



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day01	Month04	Ye2020		Day31	Mon03th	Yea2021

Section A Reference and administration details

Charity name	Woodnesborough Community Hall		
Other names charity is known by	Woodnesborough Village Hall		
Registered charity number (if any)	1159617		
Charity's principal address	Elmwood Park		
	Woodnesborough		
	Sandwich		
	Postcode	CT13 0FB	

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Richard Ovenden	President		
2	Ken Flower	Chairperson		
3	Sandy Moreland	Secretary		
4	Geoff Ball	Hall Manager		
5	Angela Forsyth	Bookings Manager		
6	Phil Longley			
7	Peter Giles			
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	
Trustee selection methods (eg. appointed by, elected by)	Volunteers as approved by existing trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Our organisational structure remains the same, our trustees continue to form a management committee along with 2 members of the Parish Council, one of whom, Jonathan Vine is our treasurer during a majority of the 20-21 financial period.

The committee enjoys good relationships with the Parish Council and the village church.

For much of the year, under Covid regulations, our Hall was out of use.
From February 19th 2021 onwards our organisation was subject to a fraud investigation of which the Charity Commission was informed with communications filed with an incident number of 10907

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Objectives remained the same – to provide a central hub with the facilities for all village organisations to meet and extend this to groups from the surrounding area.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

When open, our groups included 2 Art groups, Karate, Yoga, Little Kickers football and an after-school club.

Additional details of objectives and activities (Optional information)

A new initiative that we were pleased to support was the NHS Bloodbank

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Our main achievement was to continue to serve, whenever possible, our local community with activities that were permitted.

Overheads, electricity, water, fire regs, security system, insurance, all still had to be paid.

Without the financial help received from Government through Dover District Council, from Kent County Council and voluntary organisations such as Kent Community Fund, we would not have been able to continue as our income from hirers and fundraising was just £5.5K.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have resolved as a committee that any monies received through the generous Covid support from central and local government not utilised during lockdown would be used to develop our facilities and to support other charities whose need may be greater than ours.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Kenneth Michael Flower	
Position (eg Secretary, Chair, etc)	Chairperson	
Date	07/02/2022	

Transaction Date	Transaction Type	Sort Code	Account Number
31/03/2021	FPO	'30-93-34	2703749
25/03/2021	DD	'30-93-34	2703749
23/03/2021	BGC	'30-93-34	2703749
18/03/2021	DD	'30-93-34	2703749
09/03/21	FPI	'30-93-34	2703749
08/03/21	DD	'30-93-34	2703749
05/03/21	BGC	'30-93-34	2703749
05/03/21	BGC	'30-93-34	2703749
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17/08/2020	FPO	'30-93-34	2703749
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Transaction Description

