

The Langton Green Village Hall Charitable Incorporated Organisation (CIO)
CIO registered with the Charities Commission No. 1183160

THE LANGTON GREEN VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION

REPORT AND ACCOUNTS.

Year ending 30th June 2021.

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Name and address of Charity: The Langton Green Village Hall CIO,
Langton Green Village Hall,
Winston Scott Avenue,
Langton Green,
Kent, TN3 0JJ

Charitable Incorporated Organisation Number: 1183160.

TRUSTEES REPORT FOR THE YEAR ENDED 30TH JUNE 2021.

HISTORY AND OBJECTS

The Charity was first established by a deed dated 23rd April 1892 as amended by a Scheme from the Charities Commission dated 8th September 2000. On 1st November 2019 the Trust's assets merged into The Langton Green Village Hall Charitable Incorporated Organisation. The CIO was first registered by the Charity Commission on 29th April 2019.

In summary, the Charity's objectives are the provision and maintenance of a Village Hall for use by the inhabitants of the area without distinction of age, sex, political, religious, race or other opinions and including use for:

- a) Meetings, lectures and classes and
- b) Other forms of recreation and leisure time occupation.

TRUSTEES AND GOVERNANCE

The Charity Trustees manage the affairs of the CIO and for that purpose exercise all the powers of the CIO. The very first trustees under the CIO were: Roger Mallett, Stuart Smith, Roger Cartwright, Malcolm Greenslade, Angela Moss, and Margaret Pearson.

The Charity is administered by a Committee of Management (the Trustees) which must comprise a minimum of three trustees and a maximum of eleven. Subject to this, the charity trustees may comprise:

- a) Up to 8 elected trustees who are appointed at an Annual General Meeting,
- b) Up to 3 appointed trustees who are appointed by the following local organisations:
 - All Saints' Church Langton Green (PCC)
 - Langton Green Village Society (LGVS)
 - Speldhurst Parish Council (SPC)
- c) Up to 3 individuals co-opted by the charity trustees

The Trustees in situ during the year in question were as follows:

Elected Members

Roger Mallett
Margaret Pearson
Roger Cartwright
Mark Taylor

Appointed Members

Stuart Smith, Chairman (LGVS)
Steve Black, Secretary (PCC)
Angela Moss, Treasurer (SPC) *

* Angela Moss resigned on 8th October 2020 and was replaced as Treasurer by Mark Taylor. He then also became the appointed representative for Speldhurst Parish Council.

CHAIRMAN'S REPORT 2020/21

As you will hopefully remember from this report last year, our Charitable Incorporated Organisation (CIO) only came into being on the 29th April 2019 and formally had all of the assets of the old Charitable Trust transferred into it on the 1st November of that year. On behalf of the Trustees, therefore, I am pleased to present only our second Annual Report for The Langton Green Village Hall CIO.

Having seen tremendous expansion in our bookings from 2015 to the start of 2020 it is amazing how quickly this was unwound with a coronavirus which has now partly spanned two financial years. At the start of our fiscal year in July 2020 our hall was of course still fully closed to the general public although the Nursery was able to operate with strict guidelines in place, including their own special cleaning measures. Throughout the year we endured various different tier levels and lockdowns and also some short lived, partial re-openings and with what now seems like a whole new vocabulary of terms if you manage a charity such as ours! Throughout this time we kept our Covid-19 sub-committee going strong so my thanks to Margaret, Roger and Adrian for keeping abreast of the changing Government regulations and time frames.

With the various lockdown periods and continued cancellation of our bookings which we experienced from July 2020 throughout our fiscal year due to the Covid-19 pandemic, our regular itemised income once again suffered and finished for the year at just over £36,600. However, our regular expenses also fell significantly to just over £33,600 thus meaning we made a small profit overall for 2020-21. As I previously mentioned, Little Birches Nursery continued to remain open throughout and also operates quite long hours and this clearly helped our total gross income for the year.

