

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 2023.

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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 30<sup>TH</sup> JUNE 2023

### 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 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 Management Committee (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 have no beneficial interest in the CIO and are not remunerated. The Trustees in situ during the year in question were as follows:

#### Elected Members

Roger Mallett  
Margaret Pearson  
Roger Cartwright  
Charlotte Jones\*  
Colin Murray\*\*

#### Appointed Members

Stuart Smith, Chairman (LGVS)  
Malcolm Greenslade (SPC)

\* Charlotte joined in November 2022 but later stepped down for family reasons in February.

\*\* Colin joined the charity in April 2023.

## CHAIRMAN'S REPORT 2022/23

I am pleased to report on behalf of the Trustees of The Langton Green Village Hall Charitable Incorporated Organisation, another strong yearly performance. This follows on from the prior year which was our first full year free from any Covid restrictions. We are therefore grateful that 2022-23 has continued where 2021-22 left off.

As such, our finances have remained relatively healthy and again our 'regular' clients have proven to be most loyal. When we include the Nursery derived revenue as well, our total income from our primary client segment was just over £51,000, an increase of over 11% compared to the prior year. The Trustees wish to express their gratitude to all of our regular clients, some of whom have been associated with the Village Hall for three decades or more, for their continued support in hosting their activities with us and thus supporting the local community in socialising and keeping fit! Our 'casual' bookings, those generally taking place at the weekend, showed a small drop from the record 2021-22 income figure but this was still up from our pre-Covid number by about £2,000. You will see all these figures in our Accounts detailed in the following pages of the Annual Report.

Taking everything into account, our total income for the year came to just over £74,000, a new record for the Charity and a number which quite frankly didn't seem possible just a few years ago. Against this, our expenditure on our general items was slightly less than the prior year, but this was heavily skewed by the fact that our new energy supplier, EDF Energy, failed to properly map over our gas account in August 2022 from our previous company meaning we never received a gas bill all year! Had we had our full energy invoice, it would have added over £7,200 to our main expenditure. This bill has only recently been paid in our current financial year of 2023-24.

Over the course of 2022-23, the Charity spent quite a sizeable amount of money on both general wear and tear required items and also on some large ticket, one-off type improvements. To give you a feel for what we've spent money on during the 12 months in question, I will list a variety of them here:

A new chiller unit for the kitchen; a new thick plastic strip curtain for the Nursery to help keep the heat in when the patio doors are open during the colder months; a major project in providing new washrooms for the children in the Nursery, improving their environment enormously; decorating the Ellis Room and nursery area to give it a more contemporary feel; a replacement fire alarm and a new intruder alarm & panel; a new outside tap and a new programmer for the gas boiler. Furthermore, the Charity had to spend additional money on repairing the main underfloor heating in the main hall – this broke around December and was down until early February. Coupled with a substantial electrical mains circuit test, our total expenditure on all of the above plus many other smaller items came to a staggering £18,775. This was all self funded from the year's income and our reserves built up over many years.

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The Trustees remain committed to keeping the Hall in excellent working order, ensuring we remain the local community's first choice for a convenient room hire venue.

Following on from this, we are still aiming to improve our main Ladies and Gents toilet facilities but getting grants to help fund the work is proving to be a challenge. The Parish Council have kindly agreed a grant of £10,000 towards the costs but we are still some way from achieving our target. This may mean we will split the work into two tranches, with any health and safety remedial work being done first followed later by new tops, sinks and toilets. We also hope to install solar panels in 2024 and which will need to include a powerful storage battery to be able to store the electricity which is generated. Again we will need to have some grant funding for this project to get it off the ground (we already have £15,000 agreed in principle).

The Trustees would also like to acknowledge and thank our supporters of the 100 Club for their continued loyalty to the scheme. It is the aim of the Trustees to widen our membership numbers for the 'Club' which will help bring in some extra revenue for the Charity and allow larger prizes to be awarded.

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. These meetings normally take place in January and July.