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 BUSINESS STREAM 100000000669211601 WO62473331 608371 10 02NOV20 07:18
 BUSINESS STREAM 200000000683277816 WO62473331 608371 10 04DEC20 09:17
 BUSINESS STREAM 200000000709089462 WO62473331 608371 10 03FEB21 00:25
 BUSINESS STREAM 300000000627088275 WO62473331 608371 10 14JUL20 17:21
 BUSINESS STREAM 300000000703443463 WO62473331 608371 10 07JAN21 21:28
 BUSINESS STREAM 300000000716496772 WO62473331 ANNUAL 608371 10 07FEB21 21:45
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 BUSINESS STREAM 400000000653658332 WO62473331 608371 10 13SEP20 13:19
 MISS C A TONKS 200000000714915097 INVOICE 12/2020 201794 10 17FEB21 16:55
 BUSINESS STREAM 500000000637166082 WO62473331 608371 10 16AUG20 15:03
 BUSINESS STREAM 500000000649006273 WO62473331 608371 10 13SEP20 12:55
 BUSINESS STREAM 600000000614088544 WO62473331 608371 10 22JUN20 19:28
 MISS C A TONKS 600000000716676616 ZOOM PAYMENT 201794 10 17FEB21 16:53
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 LORRAINE LAYTON 300000000618925922 COVID REFUND 608371 10 25JUN20 20:44
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 D BRADLEY 600000000649869252 WVH0920 070116 10 16SEP20 09:36
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 MR J HARRIS 400000000720994107 COVID REFUND 2020 608371 10 15FEB21 23:39
 MR J REDMAN 600000000595135117 COVID19 CANCELLED 608371 10 03MAY20 15:22
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 MRS SUSAN NICHOLAS 200000000623506714 CLEANING 070436 10 19JUL20 14:54
 SCOTTISHPOWER 16045925835
 MISS C A TONKS 300000000627741679 HALL MANAGEMENT 201794 10 16JUL20 09:54
 MISS C A TONKS 500000000624323690 ZOOM MEMBERSHIP 201794 10 16JUL20 09:53
 SCOTTISHPOWER 16042502254
 CLIENTS DEPOSIT DOVERLOTTO MF03432D0487F41000 204071 40 07JUL20 03:09
 HALLMASTER LTD 600000000619154934 HM-2395 RENEWAL 403736 10 03JUL20 09:44
 SMITHSELECTRICAL 600000000618764328 0052 521019 10 02JUL20 14:15
 500201
 EK FIRE PROTECTION 300000000618687845 INV-10126 10265 200262 10 25JUN20 10:35
 GP AND PM BALL 500000000615274964 HALL EXPENSES 402433 10 25JUN20 10:37
 VODAFONE LTD 7047087538-1001
 MISS C A TONKS 600000000613596172 HALL MANAGEMENT 201794 10 21JUN20 16:22
 MRS SUSAN NICHOLAS 100000000611950056 CLEANING 070436 10 20JUN20 11:09
 SCOTTISHPOWER 16045925835
 MISS C A TONKS 200000000609002458 ZOOM PAYPAL 201794 10 13JUN20 14:16
 WARMAFLOO RGB LTD 500000000610980968 M5404 309317 10 13JUN20 14:24
 SCOTTISHPOWER 16042502254
 CLIENTS DEPOSIT DOVERLOTTO MF020926C45DA32300 204071 40 02JUN20 03:10
 D BRADLEY 400000000609008871 WVH0520 070116 10 28MAY20 14:07
 VODAFONE LTD 7047087538-1001
 GP AND PM BALL 400000000608421865 HEAT SOURCE PUMP S 402433 10 27MAY20 10:09
 MRS SUSAN NICHOLAS 600000000602091830 CLEANING APRIL 070436 10 22MAY20 18:31
 MISS C A TONKS 300000000605216978 HALL MANAGEMENT 201794 10 21MAY20 18:56
 SCOTTISHPOWER 16045925835
 MISS C A TONKS 100000000597405221 ZOOM PAYPAL 201794 10 13MAY20 19:21
 CLIENTS DEPOSIT DOVERLOTTO MF1628208446810200 204071 40 12MAY20 03:17
 MRS SUSAN NICHOLAS 600000000597819508 CLEANING MARCH 070436 10 11MAY20 10:27

SCOTTISHPOWER 16042502254
NEIGHBOURLY LIMITE NBRLY COMM FUND 100000000594667820 309054 10 05MAY20 15:15
MR C CORK 300000000598799012 COVID19 CANCELLED 110139 10 03MAY20 15:26
SMITHSELECTRICAL 100000000593098921 005 521019 10 01MAY20 10:37
VODAFONE LTD 7047087538-1001
DOVER DC 01 2000187667
MISS C A TONKS 500000000590881217 HALL MANAGEMENT 201794 10 22APR20 16:53
MONGEHAM CHILDRENS DANCE CLUB 100000000588530323 309545 10 20APR20 12:05
SCOTTISHPOWER 16045925835
BRITISH TELECOM BU 100000000587232765 GP00109970 200000 10 16APR20 10:15
ALAN WARNER & RACH 400000000593167185 REFUND INVOICE 148 070116 10 15APR20 14:55
MR MARK SIMMONS 100000000586968440 REFUND INVOICE 151 070116 10 15APR20 13:39
KENT COMMUNITY FOU KENT COMMUNITY FDN 6620487053718080FU 405240 40 08APR20 17:3
SCOTTISHPOWER 16042502254
WEIGHT WATCHERS UK 500000000605210808 COVID CREDITREFUND 608371 10 29MAY20 19:5
CLIENTS DEPOSIT DOVERLOTTO MF13781A4421802F00 204071 40 07APR20 03:19

