



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

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 Trustee Board (the Board) 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 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 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 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: 

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
	49,252.84
Net Profit/Loss (current year)	(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).



ANNUAL REPORT 01 APRIL 2021 TO 31 MARCH 2022

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