Unfortunately towards the end of the year in question, our long standing cleaner, a sole trader, decided to retire. This meant we had to find and employ a new cleaning team and as such we are now subject to VAT on the work being done. This has added extra costs to our expenditure so we must be careful to manage this in line with our future bookings.

Whereas in the year 2019-20, the Trustees decided to take advantage of the Government Covid-19 Business Grant of £10,000 to help us through what was then a very much unknown year ahead, this year we decided not to apply for any further grants which were available to village halls. Although the grants were much smaller in any case, the Trustees felt our reserves were strong enough to deal with what was becoming a slowly improving situation and we therefore decided not take any further taxpayers' money. We did apply and was successful with one grant of £2,537, unrelated to Covid-19 and which was from LoCASE and went towards improving our internal lighting. The Charity purchased new LED lights for the main hall and Palmer Room, for a nett consideration therefore of just over £4,100.

Talking of improvements, we also made one other significant investment during the year and this was for a kitchen refurbishment paid out of our long term reserves whilst the building was still closed to the general public, in April 2021. This expense was entirely self funded and took a further £14,540 from our cash holdings. With these items of expenditure included, our overall financial situation therefore shows a deficit of £15,700 for the year.

One thing I mentioned in this report last year was the delay to our plan of refurbishing the main toilets/washrooms in 2020. Unfortunately due to Covid-19, these planned improvements are still on hold. However if we are able to secure grants of at least fifty percent of the total cost then we will possibly consider this work for the second half of the calendar year 2022. A sub-committee will be set up to consider the work and costings by next January at the latest.

Looking ahead, and with the recent re-opening in mid July of the Village Hall and therefore our bookings system, we have seen strong interest from many of our regular community groups to come back to the building. This is great news and of course a great relief. We have also seen very strong interest from families or groups looking to book our rooms at weekends for one-off type events. By way of example of this type of booking, we hosted a large wedding reception for a local couple in August who booked our three ground floor rooms and the outside patio area for all of a Saturday and some of the Sunday. If you had been in the car park on that Saturday afternoon you would have seen the fully decorated old London double decker bus transporting the couple and their family from Tonbridge Castle, where they had just been married an hour or so earlier.

With the Village Hall now fully open, it is very gratifying for the Trustees to again be able to cater for a wide variety of activities from all of the various clubs, societies and organisations which we have in the local area and indeed further beyond as well.

A short word now on our team behind the scenes. The Trustees acknowledge and thank Adrian Moss, our Hall Manager and Mrs Maxine Sheppard, our Bookings Manager, for continuing to be our solid support duo who deal with all the public enquiries, client queries and any problems that may arise from time to time at the Hall. Both have been with us for a number of years now and are paid contractors for the hours they put in for the work they do.

As Trustees, under the auspices of the Charity Commission, we continue to meet on a monthly basis (very much in person at the moment) indicating how important we feel it is to discuss all aspects of our Village Hall. My thanks go to my fellow Trustees for their support and continued enthusiasm and for volunteering for what is a rewarding role in knowing that we are keeping the Village Hall in Langton Green a great going concern for everyone.

Finally, a word of special thanks to Mrs Angela Moss who stepped down during the last year. Although we thanked her in person at last year's AGM she couldn't be mentioned in our formal annual report until now. Angela 'completed' twenty years as a Trustee at the Village Hall in 2020 and is well known to many of our hirers and villagers. Thank you Angela.

Stuart Smith
Chairman of the Trustees.

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE LANGTON GREEN VILLAGE HALL CIO.

I report to the trustees on my examination of the accounts of the Langton Green village Hall Charitable Incorporated Organisation (the Trust) for the year ended 30 June 2021.

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

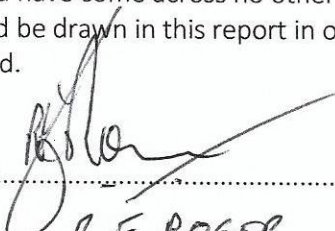
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed



.....

