

KEMSLEY COMMUNITY CENTRE

England & Wales · Charity number 1152049

Details

| | |
|-------------|---|
| Other names | KEMSLEY VILLAGE HALL |
| Status | Registered |
| Legal form | CIO |
| Registered | 2013-05-15 |
| Register | View on the Charity Commission register |

Contact

| | |
|---------|---|
| Address | Kemsley Community Centre The Square Ridham Avenue Kemsley Sittingbourne ME10 2SL |
| Phone | 07733937102 |
| Email | info@kemsleycommunitycentre.com |
| Website | www.kemsleycommunitycentre.com |

Activities

Objects: TO FURTHER OR BENEFIT THE RESIDENTS OF KEMSLEY AND THE NEIGHBOURHOOD, WITHOUT DISTRACTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINION BY ASSOCIATING THE SAID RESIDENTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND/OR OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND PROVIDE FACILITY IN THE INTEREST OF SOCIAL WELFARE FOR RECREATION LEISURE TIME OCCUPATION WITH THE OBJECTIVE OF IMPROVING THE CONCLUSION OF LIFE FOR THE RESIDENTS. IN FURTHERANCE OF THESE OBJECTS BUT NOT OTHERWISE, THE CHARITY TRUSTEES SHALL HAVE POWER; TO ESTABLISH OR SECURE THE ESTABLISHMENT OF A COMMUNITY CENTRE AND TO MAINTAIN OR MANAGE OR CO-OPERATE WITH ANY STATUTORY AUTHORITY IN THE MAINTENANCE AND MEETING OF SUCH A CENTRE FOR ACTIVITIES PROVIDED BY THE CIO IN FURTHERANCE OF THE ABOVE OBJECTS.

Activities: Management and hire of Kemsley Community Hall Liaison, coordination, and fundraising with other community organisations within the Kemsley area of Sittingbourne.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Economic/community Development/employment, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Kent

Finances

| Period end | Income | Expenditure | Assets | Employees |
|------------|---------|-------------|--------|-----------|
| 2025-03-31 | £39,003 | £53,172 | - | - |
| 2024-03-31 | £39,003 | £54,651 | - | - |
| 2023-03-31 | £43,897 | £36,441 | - | - |
| 2022-03-31 | £93,920 | £128,232 | - | - |
| 2021-03-31 | £59,694 | £17,221 | - | - |

Trustees

| Name | Role | Appointed |
|--------------------------|-------|------------|
| Xingang Wang | Chair | 2024-07-21 |
| Antony Charles Winckless | | 2024-07-21 |
| Caroline Kent | | 2021-10-15 |
| David Gawler | | 2015-10-02 |
| Debbie Rains | | 2017-07-07 |
| John Williams | | 2016-06-24 |
| Judith Newing | | 2017-07-07 |
| Michael Newing | | 2019-10-25 |
| Michael Rodger Dendor | | 2012-04-01 |
| Robert Hammond | | 2019-05-31 |
| Ronald B Thrall | | 2025-10-12 |
| Sue Gent | | 2013-04-17 |

KEMSLEY COMMUNITY CENTRE

England & Wales - Charity number 1152049

Accounts



Kemsley Community Centre
Registered Charity Number 1152049

Kemsley Community Centre Trust
Trustees Annual Report
1 April 2024 to 31 March 2025

Clerk to the Trustees
Mike Dendor
14 Downs Close
Sittingbourne
Kent
ME10 2SL

Telephone: 0773 393 7102
Email: accounts@kemsleycommunitycentre.com

The trustees present their annual report and independently examined financial statements for the year ended 31 March 2025 and confirm that they comply with the Charities Act 1993, as amended by the Charities Act 2006, the trust deed, and Charities SORP 2005.



1. Reference and Administrative Information

- a) Charity Name: Kemsley Community Centre Trust
- b) Charity Registration Number: 1152049
- c) Principal Office: The Square, Ridham Avenue
Kemsley Sittingbourne ME10 2SL

d) Board of Trustees

Mike Dendor
Mark Finn
David Gawler
Sue Gent
Robert Hammond
Caroline Kent
Chelsi Newing
Judith Newing
Michael Newing
Debbie Rains
Xingang Wang
John Williams
Tony Winckless

e) Principal Administrator

Mike Dendor – Clerk/Treasurer

f) Independent Examiner of Accounts

Jess McMahon
63 Otterham Quay Lane
Rainham
Kent
ME8 8NE

g) Bankers

Barclays Bank plc
81 High Street
Sittingbourne
ME10 4AW



2. Structure, governance, and management

a) Governing document

Kemsley Community Centre Trust (KCCT) was constituted as a “Foundation” Charitable Incorporated Organisation (CIO) with the Charity Commission on 15 May 2013 under charity number 1152049. It is governed by a deed of trust last updated on 8 February 2016, when KCCT was changed to an “Association” CIO.

b) Management

KCCT was established to manage and run the Kemsley Community Centre (the Centre), also known as Kemsley Community Hall, Kemsley Concert Hall or Kemsley Village Hall. The Centre and its grounds are owned by Swale Borough Council (SBC).

A 125-year full repairing lease for the Centre was agreed between KCCT and SBC on 1 April 2014 for a nominal rent of £1 per annum. As from 1 April 2014, KCCT is responsible for all costs in running and managing the hall, and for keeping the building and grounds in a good state of repair.

c) Organisational structure

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits, other than some agreed expenses as incurred. The trustees meet as a body regularly and are responsible for all decisions taken in relation to running and managing Kemsley Community Centre (the Centre) and the community facilities/activities provided by the charity.

The day-to-day management of the Centre and community facilities are delegated to the Clerk/Treasurer, with overview by the Chairman.

d) Recruitment and appointment of trustees

Trustees are elected by members of the Trust for a term of 4 years. All trustees stand for election at the end of their term. Elections are held annually at an Annual General Meeting or Special General Meeting. The trustees can co-opt additional trustees, but co-opted trustees must stand for election at the next AGM. Potential trustees are invited to attend trustees’ meetings as observers and are given more details of the charity’s aims and activities. If the board agrees, they are then proposed as co-opted trustees at the next board meeting.

This process allows due consideration of the person's eligibility, personal competence, specialist knowledge and skills.



e) Membership

Prospective members are proposed to the board by existing members. All members are confirmed by the board after due consideration.

f) Induction and training of trustees

Following appointment, new trustees are introduced to their new role and given copies of the trust deed and a guide to the policies and procedures adopted by the charity. Publications from the Charity Commission are also provided including the guidance on charities and public benefit. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act. New trustees initially work with an existing trustee until fully acquainted with activities and projects run by the charity.

g) Hiring Agreement

Use of the Centre is subject to a hiring agreement which must be "signed" by the hirer when booking. Statement made through e-mail is taken as "signing" if sent from a validated email address. A copy of Terms and Conditions, identifying responsibilities of each party, is given to all hirers.

h) Licences

The Centre has a Premises Licence from the local authority for sale of alcohol and for regulated entertainment. A Designated Premises Supervisor has been appointed to oversee all sale of alcohol in the Centre. The Centre is also licensed by the Performing Rights Society for live and recorded music.

i) Internet

The Centre has a broadband connection for access to the Internet, available to users on application, and a website www.kemsleycommunitycentre.com

j) Policies and Procedures

To guide the trustees in its duty of care to members, contractors and users of the hall, the following policy statements have been adopted:

Health and Safety Policy
Child Protection Policy
Vulnerable Adults Policy
Equal Opportunities Policy
GDPR Policy

Copies of these policies are available on our website for hirers to read.

k) Risk Management

The Centre is insured with Ansvar Insurance in respect to property damage (buildings insurance) for cover of £2.6 million; contents insurance for cover of £12.9k; business interruption loss of income £70k, money £5k; Trustee Indemnity up to £250k; public liability £5 million; and employer's liability £10 million. The Centre has no employees, so specific employment insurance has not been taken out, but employer's liability also covers volunteers.

