

THE SHEPPEY HALL TRUST

CHARITY REGISTRATION NO: 1147390

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 1 APRIL 2023

CONTENTS	PAGE
Trustees' Report	1 - 3
Independent Examiner's Report	4
Receipts and Payments Account	5
Statement of Assets and Liabilities	6

THE SHEPPEY HALL TRUST **TRUSTEES' REPORT**

The trustees are pleased to present their annual report together with the receipts and payments account of the charity for the year ended 1 April 2023.

ADMINISTRATIVE DETAILS

Charity registration number	1147390
Principal address	Kendor Lodge Chequers Road Minster on Sea Sheerness Kent, ME12 3QL
Trustees	P J MacDonald C D Foulds N C Mollett M D Hawkins
Independent Examiner	Richard C Abel, FCA CTA Foreman Waller 1 High Street Sheerness Kent, ME12 1NY
Bankers	HSBC

GOVERNANCE

Governing Document

The charity is an unincorporated association governed by a trust deed dated 25 April 2012.

Appointment of Trustees

The charity is administered by its trustees whose number shall be at least three persons, all of whom are appointed for a term of two years by a resolution of the trustees passed at a special meeting. A special meeting may be called at any time by the chair of the trustees or two other trustees and by giving 21 days notice.

In selecting individuals for appointment as trustees, the trustees must have regard to the skills, knowledge and experience needed for the effective administration of the charity.

Organisation and Decisions

The trustees must hold at least two meetings in each year. At the first meeting in each year they shall elect one of their number to chair the meetings until the first such meeting in the following year.

Risk Management

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems or procedures have been established to manage those risks.

THE SHEPPEY HALL TRUST **TRUSTEES' REPORT**

OBJECTIVES AND ACTIVITIES

Objectives

The objects of the charity are the provision and maintenance of a community centre for the use of the inhabitants of Kent, particularly those of the Borough of Swale. The community centre is for meetings and other forms of recreation with the object of improving the conditions of life for the inhabitants.

Aims and Activities

The charity has a long lease at a peppercorn rent on the property known as The Sheppey Hall in Borough Road, Queenborough, Kent. The charity aims to maintain the property to a suitable standard to comply with safety and disabled access regulations so that it can be used by local groups that meet the objectives of the charity.

Public Benefit

In accordance with section 17(5) of the Charities Act 2011, the trustees have had due regard to the guidance published by the Charity Commission on the requirement that the objectives and work undertaken by the charity are in line with charitable objects and do provide benefit for the public.

The charity offers a hall suitable for local groups who wish to meet and carry on suitable recreational activities.

ACHIEVEMENTS AND PERFORMANCE

During the year the hall refurbishment was completed during which the way in which the refurbishment works were managed enabled the hall to be hired out for community use.

The main contractor has completed the works to update the lower floors including windows, toilet facilities, flooring and lighting. The first floor has been converted, and offices and meeting rooms created. Three 40ft container units have been purchased to use as storage. By the year end date over £118,000 had been spent.

Grants were received by way of a Biffa award of £15,000 towards the refurbishment. Queenborough Fishery Trust and Swale Borough Council gave grants to cover the cost of installing CCTV of £4,662.

Income from the use of the hall rose to £12,902 which exceeded pre-pandemic levels and shows how much the refurbished facility was needed.

FINANCIAL REVIEW

Review of the Financial Position

During the year the charity received £12,902 from hall hire and £26,587 from grants and other sources to complete the hall refurbishment. Expenditure totalled £39,748 including £28,037 of funds restricted for the hall refurbishment. That leaves a deficit of £259 for the year and funds being carried forward of £6,353, although there is a loan of £3,510 repayable to a trustee.

Restricted funds brought forward for the hall refurbishment were negative as grants received in this year were intended to defray the total costs incurred to date. That has not been the case and the fund remains in deficit by £15,655. It was always intended that any shortfall would be met by a transfer of unrestricted funds. The overall net funds stand at £6,353.