Debit Amount	Credit Amount	Balance	Type of Transaction
£55.00		£24,675.00	Operational Expenditure
£18.42		£24,730.00	Operational Expenditure
	£400.00	£24,748.42	Operational Income
£20.25		£24,348.42	Operational Expenditure
	£6.00	£24,368.67	Gifts and Fundraising
£294.92		£24,362.67	Operational Expenditure
	£400.00	£22,561.59	COVID Grants
	£2,096.00	£24,657.59	COVID Grants
£80.00		£22,161.59	Operational Expenditure
£192.46		£21,945.90	Operational Expenditure
£395.72		£10,107.13	Operational Expenditure
£84.00		£12,404.45	Operational Expenditure
£84.00		£17,524.57	Operational Expenditure
£395.72		£17,388.98	Operational Expenditure
£84.00		£12,384.08	Operational Expenditure
£226.00		£23,299.57	Operational Expenditure
£18.42		£22,241.59	Operational Expenditure
£20.25		£22,260.01	Operational Expenditure
£395.72		£13,489.22	Operational Expenditure
£160.00		£22,280.26	Operational Expenditure
£395.72		£15,541.14	Operational Expenditure
£395.72		£14,094.94	Operational Expenditure
£45.60		£18,201.82	Operational Expenditure
£14.39		£22,440.26	Operational Expenditure
£294.92		£23,004.65	Operational Expenditure
	£4,000.00	£23,525.57	COVID Grants
£395.72		£11,690.33	Operational Expenditure
£395.72		£10,502.85	Operational Expenditure
£84.00		£12,942.08	Operational Expenditure
£160.00		£11,946.55	Damage/COVID Deposit Return
	£2,001.00	£19,525.57	COVID Grants
	£6.00	£17,608.57	Gifts and Fundraising
£203.85		£19,299.52	Operational Expenditure
£283.85		£18,247.42	Operational Expenditure
£174.33		£16,802.29	Operational Expenditure
£18.42		£17,602.57	Operational Expenditure
£108.00		£17,620.99	Operational Expenditure
£160.00		£17,728.99	Operational Expenditure
	£857.57	£17,888.99	COVID Grants
	£762.29	£17,031.42	COVID Grants
	£4,000.00	£16,269.13	COVID Grants
£20.25		£12,269.13	Operational Expenditure
£14.39		£12,289.38	Operational Expenditure
£80.31		£12,303.77	Operational Expenditure
	£6.00	£12,948.08	Gifts and Fundraising
£180.00		£18,999.52	Damage/COVID Deposit Return
£270.00		£17,784.70	Damage/COVID Deposit Return
£18.42		£13,026.08	Operational Expenditure
	£1,334.00	£13,204.50	COVID Grants
£126.00		£11,870.50	Operational Expenditure
£160.00		£13,044.50	Operational Expenditure
£20.25		£11,996.50	Operational Expenditure

£129.97		£17,259.01	Operational Expenditure
£14.39		£12,031.14	Operational Expenditure
£14.39		£12,016.75	Operational Expenditure
£215.00		£23,250.06	Damage/COVID Deposit Return
£160.00		£22,138.36	Damage/COVID Deposit Return
	£8.00	£12,117.53	Gifts and Fundraising
£72.00		£12,045.53	Operational Expenditure
£294.92		£12,109.53	Operational Expenditure
£480.00		£12,468.08	Damage/COVID Deposit Return
£500.00		£19,484.25	Damage/COVID Deposit Return
£132.00		£17,299.65	Damage/COVID Deposit Return
£210.00		£19,503.37	Damage/COVID Deposit Return
	£4,690.00	£12,488.45	COVID Grants
£18.42		£7,798.45	Operational Expenditure
£160.00		£7,816.87	Operational Expenditure
£505.24		£7,976.87	Operational Expenditure
£20.25		£8,482.11	Operational Expenditure
	£120.00	£8,502.36	Operational Income
	£8.00	£9,467.21	Gifts and Fundraising
	£11.00	£9,754.13	Operational Income
£294.92		£9,459.21	Operational Expenditure
	£225.00	£9,743.13	Operational Income
£189.00		£9,918.13	Operational Expenditure
	£99.00	£10,898.57	Operational Income
£18.42		£10,799.57	Operational Expenditure
£40.00		£11,057.99	Operational Expenditure
£240.00		£10,817.99	Operational Expenditure
	£184.50	£11,118.24	Operational Income
£20.25		£11,097.99	Operational Expenditure
	£30.00	£10,933.74	Operational Income
	£115.50	£10,903.74	Operational Income
	£8.00	£10,788.24	Gifts and Fundraising
	£180.00	£10,809.02	Operational Income
£14.39		£10,780.24	Operational Expenditure
£14.39		£10,794.63	Operational Expenditure
£14.39		£10,629.02	Operational Expenditure
	£33.00	£10,643.41	Operational Income
£294.92		£10,610.41	Operational Expenditure
	£45.00	£10,905.33	Operational Income
£590.00		£10,860.33	Damage/COVID Deposit Return
£240.00		£11,450.33	Operational Expenditure
	£139.50	£12,086.05	Operational Income
	£44.00	£12,106.55	Operational Income
£18.42		£12,062.55	Operational Expenditure
£20.25		£12,080.97	Operational Expenditure
£1,400.00		£12,101.22	Operational Expenditure
	£12.00	£13,501.22	Gifts and Fundraising
£550.00		£18,054.70	Damage/COVID Deposit Return
£210.00		£13,884.94	Damage/COVID Deposit Return
£108.00		£14,490.66	Operational Expenditure
£80.00		£14,598.66	Operational Expenditure
£294.92		£14,678.66	Operational Expenditure
£210.00		£23,465.06	Damage/COVID Deposit Return

