

# Trustees' Annual Report

for the period

From (start date) **010424** to (end date) **310325**

## Section A

## Reference and administration details

Charity name

**ST. LAWRENCE VILLAGE HALL**

Other names the charity is known by

Registered charity number (if any)

**1181502**

Charity's principal address

**CHURCH ROAD, STONE STREET,  
SEVENOAKS, KENT**

Postcode

**TN150LL**

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	RON DRURY	CHAIRMAN	01.04 - 17.07	
2	ANDY SMAGGASCALE	TREASURER		
3	CHARLOTTE SINCLAIR	SECRETARY		
4	RICHARD GLENCROSS	BOOKING SEC		
5	DONNA BISHOPP		01.04 - 08.05	ST. LAWRENCE
6				PRESCHOOL
7	JOHNNY WAKERAM			STONE STREET
8				ART GROUP
9	RICK BOURNE		21.01 - 31.03	
10	SARAH JACOBSEN		17.03 - 31.03	
11	JANE CRAMP		17.03 - 31.03	
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any (for example, any custodian trustees)

Name	Dates acted if not for whole year

## Section A

## Reference and administration details (continued)

Names and addresses of advisers (optional information)

Type of adviser	Name	Address
INDEPENDENT EXAMINER	ALAN DAVIES	5, UPLANDS RD, SEVENOAKS

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

## 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)

FOUNDATION C.I.O.

Trustee selection methods  
(eg appointed by, elected by)

ELECTION AT AGM, APPOINTMENT BY USERS

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.

ALL NEW TRUSTEES ARE GIVEN CC. INFORMATION ON THE ROLE AND RESPONSIBILITIES OF TRUSTEES.



## Section C

## Objectives and activities

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

TO RUN AND MAINTAIN A VILLAGE HALL FOR THE BENEFIT OF LOCAL INHABITANTS .

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)

HALL SPACE IS PROVIDED A LOCAL BADMINTON CLUB, ART GROUP AND VILLAGE ASSOC. AT REDUCED HIRE RATES IN KEEPING WITH CC. GUIDANCE.

Additional details of objectives and activities (optional information)

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

Summary of the main achievements of the charity during the year

THE HALL HAS CONTINUED TO RUN STEADILY OVER THE YEAR. THE NEW VILLAGE ASSOCIATION HAS MADE USE OF THE FACILITIES TO HOLD COMMUNITY EVENTS.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

IT IS OUR POLICY TO KEEP A RESERVE OF AT LEAST £20,000 TO COVER MAJOR REPAIRS TO THE HALL AND ANY DROP IN INCOME.

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.

ALL HALL FUNDS COME FROM HIRE FEES AND ANY SURPLUS IS USED TO MAINTAIN OUR RESERVE AND TO IMPROVE THE HALL FOR THE BENEFIT OF OUR LOCAL GROUPS.

## 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)

ANDREW BRIAN SMAGGASCALE

Position (eg Secretary, Chair, etc)

TREASURER

Date

23 04 25





CHARITY COMMISSION  
FOR ENGLAND AND WALES

St. Lawrence Village Hall

1181502

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	01.04.2024		31.03.2025

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
HALL HIRE FEES	10,222	-	-	10,222	11,106
BANK INTEREST	428	-	-	428	341
SUNDRIES	20	-	-	20	196
DAMAGE DEPOSITS	250	-	-	250	-
PETTY CASH TRANSFER	26	-	-	26	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>10,946</b>	<b>-</b>	<b>-</b>	<b>10,946</b>	<b>11,643</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,946</b>	<b>-</b>	<b>-</b>	<b>10,946</b>	<b>11,643</b>
<b>A3 Payments</b>					
ELECTRICITY & OIL	2,914	-	-	2,914	2,417
RATES & WATER	409	-	-	409	453
CLEANING	2,640	-	-	2,640	2,352
INSURANCE	1,148	-	-	1,148	1,117
MAJOR MAINTENANCE	1,218	-	-	1,218	1,080
MAJOR MAINTENANCE	664	-	-	664	4,193
SUNDRIES	177	-	-	177	250
PETTY CASH	26	-	-	26	-
	-	-	-	-	-
<b>Sub total</b>	<b>9,196</b>	<b>-</b>	<b>-</b>	<b>9,196</b>	<b>11,862</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>9,196</b>	<b>-</b>	<b>-</b>	<b>9,196</b>	<b>11,862</b>
<b>Net of receipts/(payments)</b>	<b>1,750</b>	<b>-</b>	<b>-</b>	<b>1,750</b>	<b>- 219</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>29,054</b>	<b>-</b>	<b>-</b>	<b>29,054</b>	<b>29,273</b>
<b>Cash funds this year end</b>	<b>30,804</b>	<b>-</b>	<b>-</b>	<b>30,804</b>	<b>29,054</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CURRENT ACCOUNT	790	-	-
	DEPOSIT ACCOUNT	30,014	-	-
	PETTY CASH	-	-	-
	<b>Total cash funds</b>	<b>30,804</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ANDY SMACCASCALE	23.4.25





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

ST. LAWRENCE VILLAGE HALL

On accounts for the year  
ended

31.3.2025

Charity no  
(if any)

1181502

Set out on pages

2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity  
("the Trust") for the year ended 31/03/2025

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the  
accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under  
section 145 of the 2011 Act and in carrying out my examination, I have followed the  
applicable Directions given by the Charity Commission under section 145(5)(b) of  
the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to  
my attention (~~other than that disclosed below~~) in connection with the examination  
which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act  
or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the  
examination to which attention should be drawn in order to enable a proper  
understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

*Alan John Davies*

Date:

19 APRIL 2025

Name:

ALAN JOHN DAVIES

Relevant professional  
qualification(s) or body  
(if any):

FCCA

Address:

5 UPLANDS WAY

SEVENOAKS

TN13 3BN

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32,  
Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details  
of any items that the  
examiner wishes to  
disclose.