



**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](mailto: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](http://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

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

**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.



## ANNUAL REPORT 01 APRIL 2023 TO 31 MARCH 2024

## Receipts and Payments 01 April 2023 to 31 March 2024

<b>Sales</b>	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
<b>TOTAL INCOME</b>	<b>39,697.82</b>	<b>44,273.19</b>
<b>Direct Expenses</b>	695.00	376.32
<b>NET INCOME</b>	<b>39,002.82</b>	<b>43,896.87</b>
<b>Overheads</b>	£	£
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
<b>TOTAL OVERHEADS</b>	<b>54,651.19</b>	36,440.64
<b>NET PROFIT / LOSS</b>	<b>-15,648.37</b>	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