The Trustee Board recognises that it is under a legal obligation to protect the building and its users through adequate and appropriate insurance.

l) Building Issues

A building condition survey is undertaken every 5 years by a qualified surveyor

- Portable electrical appliances are tested annually by qualified personnel (there are no gas appliances)
- Mains electrical installation is checked every 5 years by qualified personnel
- Fire Safety Risk Assessment carried out every three years
- Fire Safety Risk Assessment updated annually by designated Fire Safety Officer
- Firefighting appliances inspected annually by qualified personnel
- Legionella Control Checks done annually by qualified personnel
- Asbestos Survey has been carried out with a register available to all volunteers and contractors
- Food Hygiene Certificate in place and checked annually
- Trustee volunteers and contractors carry out other regular maintenance checks

3. Objectives of the Charity

- Provision of a community centre to further or benefit the residents of the local community, without distraction of sex, sexual orientation, race or of political, religious, or other opinion.
- Use of the community centre for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the residents.



The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.

4. Principal Activities in pursuit of Objectives

The hall and grounds have been in use all days of the week in this financial year for a variety of community activities including:

- Nursery
- Children's Playgroups
- Boxing Club
- Judo Club
- Indoor Bowls
- Active Retirement
- Coffee Club
- Church groups
- Children's Dance/Drama
- Keep Fit
- Music Clubs
- Carer's Respite
- Wedding receptions
- Wakes
- Birthday Parties
- Celebrations
- Polling Station
- Charity/Community Roadshows
- Resident group meetings
- Other voluntary/community organisations
- Business meetings/conferences/exhibitions

5. Funding Strategy

Although given help by localism grants in the first few years by Swale Borough Council, the Trust is now managed on a self-financing basis with budget and marketing plans. Capital expenditure is financed by fundraising and grants. The Trust has not taken out any loans.

6. Volunteers Effort

Management costs are kept to a minimum through use of volunteers on as many tasks as possible. On average 30 hours total of volunteer time are given each week to cover routine tasks such as bookings, administration, accounts, maintenance, repairs, procurement, and supervision of contractors.

7. Reserves Policy

The charity had a total of £14,880 cash in hand and in bank accounts at the end of this financial year end. It is the Trustees' policy to maintain unrestricted reserves at all times of £10,000.

The Trustees are responsible for the maintenance of the Centre and from time to time this may involve major works. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (without loans). Such funds are ring fenced to specific projects.

8. Ongoing Plans

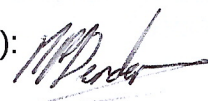
The Trustees have resolved to make continual improvements in marketing of the Centre and bookings, including use of social media, advertising, and website. The Trustees are aware the Centre is less energy efficient than it might be and has resolved to make the Centre carbon net zero.

Air source heat pumps (air conditioning heating and cooling) and thermal heating have now replaced kerosene fuelled boilers. Double glazing is present in the foyer and in this financial year, has been installed in the kitchen. It is planned to install double glazing in the main hall, dressing rooms, and toilets, as well as solar panels on the roof as soon as grants can be arranged.

9. Trustees Approval of Report

The Trustees declare that they have approved the Trustees' Annual Report.

Signed on behalf of the Charity Trustees

Signature(s): 

Full Name: MICHAEL RODGER DENDOR

Position: TREASURER / clerk

Date: 13 July 2025



10. Independent examiner's report on the accounts

The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43 (7) (b) of the Act), and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: ~~McMahon~~

Date: 6 July 2025

Name: Jess McMahon

Relevant Professional Body (if any):

Address: 63 Otterham Quay Lane
Rainham
Kent
ME8 8NE



Balance Sheet

| Assets | |
|----------------------------|------------------|
| | £ |
| Fixed Assets | 0 |
| Current Assets | |
| Usage Donations not paid | 6,382.68 |
| Bank Account | 14,017.26 |
| Cash in Hand | 104.30 |
| TOTAL ASSETS | 20,504.24 |
| Liabilities | |
| | £ |
| Current Liabilities | |
| Condition Bonds | 3,290.00 |
| Purchase Invoices Not Paid | 2,019.56 |
| Future Liabilities | 0 |
| TOTAL LIABILITIES | 5,309.56 |
| TOTAL NET ASSETS | 15,194.68 |
| EQUITY | 15,194.68 |
| Net Profit/Loss | 2,852.49 |
| TOTAL EQUITY | 15,194.68 |
| | |
| | |
| | |

BALANCE SHEET NOTES:

a) **Accounts are being administered and reported on "Cash Accounting" basis.**

b) **Usage Donations Not Paid**

When users of the hall are charged for bookings dated after financial year end, they initially pay a booking deposit then pay balance just before their event. Due to accounts being on "cash accounting basis", some balances are therefore due after the financial year end.

c) **Condition Bonds**

Users of the hall for booking dates after the financial year end are charged for a refundable condition bond (aka damage deposit). These amounts show as liabilities until credit notes issued and refunded after the financial year end.

d) **Purchase Invoices Not Paid**

For works invoiced in this financial year not paid by end of this financial year.



ANNUAL REPORT 01 APRIL 2024 TO 31 MARCH 2025

Receipts and Payments

| Sales | This Financial Year (£) | Last Financial Year (£) |
|---|-------------------------|-------------------------|
| Bar Donations | 0 | 0.00 |
| Recharge repairs and renewals | 0 | 0.00 |
| Equipment Hire (Audio-Visual) | 690.00 | 930.00 |
| Events | 0 | 624.52 |
| Grants | 0 | 0 |
| Ground Rent | 2,627.52 | 2,627.52 |
| Other income inc. Coffee Club | 784.30 | 1,350.44 |
| Room Use Donations | 37,788.46 | 34,165.34 |
| TOTAL INCOME | 41,890.28 | 39,697.82 |
| Direct Expenses | 26.49 | 695.00 |
| NET INCOME | 41,863.79 | 39,002.82 |
| Overheads | £ | £ |
| Bank Charges/Interest | 4.00 | -146.47 |
| Cleaning | 7,504.66 | 7,274.01 |
| Donations/Grants Given | 3.00 | 232.24 |
| Garden/Drive Maintenance | 679.00 | 0.00 |
| General maintenance | 305.00 | 354.13 |
| Health and Safety | 1,067.80 | 21.88 |
| Insurance | 1,473.93 | 1,302.21 |
| Licenses inc. TV Licence | 350.00 | 339.00 |
| Marketing | 0.00 | 41.98 |
| Net Zero Carbon/Energy Efficiency | 1,509.65 | 0.00 |
| Office/admin costs inc. Sage Accounts | 2,768.93 | 1,479.58 |
| 13Professional fees | 35.00 | 95.00 |
| Projects Village Sign | 1,269.00 | 0.00 |
| Repairs and renewals | 3,051.56 | 1,425.38 |
| Security - Intruder Alarm | 373.00 | 72.24 |
| Telephone, Broadband, Domain, Mailboxes | 661.00 | 790.49 |
| Refurbishment/Energy Projects | -250.00 | 22,906.44 |
| Utilities - Electric | 12,647.52 | 13,351.80 |
| Utilities – Heating & cooling Maintenance | 775.00 | 798.00 |
| Utilities - Waste (Eurobins, Sanitary Bins) | 3,550.76 | 3,289.72 |
| Utilities – Water & Drainage | 1,233.36 | 1,023.56 |
| TOTAL OVERHEADS | 39,011.40 | 53,171.61 |
| NET PROFIT / LOSS | 2,852.39 | -14,668.37 |

NOTES:

(i) NET INCOME

Increase of £3,632 (10.6%) income against previous financial year, all due to increased bookings. Loss of regular users in previous year now made up with new regular users.

(ii) PROFIT

Kitchen refurbishment project was undertaken in the previous financial year at cost of £22,9k, resulting in a loss of **(-14,668.37)**. Despite £3k on "repairs and renewals", £1,5k on improvements for net zero, and £1.3k on "Village Sign" project (see below), the Trust has made a profit of £2,852.39 in this financial year.

(iii) Grants in money and in kind

No direct money grants have been applied for or received in this financial year. However, local paper mill has paid for creation of a biodiversity garden on our grounds and have paid contribution for design and manufacture of a village sign.

(iv) Ground Rent

Nursery is in their own building in grounds so pay ground rent.

(v) Events Income

These are events directly organised by the Trust. No events arranged this year.

