

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

# THE LANGTON GREEN VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION

## REPORT AND ACCOUNTS

Year ending 30<sup>th</sup> June 2022.

## CONTENTS.

Page 2	Trustees Report Introduction.
Pages 3 & 4	Chairman's Report.
Page 5	Independent Examiner's Report.
Page 6	Income for the year.
Page 7	Expenditure for the year.
Page 8	Consolidated Accounts for the year.
Page 9	Tangible Fixed Assets for the year.
Page 10	Approved and signed on behalf of the Trustees.

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 30<sup>TH</sup> JUNE 2022

### HISTORY AND OBJECTS

The Charity was first established by a deed dated 23<sup>rd</sup> April 1892 as amended by a Scheme from the Charities Commission dated 8<sup>th</sup> September 2000. On 1<sup>st</sup> 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 29<sup>th</sup> 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 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, Secretary  
Roger Cartwright

#### Appointed Members

Stuart Smith, Chairman (LGVS)  
Vacancy (PCC)  
Malcolm Greenslade, Treasurer (SPC)

Mark Taylor resigned as a Trustee in August 2021.

Chloe Buchannan was co-opted as a Trustee in August 2021 but stepped down in March 2022 due to a new posting overseas from her employer. We hope she can re-join us on her return.

## CHAIRMAN'S REPORT 2021/22

This is now just the third Annual Report for the Langton Green Village Hall CIO and I'm so pleased to say it's the first where we have actually been able to have the building open for bookings for the whole 12 month period, finishing in June 2022, following the ending of all Covid lockdowns!

I did mention in this report last year that by July 2021 we were beginning to see quite a few regular users and a few casual hirers return to the Village Hall and the year just finished has most definitely confirmed that. We have seen a very strong interest in the hiring out of our facilities, especially by our casual (generally weekend) users. By way of comparison, in the year 2020-21, our casual user income was just £230 but for 2021-22 that had jumped to a very healthy figure of just under £18,000. That's quite some turnaround and is in fact a jump of some 30% compared to the figure for 2018-19, pre Covid.

Following on from the casual hirers figure, our regular user income, comprising the Nursery and all of our week day hirers, including the various clubs and classes that we host, jumped by 47% to over £45,000 for the year, another strong showing. Unfortunately though, we have lost some clients who have not been able to continue after Covid, for example the social badminton club we had for many years on a Tuesday morning and also Tai-Chi on a Thursday evening. Whilst it is nice to see some new regular hirers such as the NHS Trust booking a few more sessions, line dancing on a Tuesday evening and more recently Chair Yoga on a Friday morning, we should also thank our long standing regulars such as the Langton Green Badminton Club, Short Mat Bowls club and our local ladies who run several Pilates classes to name just a few for sticking by us and returning to the Village Hall as soon as they were able to do so.

Adding everything up, including interest on our savings accounts and the proceeds from the 100 Club, our monthly lottery draw, I am pleased to say our total income for the year came to just over £68,000 which is a new record for the Charity. The Trustees acknowledge and thank our supporters of the 100 Club for their continued loyalty to the scheme. With the few extras which we must include for accounting purposes, our grand total was just over £71,300 to the end of June. One particular achievement we can record was the fact that we only took one Covid related Government grant, which was back in 2020. Many other village halls and public buildings in Kent took at least two, if not three, Covid grants.

Whilst it is nice to report record income, there is of course always the other side of the equation, namely our expenditure. With a big jump in our cleaning and utility costs because the Hall had fully reopened by July 2021 (and particularly with VAT added to our cleaning invoices now) our total costs increased by approximately £17,000 or 51.6% from 2020-21.

Whereas in the previous year we had spent a significant sum from our reserves account for the kitchen refurbishment and the new main hall LED lights, this year our expenditure was much smaller and all came out of our income generated. This included new tables to replace some broken ones (which seems to be an ongoing requirement each year), one or two new CCTV cameras along with a new recording system and some further new LED lighting for the main corridor and stairwell. The Trustees consider it vital to keep the building in good order to continue to make it an attractive proposition for clients to hire out and especially the competitive weekend bookings market where there are so many halls with whom we have to compete within a 2-7 mile radius.

Our Finance Committee, normally comprising three Trustees and our Hall Manager, meets twice a year and is responsible for setting the Budget and recommending any changes to our Tariff rates, large purchases and reviews our savings accounts and provision for Reserves. With our fixed rate gas and electricity tariffs coming to an end in the summer, it was decided to keep our hire rates largely the same but to introduce a temporary 'utility charge' which will be added to all rates from the 1<sup>st</sup> October 2022. This extra charge will help alleviate only some of the increase in our costs, with the Charity absorbing the additional expense of higher gas and electric rates. The very recent Government support package for small businesses which includes charities like ours, will not make a huge difference to our bottom line. Like in our own homes, the key will be to be sensible with our usage and to reduce wasting energy.