Name

R. F. ROSER
.....

Relevant professional qualification or membership of professional bodies (if any):

Address

4 HAZELBANK
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LANGTON GREEN
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TUNBRIDGE WELL TN3 0DW
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Date

26th September 2021
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Income for the Year ending 30 June 2021

Summary

	2020/21	2019/20
Regular bookings	£31,270.18	£42,127.44
Casual bookings	£230.00	£9,978.75
SPC Underlease	£50.00	£100.00
Share of 100 Club contributions	£1,320.00	£2,640.00
From 100 Club a/c	£953.11	
From 100 Club contributions	£1,600.00	
Interest (120 Day Notice a/c)	£496.21	£584.88
Interest (Damage Deposit a/c)	£0.00	£1.71
Interest (Instant Access Savings a/c)	£25.90	£116.40
<u>Sub Total</u>	<u>£35,645.40</u>	<u>£54,805.28</u>
COVID 19 Business Grant	£0.00	£10,000.00
Grant for the purchase of LED lights	£2,537.71	
<u>Sub Total</u>	<u>£2,537.71</u>	<u>£10,000.00</u>
Contribution from Short Mat Bowls Club for insurance	£71.19	
From Speldhurst Parish Council for electricity	£514.42	£159.63
From Little Birches for Telephone Rental	£381.66	
<u>Sub Total</u>	<u>£967.27</u>	<u>£159.63</u>
Temporary Income (Damage Deposit a/c)	-£300.00	-£743.90
Refund (Water Rates)	£0.00	£79.31
Damage Deposits (Barclays Hall Management a/c)	£0.00	£50.00
<u>Sub Total</u>	<u>-£300.00</u>	<u>-£614.59</u>
Total Income	£39,150.38	£65,094.22

Expenditure from Annual running Costs for the Year ending 30 June 2021

	2020/21	2019/20
Contract Cleaner	£2,835.00	£8,148.00
Cleaning Consumables	£789.70	£1,056.30
Hall Manager, Bookings Manager and Bookkeeper	£7,769.75	£9,236.60
Lease to Speldhurst Parish Council	£1,000.00	£1,000.00
Water Rates	£504.00	£1,750.00
Electricity & Gas	£5,080.90	£8,087.75
Telecomms (Broadband, Hall Mobile and incl Nursery)	£1,311.90	£1,919.44
Waste bin collection	£1,141.38	£1,032.43
Insurance (incl Short Mat Bowls for 2020/21)	£1,948.11	£1,674.04
Fire Alarm/Security	£2,283.06	£1,587.06
PRS/PPI licences	£178.80	£548.00
Premises licence	£180.00	£180.00
ACRK Membership fee	£52.00	£52.00
Lottery licence (100 Club)	£20.00	£20.00
Maintenance (from Annual Income)	£4,242.00	£4,164.84
Contents, Fixtures and Fittings (from Annual Income)	£612.44	£1,987.75
Printing, Postage and Stationery	£315.23	£336.90
Flowers, Gifts and Refreshments	£410.07	£168.45
Advertising (Langton Life)	£560.00	£280.00
Web (Online booking system, web site licences)	£262.38	£272.99
Cancellations and Refunds of Bookings	£0.00	£333.25
Booking Refunds (COVID 19)	£487.00	£1,468.00
COVID expenditure	£459.20	£459.20
100 Club Prize winnings paid from Santander a/c	£758.00	£758.00
Paid to 100 Club from contributions	£470.00	
Damage Deposit refunds from Hall Management A/C	£0.00	£100.00
Conversion to Charitable Incorporated Organisation	£0.00	£2,696.00

<u>Total</u>	<u>£33,670.92</u>	<u>£48,099.80</u>
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Expenditure from Reserves for the Year ending 30 June 2021