(vi) Cleaning

Includes contracted cleaning and cleaning materials. Varies according to number of hires.

(vii) Garden/Drive Maintenance

Following creation of biodiversity garden with child friendly path, gardener has been contracted to cut grass regularly.

(viii) Health and Safety

Costs of regular inspections and external contract maintenance of fire alarm system, fire extinguishers, water system (legionnaires), asbestos, electrical and condition of building.

(ix) Insurance

There has been a 13% increase in Insurance premiums from last financial year.

(x) Licences

Premises, Alcohol, Performing Rights, and TV

(xi) Net Zero/Energy Efficiency

Includes cost of moving thermal heaters into kitchen and installing polycarbonate sheets on kitchen skylights to improve insulation.

(xii) Professional Fees

ICO (Information Commissioners Office) - data protection registration.

(xiii) Projects – Village Sign

Cost of planning agent and planning application.

(xiv) Refurbishments

Credit balance due to write-off of balance from previous financial year.



(xv) Repairs and Renewals

Includes cooker extract, fixing skylight leakage, unblocking drains, and improvements to kitchen surfaces and furniture.

(xvi) Security

Costs of regular inspections and external contract maintenance of intruder alarm system.

(xvii) Telecommunications

Telephone, Broadband, Mobile Phone, Connection of alarm systems to external controls.

(xviii) Utilities – Electricity (no Gas), Heating/Cooling Maintenance, Water, Waste.

Electricity, Water, and Waste figures are net of usage recharged to the Nursery. Nursery has their own heating/cooling. There has been a 5.6% decrease in electricity costs despite increased bookings. This is partly due to replacement of kerosene-based airflow heating system with air conditioning and partly due to a relatively warm winter.

KEMSLEY COMMUNITY CENTRE

England & Wales - Charity number 1152049

Accounts



Kemsley Community Centre

Registered Charity Number 1152049

**Kemsley Community Centre Trust
Trustees Annual Report
1 April 2023 to 31 March 2024**

Clerk to the Trustees

Mike Dendor

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Sittingbourne

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Telephone: 0773 393 7102

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Xingang Wang
John Williams
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Jess McMahon
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g) Bankers

Barclays Bank plc
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2. Structure, governance, and management

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The Trustee Board recognises that it is under a legal obligation to protect the building and its users through adequate and appropriate insurance.

l) Building Issues

- A building condition survey is taken at 5 year intervals by a qualified surveyor
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4. Principal Activities in pursuit of Objectives

The hall and grounds have been in use in 2023/24 all days of the week for a variety of community activities including:

- Nursery
- Childrens Playgroups
- Boxing Club
- Judo Club
- Indoor Bowls
- Active Retirement
- Coffee Club
- Church groups
- Children's Dance/Drama
- Keep Fit
- Guides
- Music Clubs
- Carer's Respite
- Wedding receptions
- Wakes
- Birthday Parties
- Celebrations
- Polling Station
- Vaccinations
- Charity/Community Roadshows
- Resident group meetings
- Other voluntary/community organisations

Also, available for use by commercial organisations for business meetings, conferences, exhibitions.

5. Funding Strategy

Although given help by localism grants in the first few years by Swale Borough Council, the Trust is now managed on a self-financing basis with forecasting, budget and marketing plans. Capital expenditure is financed by fundraising and grants. The Trust has not taken out any loans.

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Management costs are kept to a minimum through use of volunteers on as many tasks as possible. On average 30 hours total of volunteer time are given each week to cover routine tasks such as bookings, administration, accounts, maintenance, repairs, procurement, and supervision of contractors.



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The Trustees have resolved to make continual improvements in marketing of the Centre and bookings, including use of social media, advertising, and website. The Trustees are aware the Centre is less energy efficient than it might be and has resolved to make the Centre carbon net zero within 5 years.

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9. Trustees Approval of Report

The Trustees declare that they have approved the Trustees' Annual Report.

Signed on behalf of the Charity Trustees

Signature(s): 

Full Name: M.R. Dendor

Position: Treasurer/Clerk

Date: 18/7/24



10. Independent examiner's report on the accounts

The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43 (7) (b) of the Act), and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 18 July 2024

Name: Jess McMahon

Relevant Professional Body (if any):

Address: 63 Otterham Quay Lane
Rainham
Kent
ME8 8NE



Balance Sheet 31 March 2024

| Assets | 31 March 2024 |
|----------------------------|------------------|
| | £ |
| Fixed Assets | 0 |
| Current Assets | |
| Usage Donations not paid | 4,872.71 |
| Bank Account | 13,619.91 |
| Cash in Hand | 1,260.01 |
| TOTAL ASSETS | 19,752.63 |
| | £ |
| Liabilities | |
| Current Liabilities | |
| Condition Bonds | 4,555.00 |
| Purchase Invoices Not Paid | 3,406.11 |
| Future Liabilities | 0 |
| TOTAL LIABILITIES | 7,961.11 |
| TOTAL NET ASSETS | 11,791.52 |
| EQUITY | 12,305.49 |
| Net Profit/Loss | 12,305.49 |
| TOTAL EQUITY | 12,305.49 |
| | |
| | |
| | |

BALANCE SHEET NOTES:

a) **Accounts are being administered and reported on “Cash Accounting” basis.**

b) Usage Donations Not Paid

When users of the hall are charged for bookings dated after financial year end, they initially pay a booking deposit then pay balance just before their event. Due to accounts being on “cash accounting basis”, some balances are therefore due after the financial year end.

c) Condition Bonds

Users of the hall for booking dates after the financial year end are charged for a refundable condition bond (aka damage deposit). These amounts show as liabilities until credit notes issued and refunded after the financial year end.

d) Purchase Invoices Not Paid

For works invoiced in 2023-2024 not paid by 31 March 2024.



Receipts and Payments 01 April 2023 to 31 March 2024

| Sales | 2023-24 | 2022-23 |
|---|-------------------|------------------|
| | £ | £ |
| Bar Donations | 0 | 50.00 |
| Recharge repairs and renewals | 0 | 100.00 |
| Equipment Hire (Audio-Visual) | 930 | 1,545.00 |
| Events | 624.52 | 0 |
| Grants | 0 | 2,042.88 |
| Ground Rent | 2,627.52 | 2,627.52 |
| Other income inc. Coffee Club | 1,350.44 | 1,552.50 |
| Room Use Donations | 34,165.34 | 36,355.29 |
| TOTAL INCOME | 39,697.82 | 44,273.19 |
| Direct Expenses | 695.00 | 376.32 |
| NET INCOME | 39,002.82 | 43,896.87 |
| Overheads | £ | £ |
| Bank Charges/Interest | -146.47 | 0 |
| Cleaning | 7,274.01 | 7,395.78 |
| Donations/Grants Given | 232.24 | 500.00 |
| General maintenance | 354.13 | 413.13 |
| Health and Safety | 21.88 | 333.64 |
| Insurance | 1,302.21 | 1,235.84 |
| Licenses inc. TV Licence | 339.00 | 339.00 |
| Marketing | 41.98 | 182.12 |
| Office/admin costs inc. Sage Accounts | 1,479.58 | 1,508.75 |
| Professional fees | 95.00 | 95.00 |
| Repairs and renewals | 1,425.38 | 1,075.16 |
| Security - Intruder Alarm | 72.24 | -678.50 |
| Telephone, Broadband, Domain, Mailboxes | 790.49 | 556.13 |
| Refurbishment/Energy Projects | 22,906.44 | 3,261.44 |
| Utilities - Electric | 13,351.80 | 15,501.42 |
| Utilities – Heating & cooling Maintenance | 798.00 | 775.20 |
| Utilities - Waste (Eurobins, Sanitary Bins) | 3,289.72 | 3,725.44 |
| Utilities – Water & Drainage | 1,023.56 | 221.09 |
| TOTAL OVERHEADS | 54,651.19 | 36,440.64 |
| NET PROFIT / LOSS | -15,648.37 | 7,456.23 |

NOTES:



(i) NET INCOME

Decrease of **-4,894.05** (11%) income 2023-24 to previous financial year 2022-23. In part this was due to zero grants in 2023-24 against £2,042.88 in 2022-23. There also a 6% decrease in room use donations due to loss of some hall users.

