



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** Period start date **01 January 2024**  
**To** Period end date **31 December 2024**

**Charity name:** Lenham Community Centre

**Charity registration number:** 1166995

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	THE OBJECTS OF THE CIO ARE TO OPERATE A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF LENHAM AND THE NEIGHBOURHOOD ("AREA OF BENEFIT") WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS AND IN PARTICULAR FOR USE FOR MEETINGS LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Hiring of rooms and facilities for different local interest groups, businesses and individuals
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the public benefit guidance. This is specifically reflected in our constitution.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A
Policy on social investment including program related investment	Para 1.38	N/A



Contribution made by volunteers	Para 1.38	The most significant voluntary contributions are by the trustees
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The community centre has been booked on average approximately 75 times monthly. These bookings vary between 1 and 8 hours typically.</p> <p>Approximately 40% of our revenue comes from local user groups and local individuals. the rest come from commercial bookings and local Government groups</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		



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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has reduced its reserves from £67.13k to £64.06k largely as revenue hasn't kept up with increasing running costs. The trustees are committed to reviewing hiring charges in mid 2025 to mitigate this imbalance
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held to ensure safe and continuous provision of facilities in a suitable condition for public use, and for emergency repairs / maintenance
Amount of reserves held	Para 1.22	£64065
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Main source of income is from charging for room bookings. A small portion has come from fund raising</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Principal risks are: <ul style="list-style-type: none"> <li>• Vandalism / Fire / Theft / Accidents</li> <li>• Global pandemic / other health crisis</li> <li>• Significant drop of bookings <ul style="list-style-type: none"> <li>○ Competition from other local facilities</li> <li>○ Closure of organisations that are key bookers</li> <li>○ Loss of key trustees</li> </ul> </li> </ul>
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Constitution
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	Charitable Incorporated Organisation (CIO)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Members of local organisations that use the community centre are encouraged to become trustees

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Lenham Community Centre
Other name the charity uses	
Registered charity number	111166995
Charity's principal address	12 Groom Way. Lenham, Maidstone, Kent. ME17 2QT



## 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	Marshall Osbourne	Chair of trustees		
2	Julia Allen	Vice Chair		
3	Barbara Ann Kyprianou	Trustee		
4	Stephanie Richardson	Trustee		
5	Katrina Hammond	Management Trustee		
6	Margaret Baines	Trustee		
7	RICHARD POWELL	Trustee		
8	BARBARA DOMINY	Trustee		
9	William Taylor	Trustee		
10	David Needham	Management Trustee		
11	Ian George	Management Trustee		
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	






## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	0
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

David William Needham

David William Needham	
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Position (eg Secretary,  
Chair, etc)

Chair of trustees (since 01-01-  
2025)

Chair of trustees (since 01-01- 2025)	
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Date

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**LENHAM COMMUNITY CENTRE**  
Charitable Incorporated Organisation  
No 1166995  
**ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2024**

2 STATEMENT OF ASSETS & LIABILITIES AS AT 31 DECEMBER 2024

	£	31/12/2023
<b>MONETARY ASSETS</b>		
Bank & Cash Balances		
National Savings Bank Investment Account	32,088.81	31,842.45
New Lloyds Account	3,700.20	3,879.54
Lloyds Bank Instant Access Account	24,408.80	28,658.99
Lloyds Bank Treasurers Account	156.99	18.13
Cash in Hand	261.52	240.26
	<u>60,616.32</u>	<u>64,639.37</u>
Debtors Outstanding Lettings	4,512.50	4,111.00
Liabilities: Letting Charges Prepaid	<u>(1,063.50)</u>	<u>(1,620.00)</u>
	<b>£ 64,065.32</b>	<b>£ 67,130.37</b>

**NON-MONETARY ASSETS**

Permanent endowment:

Land & Buildings used by the Charity: Lenham Community Centre

Other assets (non endowed)

-held for functional use by the charity-

Piano, tables, chairs, kitchen equipment etc.  
(all in good condition and 1 - 30 years old).

3 NOTES TO THE ACCOUNTS & STATEMENT

Funds of the Charity:

Apart from the hall, all other assets belong to the general purposes fund.

Reconciliation of monetary assets:-

Total balances at 31 December 2023	67,130.37	
Receipts & Payments Account Surplus for Year	<u>(3065.05)</u>	
Total balances at 31 December 2024 (as above)		<b><u>£64,065.32</u></b>

4 APPROVAL OF THE ACCOUNTS

Signed on behalf of the Management Committee:

Date: 13th January 2025.....*C Higgins*  
C Higgins Booking and Finance Manager  
in the absence of Ian George

Date: 13th January 2025.....*David W Needham*  
D.W. Needham (Chairman)

5 REPORT OF THE INDEPENDENT EXAMINER

In accordance with Clause 22© of the Trust Deed. I have examined the Accounts of Lenham Community Centre for 12 Months to 31st December 2024 together with the charity's accounting records and report that proper accounting records have been kept and the Accounts are in agreement with those records.

SHAREN CAIN FCCA

*Sharen Cain*.....14th March 2025