A word now on our team behind the scenes. The Trustees acknowledge and thank Adrian Moss, our Hall Manager (and accountant) and Mrs Maxine Sheppard, our Bookings and 100 Club Manager, for continuing to be our solid support duo who deal with all the first line of public enquiries, regular client queries and requests 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. However, that's not all. We now have a third contractor who started earlier in 2023, Tim Wright, who attends each of our monthly meetings and prepares our monthly Minutes for us. Thank you Tim.

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. Well done everyone!

Stuart Smith  
Chair of the Trustees

October 2023.

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## 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 2023.

#### 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): ACIB, FCIB

Address

4 HAZELBANK

LANGTON GREEN

TUNBRIDGE WELLS TN3 0DW

Date

7<sup>th</sup> September 2023

Income for the Year ending 30 June 2023

	2022/23	2021/22
Regular bookings	£51,103.78	£45,871.21
Casual bookings	£15,373.82	£17,684.25
SPC Underlease	£100.00	£150.00
100 Club receipts (Santander) excluding prizes	£3,840.00	£4,230.00
Interest (C&C 120 Day Notice account )	£993.18	£407.62
Interest (Damage Deposit account)	£0.00	£0.00
Interest Monmouthshire B/S account (opened 2021/22)	£262.07	£49.33
Damage Deposit paid to Santander Account	£0.00	£200.00
Income from surplus deposit funds	£257.88	
<u>Sub Total</u>	<u>£71,930.73</u>	<u>£68,592.41</u>
Grant from South East Water	£500.00	£0.00
<u>Sub Total</u>	<u>£500.00</u>	<u>£0.00</u>
Contribution from Short Mat Bowls Club for insurance	£66.46	£66.46
From Speldhurst Parish Council for electricity	£907.85	£717.74
From Little Birches for Telephone Rental	£655.90	£584.98
Broken window	£80.00	£27.00
Damage Deposit withheld	£0.00	£80.00
Overpayment	£0.30	
<u>Sub Total</u>	<u>£1,710.51</u>	<u>£1,476.18</u>
Temporary Income (Damage Deposit A/C)	-£73.88	£1,240.00
<u>Sub Total</u>	<u>-£73.88</u>	<u>£1,240.00</u>
<u>Total Income</u>	<u>£74,067.36</u>	<u>£71,308.59</u>

**Expenditure from Annual running Costs for the Year ending 30 June 2023**

	2022/23	2021/22
Contract Cleaner	£13,430.16	£12,286.50
Cleaning Consumables	£1,321.98	£1,166.79
Hall Manager, Bookings Manager and Bookkeeper	£9,778.20	£9,914.55
Lease to Speldhurst Parish Council	£1,000.00	£1,000.00
Water Rates	£1,431.00	£768.00
Electricity & Gas	£6,659.98	£10,357.96
Telecomms (Broadband, Hall Mobile and incl Nursery)	£1,706.74	£1,336.02
Waste bin collection	£1,327.68	£1,154.75
Insurance (incl Short Mat Bowls for 2022/23)	£1,702.37	£1,450.44
Fire Alarm/Security	£1,209.50	£1,596.66
PRS/PPI licences	£190.20	£182.40
Premises licence	£180.00	£180.00
ACRK Membership fee	£0.00	£60.00
Lottery licence (100 Club)	£20.00	£20.00
Maintenance (from Annual Income)	£5,600.97	£4,331.47
Contents, Fixtures and Fittings (from Annual Income)	£486.26	£871.90
Printing, Postage and Stationery	£209.31	£261.26
Flowers, Gifts and Refreshments	£35.94	£32.66
Advertising (Langton Life)	£216.00	£420.00
Web (Online booking system, web site, Zoom licences)	£216.16	£376.27
Cancellations and Refunds of Bookings	£501.63	£796.75
100 Club Prize winnings paid from Hall Management a/c	£1,765.25	£2,309.00
Damage Deposit refunds paid from Hall Management a/c	£0.00	£200.00
Key Deposit repaid	£10.00	
Minutes Secretary	£91.52	
Refund (overpayment)	£0.30	
<u>Sub Total</u>	<u>£49,091.15</u>	£51,073.38