(ii) 2023-24 LOSS

Although a loss of **(15,648.37)** has been reported in 2023-24, it should be noted that kitchen refurbishment project was undertaken in the financial year costing £22,906.44. If this project had not been carried out, there would have been a profit of £7,258.07. Refurbishment of the kitchen included double-glazing of windows as part of moving towards energy efficiency and net zero carbon.

(iii) Grants

No grants applied for or received in 2023-24. However, we intend apply for grants on 2024-25 for plans to increase energy efficiency and achieve net zero carbon.

(iv) Ground Rent

Nursery is in their own building in grounds so pay ground rent.

(v) Events Income

These are events directly organised by the Trust. One "quiz night" event was held in 2023-24.

(vi) Bank charges.

In Credit due to £150 compensation received from bank for delays in resolving issue.

(vii) Cleaning

Includes contracted cleaning and cleaning materials.

(v) Utilities – Electricity (no Gas), Heating, Water, Waste,

Electricity, Water, and Waste figures are net of usage recharged to the Nursery. Nursery has their own heating. There has been a 13.8% decrease in electricity costs in 2023-24 over previous financial year 2022-23, due to supply reductions in fixed term contract.

(vi) Health & Safety

Costs of regular inspections and external contract maintenance of fire alarm system, fire extinguishers, water system (legionnaires), asbestos, electrical and condition of building.

(vii) Security

Costs of regular inspections and external contract maintenance of intruder alarm system.

(viii) Telecommunications

Telephone, Broadband, Mobile Phone, Connection of alarm systems to external controls.

(ix) Professional Fees

Subscriptions to professional services.

(x) Licenses

Premises, Alcohol, Performing Rights, and TV Licences

KEMSLEY COMMUNITY CENTRE

England & Wales - Charity number 1152049

Accounts



Kemsley Community Centre

Registered Charity Number 1152049

**Kemsley Community Centre Trust
Trustees Annual Report
1 April 2023 to 31 March 2024**

Clerk to the Trustees

Mike Dendor

14 Downs Close

Sittingbourne

Kent

ME10 2SL

Telephone: 0773 393 7102

Email: accounts@kemsleycommunitycentre.com

The trustees present their annual report and independently examined financial statements for the year ended 31 March 2024 and confirm that they comply with the Charities Act 1993, as amended by the Charities Act 2006, the trust deed, and Charities SORP 2005.



1. Reference and Administrative Information

- a) Charity Name: Kemsley Community Centre Trust
- b) Charity Registration Number: 1152049
- c) Principal Office: The Square, Ridham Avenue
Kemsley Sittingbourne ME10 2SL

d) Board of Trustees

Mike Dendor
Mark Finn
David Gawler
Sue Gent
Robert Hammond
Caroline Kent
Chelsi Newing
Judith Newing
Michael Newing
Debbie Rains
Xingang Wang
John Williams
Tony Winckless

e) Principal Administrator

Mike Dendor – Clerk/Treasurer

f) Independent Examiner of Accounts

Jess McMahon
63 Otterham Quay Lane
Rainham
Kent
ME8 8NE

g) Bankers

Barclays Bank plc
81 High Street
Sittingbourne
ME10 4AW



2. Structure, governance, and management

a) Governing document

Kemsley Community Centre Trust (KCCT) was constituted as a “Foundation” Charitable Incorporated Organisation (CIO) with the Charity Commission on 15 May 2013 under charity number 1152049. It is governed by a deed of trust last updated on 8 February 2016, when KCCT was changed to an “Association” CIO.

b) Management

KCCT was established to manage and run the Kemsley Community Centre (the Centre), also known as Kemsley Community Hall, Kemsley Concert Hall or Kemsley Village Hall. The Centre and its grounds are owned by Swale Borough Council (SBC).

A 125-year full repairing lease for the Centre was agreed between KCCT and SBC on 1 April 2014 for a nominal rent of £1 per annum. As from 1 April 2014, KCCT is responsible for all costs in running and managing the hall, and for keeping the building and grounds in a good state of repair.

c) Organisational structure

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits, other than some agreed expenses incurred. The trustees meet as a body regularly and are responsible for all decisions taken in relation to running and managing Kemsley Community Centre (the Centre) and the community facilities/activities provided by the charity.

The day-to-day management of the Centre and community facilities are delegated to the Clerk/Treasurer, with overview by the Chairman.

d) Recruitment and appointment of trustees

Trustees are elected by members of the Trust for a term of 4 years. All trustees stand for election at the end of their term. Elections are held annually at an Annual General Meeting or Special General Meeting. The trustees can co-opt additional trustees, but co-opted trustees must stand for election at the next AGM. Potential trustees are invited to attend trustees’ meetings as observers and are given more details of the charity’s aims and activities. If the board agrees, they are then proposed as co-opted trustees at the next board meeting. This process allows due consideration of the person’s eligibility, personal competence, specialist knowledge and skills.



e) Membership

Prospective members are proposed to the board by existing members. All members are confirmed by the board after due consideration.

f) Induction and training of trustees

Following appointment, new trustees are introduced to their new role and given copies of the trust deed and a guide to the policies and procedures adopted by the charity. Publications from the Charity Commission are also provided including the guidance on charities and public benefit. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act. New trustees initially work with an existing trustee until fully acquainted with activities and projects run by the charity.

g) Hiring Agreement

Use of the Centre is subject to a hiring agreement which must be “signed” by the hirer when booking. Statement made through e-mail is taken as “signing” if sent from a validated e-mail address. A copy of Terms and Conditions, identifying responsibilities of each party, is given to all hirers to read before signing agreement.

h) Licences

The Centre has a Premises Licence from the local authority for sale of alcohol and for regulated entertainment. A Designated Premises Supervisor has been appointed to oversee all sale of alcohol in the Centre. The Centre is also licensed by the Performing Rights Society for live and recorded music.

i) Internet

The Centre has a broadband connection for access to the Internet, available to users on application, and a website www.kemsleycommunitycentre.com

j) Policies and Procedures

To guide the trustees in its duty of care to members, contractors and users of the hall, the following policy statements have been adopted:

Health and Safety Policy
Child Protection Policy
Vulnerable Adults Policy
Equal Opportunities Policy
GDPR Policy

Copies of these policies are available on our website for hirers to read.



k) Risk Management

The Centre is insured with Ansvar Insurance in respect to property damage (buildings insurance) for cover of £2,129,112; contents insurance for cover of £12,883; money up to £2,500; Trustee Indemnity up to £250,000; and public liability for cover of £5,000,000. The Centre has no employees at present so specific employment insurance has not been taken out.

The Trustee Board recognises that it is under a legal obligation to protect the building and its users through adequate and appropriate insurance.

l) Building Issues

- A building condition survey is taken at 5 year intervals by a qualified surveyor
- Portable electrical appliances are tested annually by qualified personnel (there are no gas appliances)
- Mains electrical installation is checked every 5 years by a qualified engineer
- Fire Safety Risk Assessment carried out every three years
- Fire Safety Risk Assessment updated annually by designated Fire Safety Officer
- Firefighting appliances inspected annually by qualified personnel
- Legionella Control Checks done annually by qualified contractor
- Asbestos Survey has been carried out and Register available to all volunteers and contractors
- Food Hygiene Certificate in place and checked annually
- Trustee volunteers and contractors carry out other regular maintenance checks

3. Objectives of the Charity

- Provision of a community centre to further or benefit the residents of the local community, without distraction of sex, sexual orientation, race or of political, religious, or other opinion.
- Use of the community centre for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the residents.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.



4. Principal Activities in pursuit of Objectives

The hall and grounds have been in use in 2023/24 all days of the week for a variety of community activities including:

- Nursery
- Childrens Playgroups
- Boxing Club
- Judo Club
- Indoor Bowls
- Active Retirement
- Coffee Club
- Church groups
- Children's Dance/Drama
- Keep Fit
- Guides
- Music Clubs
- Carer's Respite
- Wedding receptions
- Wakes
- Birthday Parties
- Celebrations
- Polling Station
- Vaccinations
- Charity/Community Roadshows
- Resident group meetings
- Other voluntary/community organisations

Also, available for use by commercial organisations for business meetings, conferences, exhibitions.