Going forward, we have reinvigorated our desire to refurbish both the Nursery toilets and the main ladies and gentlemen's ones although not necessarily at the same time. This will be at considerable expense although we hope to mitigate a large proportion of the total costs by applying for one or two substantial grants. We also hope these will help with the cost of solar panels which we are also seriously looking at and which will need to include a powerful storage battery to be able to store the electricity which is generated.

A brief 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, regular client queries and any other 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 for the Charity. Thank you Adrian and Maxine.

Finally, may I thank my fellow Trustees for the help and guidance they give and the hours of volunteering they do for the Charity, especially at weekends when we operate our duty rota to open and then later lock up the Village Hall for our casual bookings. Good job everyone!

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 2022.

#### 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.

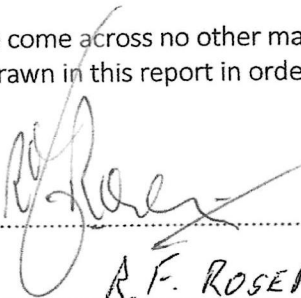
#### Independent examiner's statement

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. ROSE

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

Address

..... 1 HAZELBANK

..... LANGTON GREEN

..... TUNBRIDGE WELLS TN3 0DW

Date

..... 28<sup>th</sup> September 2022

Income for the Year ending 30 June 2022

Summary

	2021/22	2020/21
Regular bookings	£45,871.21	£31,270.18
Casual bookings	£17,694.25	£230.00
SPC Underlease	£150.00	£50.00
Share of 100 Club contributions	£0.00	£1,320.00
From 100 Club a/c	£0.00	£953.11
100 Club receipts (Santander)	£4,220.00	£1,600.00
Interest (C&C 120 Day Notice account )	£407.62	£496.21
Interest (Damage Deposit account)	£0.00	£0.00
Interest Monmouthshire B/S account (opened 2021/22)	£49.33	£0.00
Interest Virgin Savings account (closed 2020/21)	£0.00	£25.90
Damage Deposit paid to Santander Account	£200.00	
<u>Total</u>	<u>£68,592.41</u>	<u>£35,945.40</u>
Grant for the purchase of LED lights	£0.00	£2,537.71
<u>Total</u>	<u>£0.00</u>	<u>£2,537.71</u>
Contribution from Short Mat Bowls Club for insurance	£66.46	£71.19
From Speldhurst Parish Council for electricity	£717.74	£514.42
From Little Birches for Telephone Rental	£584.98	£381.66
Broken window	£27.00	
Damage Deposit withheld	£80.00	
<u>Total</u>	<u>£1,476.18</u>	<u>£967.27</u>
Temporary Income (Damage Deposit A/C)	£1,240.00	-£300.00
<u>Total</u>	<u>£1,240.00</u>	<u>-£300.00</u>
<u>Total Income</u>	<u>£71,308.59</u>	<u>£39,150.38</u>

Expenditure from Annual running Costs for the Year ending 30 June 2022

	2021/22	2020/21
Contract Cleaner	£12,286.50	£2,835.00
Cleaning Consumables	£1,166.79	£789.70
Hall Manager, Bookings Manager and Bookkeeper	£9,914.55	£7,769.75
Lease to Speldhurst Parish Council	£1,000.00	£1,000.00
Water Rates	£768.00	£504.00
Electricity & Gas	£10,357.96	£5,080.90
Telecomms (Broadband, Hall Mobile and incl Nursery)	£1,336.02	£1,311.90
Waste bin collection	£1,154.75	£1,141.38
Insurance (incl Short Mat Bowls for 2020/21)	£1,450.44	£1,948.11
Fire Alarm/Security	£1,596.66	£2,283.06
PRS/PPI licences	£182.40	£178.80
Premises licence	£180.00	£180.00
ACRK Membership fee	£60.00	£52.00
Lottery licence (100 Club)	£20.00	£20.00
Maintenance (from Annual Income)	£4,331.47	£4,242.00
Contents, Fixtures and Fittings (from Annual Income)	£871.90	£612.44
Printing, Postage and Stationery	£261.26	£315.23
Flowers, Gifts and Refreshments	£32.66	£410.07
Advertising (Langton Life)	£420.00	£560.00
Web (Online booking system, website, Zoom licences)	£376.27	£262.38
Cancellations and Refunds of Bookings	£756.75	£0.00
Booking Refunds (COVID 19)	£40.00	£487.00
COVID expenditure	£0.00	£459.20
100 Club Prize winnings paid from Hall Management a/c	£2,309.00	£758.00
Paid to 100 Club from contributions	£0.00	£470.00
Damage Deposit refunds paid from Hall Management a/c	£200.00	£0.00
Conversion to Charitable Incorporated Organisation	£0.00	£0.00
<b>Total</b>	<b>£51,073.38</b>	<b>£33,670.92</b>