£590.00		£21,087.90	Damage/COVID Deposit Return
£160.00		£14,973.58	Operational Expenditure
£400.00		£9,518.13	Damage/COVID Deposit Return
£265.00		£22,985.06	Damage/COVID Deposit Return
£158.25		£15,133.58	Operational Expenditure
£550.00		£22,454.65	Damage/COVID Deposit Return
£365.00		£23,380.06	Damage/COVID Deposit Return
	£36.00	£15,265.83	Operational Income
£120.00		£19,179.52	Damage/COVID Deposit Return
	£26.00	£15,291.83	Operational Income
£18.42		£15,229.83	Operational Expenditure
£272.64		£15,248.25	Capital Expenditure
£20.25		£15,520.89	Operational Expenditure
£108.00		£15,936.86	Operational Expenditure
	£800.00	£16,044.86	COVID Grants
£294.92		£15,244.86	Operational Expenditure
£1,084.85		£8,382.36	Operational Expenditure
	£12.00	£15,539.78	Gifts and Fundraising
£259.14		£22,298.36	Operational Expenditure
£180.00		£18,531.27	Damage/COVID Deposit Return
£599.63		£18,884.62	Operational Expenditure
£589.84		£15,687.78	Operational Expenditure
£160.00		£15,527.78	Operational Expenditure
£486.00		£16,277.62	Capital Expenditure
£18.42		£16,763.62	Operational Expenditure
£108.00		£16,976.62	Operational Expenditure
£20.25		£16,782.04	Operational Expenditure
£160.00		£17,084.62	Operational Expenditure
£14.39		£17,244.62	Operational Expenditure
£294.92		£18,604.70	Operational Expenditure
	£15.00	£18,899.62	Gifts and Fundraising
£212.40		£19,984.25	Operational Expenditure
£303.00		£20,196.65	Operational Expenditure
	£3,200.00	£20,499.65	Gifts and Fundraising
£498.26		£17,685.14	Operational Expenditure
£253.49		£17,431.65	Operational Expenditure
£18.42		£18,183.40	Operational Expenditure
£160.00		£18,711.27	Operational Expenditure
£108.00		£18,871.27	Operational Expenditure
£20.25		£18,979.27	Operational Expenditure
£14.39		£20,258.17	Operational Expenditure
£544.80		£19,713.37	Capital Expenditure
£294.92		£20,272.56	Operational Expenditure
	£12.00	£20,567.48	Gifts and Fundraising
£105.00		£20,765.48	Operational Expenditure
£18.42		£20,870.48	Operational Expenditure
£199.00		£20,888.90	Capital Expenditure
£108.00		£21,677.90	Operational Expenditure
£160.00		£21,785.90	Operational Expenditure
£20.25		£22,557.50	Operational Expenditure
£14.39		£22,577.75	Operational Expenditure
	£12.00	£22,592.14	Gifts and Fundraising
£110.00		£22,580.14	Operational Expenditure