5. Funding Strategy

Although given help by localism grants in the first few years by Swale Borough Council, the Trust is now managed on a self-financing basis with forecasting, budget and marketing plans. Capital expenditure is financed by fundraising and grants. The Trust has not taken out any loans.

6. Volunteers Effort

Management costs are kept to a minimum through use of volunteers on as many tasks as possible. On average 30 hours total of volunteer time are given each week to cover routine tasks such as bookings, administration, accounts, maintenance, repairs, procurement, and supervision of contractors.



7. Reserves Policy

The charity had a total of £14,880 cash in hand and in bank accounts at the 2023-24 financial year end. It is the Trustees' policy to maintain unrestricted reserves at all times of £10,000.

The Trustees are responsible for the maintenance of the Centre and from time to time this may involve major works. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (without loan). Such funds are ring fenced to specific projects.

8. Ongoing Plans


The Trustees have resolved to make continual improvements in marketing of the Centre and bookings, including use of social media, advertising, and website. The Trustees are aware the Centre is less energy efficient than it might be and has resolved to make the Centre carbon net zero within 5 years.

Air source heat pumps (air conditioning heating and cooling) and thermal heating have now replaced kerosene fuelled boilers. Double glazing is present in the foyer and in 2023-24, has been installed in the kitchen. It is planned to install double glazing in main hall, dressing rooms, and toilets, as well as solar panels on roof within next 5 years.

9. Trustees Approval of Report

The Trustees declare that they have approved the Trustees' Annual Report.

Signed on behalf of the Charity Trustees

Signature(s): 

Full Name: M.R. Dendor

Position: Treasurer/Clerk

Date: 18/7/24



10. Independent examiner's report on the accounts

The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43 (7) (b) of the Act), and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 18 July 2024

Name: Jess McMahon

Relevant Professional Body (if any):

Address: 63 Otterham Quay Lane
Rainham
Kent
ME8 8NE



Balance Sheet 31 March 2024

| Assets | 31 March 2024 |
|----------------------------|------------------|
| | £ |
| Fixed Assets | 0 |
| Current Assets | |
| Usage Donations not paid | 4,872.71 |
| Bank Account | 13,619.91 |
| Cash in Hand | 1,260.01 |
| TOTAL ASSETS | 19,752.63 |
| | £ |
| Liabilities | |
| Current Liabilities | |
| Condition Bonds | 4,555.00 |
| Purchase Invoices Not Paid | 3,406.11 |
| Future Liabilities | 0 |
| TOTAL LIABILITIES | 7,961.11 |
| TOTAL NET ASSETS | 11,791.52 |
| EQUITY | 12,305.49 |
| Net Profit/Loss | 12,305.49 |
| TOTAL EQUITY | 12,305.49 |
| | |
| | |
| | |

BALANCE SHEET NOTES:

a) **Accounts are being administered and reported on “Cash Accounting” basis.**

b) Usage Donations Not Paid

When users of the hall are charged for bookings dated after financial year end, they initially pay a booking deposit then pay balance just before their event. Due to accounts being on “cash accounting basis”, some balances are therefore due after the financial year end.

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For works invoiced in 2023-2024 not paid by 31 March 2024.



Receipts and Payments 01 April 2023 to 31 March 2024

| Sales | 2023-24 | 2022-23 |
|---|-------------------|------------------|
| | £ | £ |
| Bar Donations | 0 | 50.00 |
| Recharge repairs and renewals | 0 | 100.00 |
| Equipment Hire (Audio-Visual) | 930 | 1,545.00 |
| Events | 624.52 | 0 |
| Grants | 0 | 2,042.88 |
| Ground Rent | 2,627.52 | 2,627.52 |
| Other income inc. Coffee Club | 1,350.44 | 1,552.50 |
| Room Use Donations | 34,165.34 | 36,355.29 |
| TOTAL INCOME | 39,697.82 | 44,273.19 |
| Direct Expenses | 695.00 | 376.32 |
| NET INCOME | 39,002.82 | 43,896.87 |
| Overheads | £ | £ |
| Bank Charges/Interest | -146.47 | 0 |
| Cleaning | 7,274.01 | 7,395.78 |
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| Professional fees | 95.00 | 95.00 |
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| Refurbishment/Energy Projects | 22,906.44 | 3,261.44 |
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| Utilities - Waste (Eurobins, Sanitary Bins) | 3,289.72 | 3,725.44 |
| Utilities – Water & Drainage | 1,023.56 | 221.09 |
| TOTAL OVERHEADS | 54,651.19 | 36,440.64 |
| NET PROFIT / LOSS | -15,648.37 | 7,456.23 |

NOTES:



(i) NET INCOME

Decrease of **-4,894.05** (11%) income 2023-24 to previous financial year 2022-23. In part this was due to zero grants in 2023-24 against £2,042.88 in 2022-23. There also a 6% decrease in room use donations due to loss of some hall users.

(ii) 2023-24 LOSS

Although a loss of **(15,648.37)** has been reported in 2023-24, it should be noted that kitchen refurbishment project was undertaken in the financial year costing £22,906.44. If this project had not been carried out, there would have been a profit of £7,258.07. Refurbishment of the kitchen included double-glazing of windows as part of moving towards energy efficiency and net zero carbon.

(iii) Grants

No grants applied for or received in 2023-24. However, we intend apply for grants on 2024-25 for plans to increase energy efficiency and achieve net zero carbon.

(iv) Ground Rent

Nursery is in their own building in grounds so pay ground rent.

(v) Events Income

These are events directly organised by the Trust. One "quiz night" event was held in 2023-24.

(vi) Bank charges.

In Credit due to £150 compensation received from bank for delays in resolving issue.

(vii) Cleaning

Includes contracted cleaning and cleaning materials.

(v) Utilities – Electricity (no Gas), Heating, Water, Waste,

Electricity, Water, and Waste figures are net of usage recharged to the Nursery. Nursery has their own heating. There has been a 13.8% decrease in electricity costs in 2023-24 over previous financial year 2022-23, due to supply reductions in fixed term contract.

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(vii) Security

Costs of regular inspections and external contract maintenance of intruder alarm system.

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Telephone, Broadband, Mobile Phone, Connection of alarm systems to external controls.

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Subscriptions to professional services.

(x) Licenses

Premises, Alcohol, Performing Rights, and TV Licences

KEMSLEY COMMUNITY CENTRE

England & Wales - Charity number 1152049

Accounts



Kemsley Community Centre

Registered Charity Number 1152049

Kemsley Community Centre Trust Trustees Annual Report 1 April 2021 to 31 March 2022

Clerk to the Trustees

Mike Dendor

14 Downs Close

Sittingbourne

Kent

ME10 2SL

Telephone: 0773 393 7102

Email: accounts@kemsleycommunitycentre.com

The trustees present their annual report and independently examined financial statements for the year ended 31 March 2022 and confirm that they comply with the Charities Act 1993, as amended by the Charities Act 2006, the trust deed and Charities SORP 2005.