THE SHEPPEY HALL TRUST
TRUSTEES' REPORT

Reserves Policy

The trustees have examined the need for reserves and require working capital to maintain the building, particularly for unforeseen repairs and should income from the hall reduce. As a result of the refurbishment works, it is hoped that the need for repairs to the facilities is minimised for a few years. Accordingly the need for significant reserves is not required.

Trustees' Responsibilities

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards and Statements of Recommended Practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity, and which enable them to both ascertain the financial position of the charity and ensure that the financial statements comply with applicable law. 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.

Approved by the trustees on January 2024 and signed on their behalf

P J MacDonald

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
ON THE UNAUDITED ACCOUNTS OF
THE SHEPPEY HALL TRUST**

I report to the trustees on my examination of the accounts of The Sheppey Hall Trust (the Trust) for the year ended 1 April 2023, which are set out on pages 5 and 6.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011('the Act').

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- the accounts do not accord with those records.

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.

Richard C Abel, FCA CTA
Foreman Waller
Chartered Accountants

1 High Street
Sheerness
Kent
ME12 1NY

THE SHEPPEY HALL TRUST
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 1 APRIL 2023

	2023			2022
	Restricted	Un- restricted	Total	Un- restricted and total
	£	£	£	£
RECEIPTS				
Income from use of hall	-	12,902	12,902	4,548
Other Income - sale of tiles	1,400	-	1,400	-
Loan from trustee	4,100	-	4,100	-
Grants				
Queenborough Fishery Trust	2,912	-	2,912	5,000
Biffa award	15,000	-	15,000	24,000
Swale Borough Council				
- building improvements	3,175	-	3,175	2,667
- COVID support	-	-	-	8,000
TOTAL RECEIPTS	26,587	12,902	39,489	44,215
PAYMENTS				
Charitable activities				
Refurbishment of the hall	23,375	-	23,375	69,087
Purchase of CCTV	4,662	-	4,662	2,750
Legal and planning fees	-	-	-	454
Repairs and maintenance of the hall	-	579	579	105
Office furniture	-	-	-	174
Heating and power	-	2,918	2,918	2,204
Insurance	-	1,251	1,251	1,242
Telephone	-	532	532	435
Management Fees	-	1,070	1,070	-
Administration fees	-	4,531	4,531	1,221
Bank charges	-	70	70	26
Paid in error to trustee	-	-	-	590
Other costs	-	11	11	23
Governance				
Independent accountant's fee	-	750	750	600
TOTAL PAYMENTS	28,037	11,711	39,748	78,911
NET PAYMENTS	(1,450)	1,191	(259)	(34,696)
Cash funds at the beginning of the year	(14,205)	20,817	6,612	41,308
CASH FUNDS AT THE END OF THE YEAR	(15,655)	22,008	6,353	6,612

THE SHEPPEY HALL TRUST
STATEMENT OF ASSETS AND LIABILITIES
AT 1 APRIL 2023

	2022	2022
	£	£
CASH FUNDS		
Cash at bank and in hand		
- restricted	(15,655)	(14,205)
- unrestricted	22,008	20,817
Total	<u>6,353</u>	<u>6,612</u>

ASSETS RETAINED FOR THE CHARITY'S OWN USE

Long lease of Sheppey Hall, Borough Road, Queenborough
 3 x 40 foot containers, used for storage

LIABILITIES

Independent examiner's fee
 Loan repayable to trustee

NOTES TO THE ACCOUNTS

1 ACCOUNTING POLICIES

(a) Basis of accounting

The accounts have been prepared on the receipts and payments basis under the historical cost convention and in accordance with the Charities Act 2011.

(b) Funds structure

Restricted funds have been received to renovate the Hall. Other funds are unrestricted in their use.

2 TRUSTEE REMUNERATION

The charity trustees were not paid or reimbursed expenses during the year and no charity trustee received any emolument or payment for professional or other services. A payment was made in error to a trustee which is to be reimbursed.

3 TAXATION

The charity is a registered charity and no provision is considered necessary for taxation.

Approved by the trustees on January 2024 and signed on their behalf

P J MacDonald