£294.92		£22,690.14	Operational Expenditure
	£400.00	£23,675.06	Gifts and Fundraising
£105.00		£23,275.06	Damage/COVID Deposit Return
£246.00		£23,745.06	Operational Expenditure
£18.42		£23,991.06	Operational Expenditure
	£10,000.00	£24,169.48	COVID Grants
£160.00		£24,009.48	Operational Expenditure
	£78.00	£14,169.48	Operational Income
£20.25		£14,091.48	Operational Expenditure
£174.53		£14,111.73	Operational Expenditure
£265.00		£14,286.26	Damage/COVID Deposit Return
£105.00		£14,551.26	Damage/COVID Deposit Return
5	£3,000.00	£14,656.26	COVID Grants
£294.92		£11,656.26	Operational Expenditure
£210.00		£20,555.48	Damage/COVID Deposit Return
	£15.00	£11,951.18	Gifts and Fundraising

Damage Deposit Return
Capital Expenditure
Operational Income
Gifts and Fundraising
COVID Grants

Invoice Reconciled?	Comments
Email, 31/03/2021	
No, utility bills in Christine Tonks name 2020-100	Unable to get access to account
No, utility bills in Christine Tonks name	Unable to get access to account
No, utility bills in Christine Tonks name	Unable to get access to account
No, utility bills in Christine Tonks name	Unable to get access to account
No, utility bills in Christine Tonks name	Warburtons (Bread Company)

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	Fradulent Activity
	Fradulent Activity
	Fradulent Activity
	Fradulent Activity
	Fradulent Activity
	Fradulent Activity
	Fradulent Activity
No, utility bills in Christine Tonks name	Unable to get access to account
No, utility bills in Christine Tonks name	Unable to get access to account
	Fradulent Activity
012/2020	
	Fradulent Activity
	Fradulent Activity
	Fradulent Activity

68162898

No, utility bills in Christine Tonks name	Unable to get access to account
	Fradulent Activity
	Fradulent Activity
	Fradulent Activity
	Fradulent Activity

	Fradulent Activity
	Fradulent Activity
	Fradulent Activity
No, utility bills in Christine Tonks name	Unable to get access to account
	14457
011/2020	

No, utility bills in Christine Tonks name	Unable to get access to account
	62423939
No, utility bills in Christine Tonks name	Unable to get access to account
	Fradulent Activity
	Fradulent Activity
No, utility bills in Christine Tonks name	Unable to get access to account

11134

010/2020	
No, utility bills in Christine Tonks name	Unable to get access to account

	Fradulent Activity
No, utility bills in Christine Tonks name	Unable to get access to account
No, utility bills in Christine Tonks name	Unable to get access to account
	Fradulent Activity
	Fradulent Activity
Email only, 11/11/2020	Purchase of Xmas Tree for Hall
No, utility bills in Christine Tonks name	Unable to get access to account
	Fradulent Activity
	Fradulent Activity
	Fradulent Activity
	Fradulent Activity
No, utility bills in Christine Tonks name	Unable to get access to account
009/2020	
Email, 23/11/2020	
No, utility bills in Christine Tonks name	Unable to get access to account
2020-011	
No, utility bills in Christine Tonks name	Unable to get access to account
2020-014	
No, utility bills in Christine Tonks name	Unable to get access to account
008/2020	
2020-010	
No, utility bills in Christine Tonks name	Unable to get access to account
2020-002	Paid only £30 of £90 invoiced
2020-012	
2020-009	
2020-005	
No, utility bills in Christine Tonks name	Unable to get access to account
2020-006	
007/2020	
2020-007	
2020-004	
No, utility bills in Christine Tonks name	Unable to get access to account
WVH0920	
	Fradulent Activity
WVH/2019a/188	
Email, 09/09/20	
No, utility bills in Christine Tonks name	Unable to get access to account
	Fradulent Activity

Fraudulent Activity

No, utility bills in Christine Tonks name Unable to get access to account

document3875896060025235950

No, utility bills in Christine Tonks name Unable to get access to account

WVH/2019a/190

No, utility bills in Christine Tonks name Unable to get access to account

No, utility bills in Christine Tonks name Unable to get access to account

WVH/2019a/123

WVH/2019a/151

No, utility bills in Christine Tonks name Unable to get access to account
Fradulent Activity

Pending audit report due to ongoing fraud investigation during financial year 2020/21 of which the Charity Commission was informed on February 19th 2021. The incident number is 10907.