1. Reference and Administrative Information

a) Charity Name: Kemsley Community Centre Trust

b) Charity Registration Number: 1152049

c) Principal Office: The Square
Ridham Avenue
Sittingbourne
Kent
ME10 2SL

d) Board of Trustees:

| | |
|----------------|-----------------|
| Wayne Ash | |
| Mike Dendor | Clerk/Treasurer |
| Mark Finn | Chairman |
| David Gawler | |
| Sue Gent | Deputy Chairman |
| Robert Hammond | |
| Caroline Kent | |
| Judith Newing | |
| Michael Newing | |
| Debbie Rains | |
| John Williams | |

e) Principal Administrator

Mike Dendor – Clerk/Treasurer

f) Independent Examiner of Accounts

Jess McMahon
63 Otterham Quay Lane
Rainham
Kent
ME8 8NE

g) Bankers

Barclays Bank plc
81 High Street
Sittingbourne
ME10 4AW



2. Structure, governance, and management

a) Governing document

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The day-to-day management of the Centre and community facilities are delegated to the Clerk/Treasurer, with overview by the Chairman and Deputy Chairman.

d) Recruitment and appointment of trustees

Trustees are elected by members of the Trust for a term of 4 years. All trustees stand for election at the end of their term. Elections are held annually at an Annual General Meeting or Special General Meeting. The Board can co-opt additional trustees, but co-opted trustees must stand for election at the next AGM. Potential trustees are invited to attend trustees’ meetings as observers and are given more details of the charity’s aims and activities. If the Board agrees, they are then proposed as co-opted trustees at the next Board meeting. This process allows due consideration of the person's eligibility, personal competence, specialist knowledge and skills.



e) Membership

Prospective members are proposed to the Board by existing members. All members are confirmed by the Board after due consideration.

f) Induction and training of trustees

Following appointment, new trustees are introduced to their new role and given copies of the trust deed and a guide to the policies and procedures adopted by our charity. Publications from the Charity Commission are also provided, including the guidance on charities and public benefit. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act. New trustees work with an existing mentor trustee to assist on particular activities and projects run by the charity.

g) User Agreement

Use of the Centre is subject to a use agreement which must be “signed” by the user when booking. Statement made through e-mail is taken as “signing” if sent from a validated e-mail address. A copy of Terms and Conditions, identifying responsibilities of each party, is given to all users to read before signing the agreement.

h) Licences

The Centre has a Premises Licence from the local authority for sale of alcohol and for regulated entertainment. A Designated Premises Supervisor (DSL) has been appointed to oversee all sale of alcohol in the Centre. The Centre is also licensed by the Performing Rights Society (PRS) for live and recorded music.

i) Internet

The Centre has a broadband connection for access to the Internet, available to users on application and there is also a website www.kemsleycommunitycentre.com

j) Policies and Procedures

To guide the trustees in their duty of care to members, contractors and users of the hall, the following policy statements have been adopted:

Health and Safety Policy, Safeguarding Policy, Vulnerable Adults Policy
Equal Opportunities Policy, Data Protection Policy

Copies of these policies are available on our website for users to read.



k) Risk Management

The Centre is insured with Ansvar Insurance in respect to property damage (buildings insurance) for cover of £1,500,000; contents insurance for cover of £15,000; and public liability for cover of £5,000,000. The Centre has no employees at present so specific employment insurance has not been taken out.

The Board recognises that is under a legal obligation to protect the building and its users through adequate and appropriate insurance.

l) Building Issues

- A building condition survey is carried out every 5 years by a qualified surveyor
- Portable electrical appliances are tested annually by qualified personnel (there are no gas appliances)
- Mains electrical installation is checked every 5 years by a qualified engineer
- Fire Safety Risk Assessment carried out every three years
- Fire Safety Risk Assessment updated annually
- Firefighting appliances inspected annually by qualified personnel
- Legionella Control Checks done annually
- Asbestos Survey has been carried out and register available to all volunteers and contractors
- Food Hygiene Certificate in place and checked annually
- Trustee volunteers and contractors carry out other regular maintenance checks

3. Objectives of the Charity

- Provision of a community centre to further or benefit the residents of the local community, without distraction of sex, sexual orientation, race or of political, religious, or other opinion.
- Use of the community centre for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the residents.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.



4. Principal Activities in pursuit of Objectives

The hall has been in use, when pandemic permitted, most days of the week for a variety of activities including Nursery, Parents and Toddlers, Children's Dance/Drama, Carers Respite. Coffee Club, Boxing Club, Judo Club, Indoor Bowls, Active Retirement Club, Church Group, Keep Fit groups, Guides, Members Bar, and other voluntary/community organisations.

The hall is available for use by functions including children's parties, adult events, celebrations, performances, wedding receptions, other social functions, fundraising fayres and local business and public sector events, including use as a polling station and civil emergency centre.

5. Funding Strategy

The Trust is managed on a self-financing basis with an a budget, forecasting, and marketing plan. Capital expenditure is financed by fundraising and grants.

6. Volunteers Effort

Management costs are kept to a minimum with the help of volunteers. On average 40 hours of volunteer time are given each week to cover routine tasks such as bookings, administration, accounts, maintenance, and supervision of contractors.

7. Reserves Policy

The charity had a total of £12,924.94 including debtors and cash in hand at the year end. It is the Trustees' policy to maintain unrestricted reserves of 30% of annual revenue budget expenditure, not including expenditure on equipment.

The Trustees are responsible for the maintenance of the Centre and from time to time this involves major works. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full without the need for borrowing. Such funds are ring fenced to specific projects.

8. Ongoing Plans

The Board has resolved to make continual improvements to the Centre targeting Net Zero Carbon through removing reliance on fossil fuel for heating, improving insulation and making use of renewable energy such as solar panels. We also plan to do some re-modelling to make better use of available space. The Board is active in promoting the Centre through word of mouth, social media, local Council, and website. In the last year, usage of the hall has increased, particular in daytime during the week, and making more use of our smaller hall.



9. Trustees Approval of Report

The Trustees declare that they have approved the Trustees' Annual Report.

Signed on behalf of the charity's Trustees

Signature(s):

Full Name : MICHAEL RODGER DENDOR.

Position: TREASURER / TRUSTEE / CLERK.

Date :

27/11/22



10. Independent examiner's report on the accounts

The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43 (7) (b) of the Act), and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: ~~McMahon~~

Date: 24.11.22

Name: JESS McMAHON

Relevant Professional Body (if any):

Address:
63 Otterham Quay Lane
Rainham
Kent
ME8 8NE



Balance Sheet 31 March 2022

| Assets | 2022 |
|---------------------------------|--------------------|
| | £ |
| Fixed Assets | 0 |
| Current Assets | |
| Donations not paid | 5,772.80 |
| Bank Account | 39,366.30 |
| Cash in Hand | 382.72 |
| TOTAL ASSETS | 45,521.82 |
| | £ |
| Liabilities | |
| Current Liabilities | |
| Condition Bonds | 5,390.00 |
| Purchase Invoices Not Paid | 19,634.19 |
| Future Liabilities | 0 |
| TOTAL LIABILITIES | 25,024.19 |
| TOTAL NET ASSETS | 20,497.63 |
| Total Equity | 20,497.63 |
| Profit & Loss Account | |
| Net Profit/Loss (prior year(s)) | 5,556.24 |
| Net Profit/Loss (current year) | 49,252.84 |
| | (34,311.45) |

BALANCE SHEET NOTES:

- a) **Accounts are being administered and reported on “Cash Accounting” basis.**
- b) **Donations Not Paid**
When users of the hall are charged for bookings dated after financial year end, they initially pay a booking deposit then pay balance just before their event. Due to accounts being on “cash accounting basis”, some balances are therefore due after the financial year end.
- c) **Condition Bonds**
Users of the hall for booking dates after the financial year end are charged for a refundable condition bond (aka damage deposit). These amounts show as liabilities until credit notes issued and refunded after the financial year end.
- d) **Purchase Invoices Not Paid**
This includes £17,770 for roof repairs and £1,050 for repairs to alarm system, to be paid after financial year end (see Receipts and Payments Notes below).



