



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 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 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 flourish underneath.

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: 

Date: 27.10.21

Name: JEBB MCMAHON

Relevant Professional Body (if any):

Address:
63 Otterham Quay Lane
Rainham
Kent
ME8 8NE



ANNUAL REPORT 01 APRIL 2020 TO 31 MARCH 2021

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