	7,191	12,207
Transfer to Investments	-	-	-
	<u>59,609</u>	<u>39,513</u>	<u>99,122</u>
<u>At 31 December 2021</u>	<u>59,609</u>	<u>39,513</u>	<u>99,122</u>
<u>NET BOOK VALUE:</u>			
<u>At 31 December 2021</u>	<u>£ 191,169</u>	<u>£ 7,601</u>	<u>£ 198,770</u>
<u>At 31 December 2020</u>	<u>£ 196,185</u>	<u>£ 10,464</u>	<u>£ 206,649</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 2021

11	<u>FIXED ASSET INVESTMENTS</u>	<u>Leasehold Building</u> £
	At 1 January 2021/31 December 2021	<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>2021</u> £	<u>2020</u> £
	Hall and Office Hirings	2,808	1,632
	Other Debtors	-	-
		<u>£ 2,808</u>	<u>£ 1,632</u>

13	<u>CREDITORS: Amounts falling due within one year</u>		
	Accruals	<u>2,426</u>	<u>1,470</u>
		<u>£ 2,426</u>	<u>£ 1,470</u>

14	<u>STATEMENT OF FUNDS</u>	<u>Balance at 1.1.2021</u> £	<u>Incoming Resources</u> £	<u>Expenditure</u> £	<u>Transfers</u> £	<u>Balance at 31.12.2021</u> £
	<b>Unrestricted funds</b>					
	General Funds	246,865	61,673	(45,949)	-	262,589
	Designated – Solar Panels	4,000	-	(4,000)	-	-
		<u>£ 250,865</u>	<u>£ 61,673</u>	<u>£ (49,949)</u>	<u>£ -</u>	<u>£ 262,589</u>

15 RELATED PARTY TRANSACTIONS

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