Receipts and Payments 01 April 2021 to 31 March 2022

| Receipts | 2021-22 | 2020-21 |
|---|--------------------|------------------|
| | £ | £ |
| Bar Donations | 200.00 | |
| Condition Bonds | 0 | 1000.00 |
| Equipment Hire (Audio-Visual) | 675.00 | (25.00) |
| Grants | 63,207.28 | 52,127.13 |
| Ground Rent | 2,627.52 | 2,627.52 |
| Other income inc. Coffee Club | 61.20 | |
| Room Use Donations 37,218.92 | | |
| Donation Discounts (7,979.26) | | |
| Nett Room Donations | 29,239.66 | 3,964.28 |
| TOTAL RECEIPTS | 96,010.66 | 56,693.93 |
| Direct Expenses (Café, Fobs, Keys) | 2090.44 | |
| GROSS RECEIPTS | 93,920.22 | 59,693.93 |
| Overheads | £ | £ |
| Grants Given (Ridham Bar to restock) | 1,500.00 | |
| Cleaning | 7,289.22 | 4,640.11 |
| Donations | 140.00 | 100.00 |
| General maintenance | 1,011.37 | 729.59 |
| Health and Safety | 10,605.39 | 1,552.91 |
| Insurance | 1,168.52 | 1,557.43 |
| Licenses inc. TV Licence | 339.00 | 337.50 |
| Marketing | 143.88 | 143.88 |
| Office/admin costs inc. Sage Accounts | 1458.70 | 660.65 |
| Professional fees | 87.00 | 87.00 |
| Repairs and renewals | 41,460.93 | 263.74 |
| Security - Intruder Alarm | 3,666.51 | 625.20 |
| Telephone, Broadband, Domain, Mailboxes | 473.38 | 424.68 |
| Net Zero Carbon/Energy Efficiency | 44,225.42 | |
| Utilities - Gas&Electric | 6,764.40 | 2,821.87 |
| Utilities - Heating Oil, Maintenance, Service | 3,528.00 | 215.56 |
| Utilities - Waste (Eurobins, Sanitary Bins) | 3,268.46 | 1979.26 |
| Utilities - Water&Drainage | 1,101.49 | 130.86 |
| TOTAL OVERHEADS | 128,231.67 | 16,270.24 |
| NET RECEIPTS | (34,311.45) | 43,423.69 |
| NET RECEIPTS 2020-22 | 9,112.24 | |

**RECEIPTS AND PAYMENTS NOTES:**

(i) **Accounts are being administered and reported on “Cash Accounting” basis.**

(ii) **Pandemic**

For main part of 2020/2021 and part of 2021/22, premises were mothballed due to the pandemic, with major loss of room use donations, balanced by some savings on cleaning and utilities and by grants received from government and local council.

(iii) **Net Receipts**

Grants received in 2020/21 not spent until 2021/22 so net receipts 2020-2022 balance out as £9,112.24

(iv) **Grants**

Government grants obtained in 2020/21 and 2021/22 during pandemic included small business grants, closed business grants, and national restrictions grant. Grant of £10,555.56 also awarded from Swale Borough Council and ring fenced for replacement of front and side doors.

Grants have been used towards decommissioning use of fossil fuels (kerosene) for heating, and replacement of front and side doors to aid insulation (and security), both towards Net Zero Carbon target. Door replacement involved removal of asbestos from front porch ceiling, at which time porch roof collapsed requiring repair, necessitating a further repair grant from Swale Borough Council (The Trust have a 125-year repairing lease on peppercorn rent with Swale Borough Council, who are the “superior” owners of the Centre)

| | | |
|------------------------------|-----------------------|------------|
| Grants 2020-2022 | | |
| Government Grants | Small Business | £37,143.00 |
| Government Grants | National Restrictions | £2,000.00 |
| Government Grants | Closed Business | £2,249.00 |
| Government Grants | Covid Restart | £16,000.00 |
| Swale Borough Council Grants | Doors Replacement | £10,555.56 |
| Swale Borough Council Grants | Roof Repairs | £47,202.48 |

(v) **Condition Bonds**

Condition Bonds have been reclassified in accounts as liabilities so will not show on receipts and expenses until credit notes issued, then only temporarily until refund paid out.

(vi) **Ground Rent**

Nursery is in their own building in grounds, so pay ground rent.

(vii) **Cleaning**

Includes contracted cleaning and cleaning materials.

(v) **Utilities – Electricity (no Gas), Heating, Water, Waste,**

Electricity, Water, and Waste figures are net of usage recharged to the Nursery. Heating is cost of fuel oil. Nursery has their own heating. Significant savings during mothballing period.

(vi) **Health & Safety**

Costs of regular inspections and external contract maintenance of fire alarm system, fire extinguishers, water system (legionnaires), asbestos, electrical and condition of building.



(vii) Security

Costs of regular inspections and external contract maintenance of intruder alarm system.

(viii) Telecommunications

Telephone, Broadband, Mobile Phone, Connection of alarm systems to external controls.

(ix) Professional Fees

Membership of ACRK, subscriptions to other professional bodies.

(x) Licenses

Premises, Alcohol, Performing Rights, and TV Licences

KEMSLEY COMMUNITY CENTRE

England & Wales - Charity number 1152049

Accounts



Kemsley Community Centre

Registered Charity Number 1152049

Kemsley Community Centre Trust Trustees Annual Report 1 April 2020 to 31 March 2021

Clerk to the Trustees

Mike Dendor

14 Downs Close

Sittingbourne

Kent

ME10 2SL

Telephone: 0773 393 7102

Email: accounts@kemsleycommunitycentre.com

The trustees present their annual report and independently examined financial statements for the year ended 31 March 2021 and confirm that they comply with the Charities Act 1993, as amended by the Charities Act 2006, the trust deed and Charities SORP 2005.



1. Reference and Administrative Information

a) Charity Name: Kemsley Community Centre Trust

b) Charity Registration Number: 1152049

c) Principal Office: The Square
Ridham Avenue
Sittingbourne
Kent
ME10 2SL

d) Board of Trustees:

| | |
|------------------|-----------------|
| Mike Dendor | Clerk/Treasurer |
| Wendy Empett | |
| Mark Finn | Chairman |
| David Gawler | |
| Sue Gent | Deputy Chairman |
| Lee Glover | |
| Robert Hammond | |
| Judith Newing | |
| Michael Newing | |
| Debbie Rains | |
| Lesley Taylor | |
| Laura Vinnicombe | |
| John Williams | |

e) Principal Administrator

Mike Dendor – Clerk/Treasurer

f) Independent Examiner of Accounts

Jess McMahon
63 Otterham Quay Lane
Rainham
Kent
ME8 8NE

g) Bankers

Barclays Bank plc
81 High Street
Sittingbourne
ME10 4AW



2. Structure, governance, and management

a) Governing document

Kemsley Community Centre Trust (KCCT) was constituted as a “Foundation” Charitable Incorporated Organisation (CIO) with the Charity Commission on 15 May 2013 under charity number 1152049. It is governed by a deed of trust last updated on 8 February 2016, when KCCT was changed to an “Association” CIO.

b) Management

KCCT was established to manage and run the Kemsley Community Centre (the Centre), also known as Kemsley Community Hall, Kemsley Concert Hall or Kemsley Village Hall. The Centre and its grounds are owned by Swale Borough Council (SBC).

A 125-year full repairing lease for the Centre was agreed between KCCT and SBC on 1 April 2014 for a nominal rent of £1 per annum. As from 1 April 2014, KCCT is responsible for all costs in running and managing the hall, and for keeping the building and grounds in a good state of repair.

c) Organisational structure

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits, other than some agreed expenses incurred. The trustees meet together as a body regularly (pandemic restrictions permitting) and are responsible for all decisions taken in relation to running and managing the Kemsley Community Centre (the Centre) and the community facilities/activities provided by the charity.

The day-to-day management of the Centre and community facilities are delegated to the Clerk/Treasurer, with overview by the Chairman.

d) Recruitment and appointment of trustees

Trustees are elected by members of the Trust for a term of 4 years. All trustees stand for election at the end of their term. Elections are held annually at an Annual General Meeting or Special General Meeting (Pandemic permitting). The trustees can co-opt additional trustees but co-opted trustees must stand for election at the next AGM. Potential trustees are invited to attend trustees’ meetings as observers and are given more details of the charity’s aims and activities. If the board agrees, they are then proposed as co-opted trustees at the next board meeting. This process allows due consideration of the person's eligibility, personal competence, specialist knowledge and skills.



e) Membership

Prospective members are proposed to the board by existing members. All members are confirmed by the board after due consideration.

f) Induction and training of trustees

Following appointment, new trustees are introduced to their new role and given copies of the trust deed and a guide to the policies and procedures adopted by our charity. A number of publications from the Charity Commission are also provided including the guidance on charities and public benefit. This ensures that new trustees are aware of the scope of their responsibilities under the Charities Act. New trustees work with an existing trustee to assist on particular activities and projects run by the charity.

g) Hiring Agreement

Use of the Centre is subject to a hiring agreement which must be “signed” by the hirer when booking. Statement made through e-mail is taken as “signing” if sent from a validated e-mail address. A copy of Terms and Conditions, identifying responsibilities of each party, is given to all hirers to read before signing agreement.

h) Licences

The Centre has a Premises Licence from the local authority for sale of alcohol and for regulated entertainment. A Designated Premises Supervisor has been appointed to oversee all sale of alcohol in the Centre. The Centre is also licensed by the Performing Rights Society for live and recorded music.

i) Internet

The Centre has a broadband connection for access to the Internet, available to users on application and a website www.kemsleycommunitycentre.com

j) Policies and Procedures

To guide the trustees in its duty of care to members, contractors and users of the hall, the following policy statements have been adopted:

Health and Safety Policy
Child Protection Policy
Vulnerable Adults Policy
Equal Opportunities Policy
GDPR Policy

Copies of these policies are available on our website for hirers to read.



k) Risk Management

The Centre is insured with Zurich Insurance in respect to property damage (buildings insurance) for cover of £1,500,000; contents insurance for cover of £15,000; and public liability for cover of £5,000,000. The Centre has no employees at present so specific employment insurance has not been taken out.