Maintenance	£0	£1,402.00
Contents, Fixtures and Fittings	£6,640.01	
Contents, Fixtures and Fittings	£14,540.86	£2,447.78
<u>Total</u>	<u>£21,180.87</u>	<u>£3,849.78</u>

<u>Total Expenditure</u>	<u>£54,851.79</u>
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Consolidated Accounts for Year ending 30 June 2021

Represented by	2020/21	On closure	2019/20	Difference
Hall Management Account	£29,922.69		£42,563.62	£12,640.93
Client Damage Deposit a/c	£2,490.91		£2,790.91	-£300.00
Instant Access Savings Account		£15,612.50	£15,586.15	£15,586.15
120 day notice Savings Account	£49,403.50		£36,577.83	£12,825.67
Total	£81,817.10		£97,518.51	
Difference Year to Year	£15,701.41			£15,701.41
Reconcilliation				
Income Sheet	£39,150.38			
Expenditure Sheet	£54,851.79			
Income minus Expenditure	£15,701.41			

Reserves.

In accordance with the Village Hall Policies and Procedures Manual, the Trustees put aside a minimum of 10% of annual running costs as reserves. These reserves will be used for the replacement of worn out fixed assets on the basis of depreciation over 10 years and to meet the costs of major maintenance, for example, redecoration and refurbishment. Such expenses will be met from reserves to avoid large changes in operating costs, smooth cash-flow and ensure funds are in place to pay for maintenance when required.

Unrestricted Reserves.

Taking into account Charity Commission guidelines that require between 3 to 6 months of running costs be available for immediate access (i.e. between £8,417 and £16,835), the amount held in unrestricted reserves at the year-end is £29,922.69p.

Tangible Fixed Assets Period ending 30 June 2021

Buildings	2020/21	2019/20
Cost		
Prior period	£1,147,000.88	£1,147,000.88
Additions	£0.00	£0.00
Reversal of prior accrual	£0.00	£0.00
Disposals		
Total	£1,147,000.88	£1,147,000.88
Depreciation (straight line 25 years, no residual value)		
As at close of prior period	-£505,853.48	-£459,973.45
Charge for year (total building costs divided by 25)	-£45,880.03	-£45,880.03
Cumulative total (close of prior year plus this year)	-£551,733.51	-£505,853.48
Net Book Value		
Prior period	£641,147.40	£687,027.43
Close this period (Total minus depreciation)	£595,267.37	£641,147.40
Buildings Net Book Value	£595,267.37	£641,147.40
Furniture & Fittings (F&F)	2020/21	2019/20
Cost		
Prior period	£16,970.70	£21,565.24
Additions (items <£1,000)	£21,180.87	£2,735.06
Total	£38,151.57	£24,300.30
Depreciation (straight line 10 years, no residual value)		
2010/11 @10%	£0.00	£5,178.85
2011/12 additions @10%	£207.78	£207.78
2012/13 additions @ 10%	£0.00	£0.00
2013/14 additions @ 10%	£434.56	£434.56
2014/15 additions @ 10%	£125.03	£125.03
2015/16 additions @10%	£484.08	£484.08
2016/17 additions @ 10%	£0.00	£0.00
2017/18 additions @ 10%	£108.16	£108.16
2018/19 additions @ 10%	£517.64	£517.64
2019/20 additions @10%	£273.50	£273.50
2020/21 additions @ 10%	£2,118.08	
Total	£4,268.83	£7,329.60
Furniture and Fittings Net Book Value	£33,882.74	£16,970.70
Total Tangible Fixed Assets (Buildings plus F&F)	£629,150.11	£703,998.13

Accounts for the period 1 July 2020 to 30 June 2021

Approved by the Trustees on 9th September 2021 and signed on their behalf by:

A handwritten signature in black ink, appearing to be 'R Mallett', written in a cursive style.

Roger Mallett

A handwritten signature in black ink, appearing to be 'S C Smith', written in a cursive style.

Stuart Smith