Expenditure from Reserves for the Year ending 30 June 2022

Maintenance		
Contents, Fixtures and Fittings	£0.00	£6,640.01
Contents, Fixtures and Fittings	£0.00	£14,540.86
<b>Total</b>	<b>£0.00</b>	<b>£21,180.87</b>

<b>Total Expenditure</b>	<b>£51,073.38</b>	<b>£54,851.79</b>
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Consolidated Accounts for Year ending 30 June 2022

Represented by	2021/22	2020/21	Difference
Santander Hall Management Account	£29,748.90	£29,922.69	-£173.79
Santander Client Damage Deposit a/c	£3,730.91	£2,490.91	£1,240.00
Cambridge and Counties Bank Account	£40,811.12	£49,403.50	-£8,592.38
Monmouth Building Society	£27,761.38	£0.00	£27,761.38
<b>Total</b>	<b>£102,052.31</b>	<b>£81,817.10</b>	
Difference Year to Year	£20,235.21		£20,235.21
<b>Reconciliation</b>			
Income Sheet	£71,308.59		
Expenditure Sheet	£51,073.38		
Income minus Expenditure	£20,235.21		

**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 £12,768 and £26,095), the amount held in unrestricted reserves at the year-end is £29,748.90p.

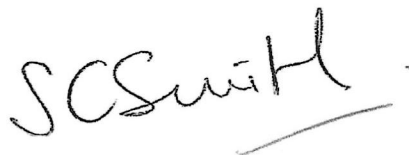
**Tangible Fixed Assets Period ending 30 June 2022**

<b>Buildings</b>	<b>2021/22</b>	<b>2020/21</b>
<b>Cost</b>		
Prior period	£1,147,000.88	£1,147,000.88
Additions	£0.00	£0.00
Reversal of prior accrual	£0.00	£0.00
Disposals		
<b>Total</b>	<b>£1,147,000.88</b>	<b>£1,147,000.88</b>
<b>Depreciation</b> (straight line 25 years, no residual value)		
As at close of prior period	-£551,733.51	-£505,853.48
Charge for year (total building costs divided by 25)	-£45,880.53	-£45,880.03
Cumulative total (close of prior year plus this year)	-£597,614.04	-£551,733.51
<b>Net Book Value</b>		
Prior period	£595,267.37	£641,147.40
<b>Close this period (Total minus depreciation)</b>	<b>£549,386.84</b>	<b>£595,267.37</b>
<b>Buildings Net Book Value</b>	<b>£549,386.84</b>	<b>£595,267.37</b>
<b>Furniture &amp; Fittings (F&amp;F)</b>	<b>2021/22</b>	<b>2020/21</b>
<b>Cost</b>		
Prior period	£44,863.79	£27,743.96
Additions (items <£1,000)	£289.99	£21,180.87
<b>Total</b>	<b>£45,153.77</b>	<b>£48,924.83</b>
<b>Depreciation</b> (straight line 10 years, no residual value)		
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	£2,118.08
2021/22 additions @ 10%	£28.99	
<b>Total</b>	<b>£4,090.04</b>	<b>£4,061.05</b>
<b>Furniture and Fittings Net Book Value</b>	<b>£41,063.74</b>	<b>£44,863.78</b>
<b>Total Tangible Fixed Assets (Buildings plus F&amp;F)</b>	<b>£590,450.57</b>	<b>£640,131.15</b>

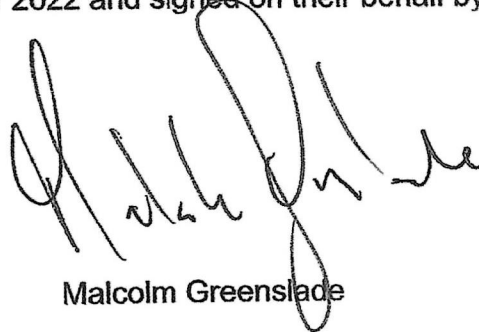
The Langton Green Village Hall Charitable Incorporated Organisation (CIO)  
CIO registered with the Charities Commission No. 1183160

**Accounts for the period 1 July 2021 to 30 June 2022.**

Approved by the Trustees on 8<sup>th</sup> September 2022 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'SC Smith', with a horizontal line underneath.

Stuart Smith

A handwritten signature in black ink, appearing to read 'Malcolm Greenslade', with a horizontal line underneath.

Malcolm Greenslade