The Trustee Board recognises that is under a legal obligation to protect the building and its users through adequate and appropriate insurance.

l) Building Issues

- A building condition survey is taken at 5 year intervals by a qualified surveyor
- Portable electrical appliances are tested annually by qualified personnel (there are no gas appliances)
- Mains electrical installation is checked every 5 years by a qualified engineer
- Fire Safety Risk Assessment carried out every three years
- Fire Safety Risk Assessment updated annually by designated Fire Safety Officer
- Firefighting appliances inspected annually by qualified personnel
- Legionella Control Checks done annually by qualified contractor
- Asbestos Survey has been carried out and Register available to all volunteers and contractors
- Food Hygiene Certificate in place and checked annually
- Trustee volunteers and contractors carry out other regular maintenance checks

3. Objectives of the Charity

- Provision of a community centre to further or benefit the residents of the local community, without distraction of sex, sexual orientation, race or of political, religious or other opinion.
- Use of the community centre for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the residents.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit and these objectives have been pursued in the activities of the charity this year.



4. Principal Activities in pursuit of Objectives

The hall has been in use, when pandemic permitted, most days of the week for a variety of activities including Nursery, Boxing Club, Judo Club, Church group, Children's Dance/Drama, Keep Fit groups, Guides, Members Bar, and other voluntary/community organisations.

The hall is available for hire for private functions including children's parties, adult events, celebrations, performances, wedding receptions, other social functions, fundraising fayres and local business and public sector events, including use as a polling station and civil emergency centre.

5. Funding Strategy

Although given help by localism grants in the first few years by SBC, the Trust is now managed on a self-financing basis with budget and strategic marketing plan. Capital expenditure is financed by fundraising and grants.

6. Volunteers Effort

Management costs are kept to a minimum through the use of volunteers on as many tasks as possible. On average 10 hours of volunteer time are given each week to cover routine tasks such as bookings, administration, accounts, maintenance, and supervision of contractors.

7. Reserves Policy

The charity had a total of £12,924.94 including debtors and cash in hand at the year end. It is the Trustees' policy to maintain unrestricted reserves of 30% of annual revenue budget expenditure, not including expenditure on equipment.

The Trustees are responsible for the maintenance of the Centre and from time to time this involves major works in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (without needing a loan). Such funds are ring fenced to specific projects.

8. Ongoing Plans

The Trustees have resolved to make continual improvements in marketing of the Centre and bookings, including use of social media, advertising, and website. The Trustees are aware the Centre is less energy efficient than it might be and has resolved to target and reach carbon net zero as soon as the necessary funds can be raised.



9. Trustees Approval of Report

The Trustees declare that they have approved the Trustees' Annual Report.

Signed on behalf of the charity's Trustees

Signature(s):

A handwritten signature in black ink, appearing to read 'M Dendor', with a long horizontal line underneath it.

Full Name: Mike Dendor

Position: Clerk/Treasurer

Date: 15/10/2021



10. Independent examiner's report on the accounts

The charity's Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under section 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43 (7) (b) of the Act), and
- to state whether particular matters have come to my attention.

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that, in any material respect, the Trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the requirements of the Act; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: ~~McMahon~~

Date: 27.10.21

Name: JEBB MCMAHON

Relevant Professional Body (if any):

Address:
63 Otterham Quay Lane
Rainham
Kent
ME8 8NE



Receipts and Payments 01 April 2020 to 31 March 2021

| Sales | 2021 | Variance to 2020 |
|--|------------------|------------------|
| | £ | £ |
| Bar Donations | | (200.00) |
| Condition Bonds | 1000 | 1000.00 |
| Equipment Hire (Audio-Visual) | -25 | (525.00) |
| Events | 0 | (66.99) |
| Grants | 52,127.13 | 52,127.13 |
| Ground Rent | £2,627.52 | 0.01 |
| Other income inc. Coffee Club | 0 | (138.00) |
| Room Hire 4,712.93 Room Hire Discounts (748.65) Nett Room Hire | 3,964.28 | (16551.89) |
| TOTAL INCOME | 59,693.93 | 52,197.15 |
| Direct Expenses | 0 | 39.84 |
| GROSS PROFIT / LOSS | 59,693.93 | 52,236.99 |
| Overheads | £ | £ |
| Bank Charges & Interest | 0 | (80.00) |
| Cleaning | 4,640.11 | 1726.64 |
| Donations | 100.00 | 100.00 |
| General maintenance | 729.59 | (691.94) |
| Health and Safety | 1,552.91 | (1266.70) |
| Insurance | 1,557.43 | 21.00 |
| Licenses inc. TV Licence | 337.50 | (3.00) |
| Marketing | 143.88 | (35.97) |
| Office/admin costs inc. Sage Accounts | 660.65 | (135.68) |
| Professional fees | 87.00 | 193.00 |
| Repairs and renewals | 263.74 | 473.36 |
| Security - Intruder Alarm | 625.20 | (164.18) |
| Telephone, Broadband, Domain, Mailboxes | 424.68 | 71.01 |
| Travel and Entertainment | 0 | 48.00 |
| Utilities - Gas&Electric | 2,821.87 | 2991.42 |
| Utilities - Heating Oil, Maintenance, Service | 215.56 | 5282.12 |
| Utilities - Waste (Eurobins, Sanitary Bins) | 1979.26 | 809.27 |
| Utilities - Water&Drainage | 130.86 | 1290.67 |
| TOTAL OVERHEADS | 17,221.01 | 10629.02 |
| NET PROFIT / LOSS | 42,472.92 | 41,607.97 |



NOTES:

- (i) **Accounts are being administered and reported on “Cash Accounting” basis.**
- (ii) **Pandemic**
For main part of 2020/2021, premises were mothballed due to the pandemic, with major loss of income but balanced somewhat by savings on cleaning and utilities.
- (iii) **Grants**
Government grants obtained during pandemic included small business grants, closed business grants, and national restrictions grant. Grant of £10,555.56 also awarded from Swale Borough Council and ring fenced for replacement of front and side doors.
- (iv) **Condition Bonds**
Bonds being reported this year for the first time. Indicates monies that will eventually have to be credited and refunded if hirers leave hall as found will in due course reduce income, not necessarily in the same financial year as invoiced.
- (v) **Ground Rent**
Nursery is in their own building in grounds so pays ground rent.
- (vi) **Events Income**
These are events organised by the Trust – none in this financial year due to pandemic.
- (vii) **Cleaning**
Includes contracted cleaning and cleaning materials. Contract suspended during mothballing period.
- (v) **Utilities – Electricity (no Gas), Heating, Water, Waste,**
Electricity, Water, and Waste figures are net of usage recharged to the Nursery. Heating is cost of fuel oil. Nursery has their own heating. Significant savings during mothballing period.
- (vi) **Health & Safety**
Costs of regular inspections and external contract maintenance of fire alarm system, fire extinguishers, water system (legionnaires), asbestos, electrical and condition of building.
- (vii) **Security**
Costs of regular inspections and external contract maintenance of intruder alarm system.
- (viii) **Telecommunications**
Telephone, Broadband, Mobile Phone, Connection of alarm systems to external controls.
- (ix) **Professional Fees**
Membership of ACRK, subscriptions to professional services.
- (x) **Licenses**
Premises, Alcohol, Performing Rights, and TV Licences