**Expenditure from Reserves for the Year ending 30 June 2023**

Maintenance		
Contents, Fixtures and Fittings (Nursery Toilets)	£6,600.00	£0.00
Replacement Intruder Alarm	£1,980.00	£0.00
Mains Circuit Testing	£1,652.40	£0.00
Replacement Fire Alarm	£1,687.20	£0.00
Replacement Chiller Cabinet	£595.00	£0.00
Replacement CCTV Cameras	£174.00	£0.00
<u>Sub Total</u>	<u>£12,688.60</u>	£0.00

<u>Total Expenditure</u>	<u>£61,779.75</u>	£51,073.38
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Consolidated Accounts for Year ending 30 June 2023

Represented by	2022/23	2021/22	Difference
Santander Hall Management Account	£32,400.14	£29,748.90	£2,651.24
Santander Client Damage Deposit a/c	£3,657.03	£3,730.91	-£73.88
Cambridge and Counties Bank Account	£45,804.30	£40,811.12	£4,993.18
Monmouth Building Society	£32,478.45	£27,761.38	£4,717.07
<b>Total</b>	<b>£114,339.92</b>	<b>£102,052.31</b>	
 Difference Year to Year	 £12,287.61		 £12,287.61
 <u>Reconciliation</u>			
Income Sheet	£74,067.36		
Expenditure Sheet	£61,779.75		
Income minus Expenditure	£12,287.61		

**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

**Tangible Fixed Assets Period ending 30 June 2023**

<b>Buildings</b>	<b>2022/23</b>	<b>2021/22</b>
<b>Cost</b>		
Prior period	£1,147,000.88	£1,147,000.88
Additions	£6,600.00	£0.00
Reversal of prior accrual	£0.00	£0.00
Disposals		
<b>Total</b>	<b>£1,153,600.88</b>	<b>£1,147,000.88</b>
<b>Depreciation</b> (straight line 25 years, no residual value)		
As at close of prior period	-£597,614.04	-£551,733.51
Charge for year (total building costs divided by 25)	-£46,144.04	-£45,880.53
Cumulative total (close of prior year plus this year)	-£643,758.08	-£597,614.04
<b>Net Book Value</b>		
Prior period	£549,386.84	£595,267.37
<b>Close this period (Total minus depreciation)</b>	<b>£509,842.80</b>	<b>£549,386.84</b>
<b>Buildings Net Book Value</b>	<b>£509,842.80</b>	<b>£549,386.84</b>
<b>Furniture &amp; Fittings (F&amp;F)</b>	<b>2022/23</b>	<b>2021/22</b>
<b>Cost</b>		
Prior period	£41,063.73	£44,863.78
Additions (items <£1,000)	£4,666.79	£289.99
<b>Total</b>	<b>£45,730.52</b>	<b>£45,153.77</b>
<b>Depreciation</b> (straight line 10 years, no residual value)		
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	£28.99
2022/23 additions @ 10%	£466.67	
<b>Total</b>	<b>£4,556.71</b>	<b>£4,090.04</b>
<b>Furniture and Fittings Net Book Value</b>	<b>£41,173.81</b>	<b>£41,063.73</b>
<b>Total Tangible Fixed Assets (Buildings plus F&amp;F)</b>	<b>£551,016.61</b>	<b>£590,450.57</b>

Accounts for the period 1 July 2022 to 30 June 2023

Approved by the Trustees on 14<sup>th</sup> September 2023 and signed on their behalf by:

A handwritten signature in blue ink, appearing to read 'S. Smith', with a horizontal line drawn underneath.

Stuart Smith

A handwritten signature in black ink, appearing to read 'M. Greenslade', with a large loop at the end.

Malcolm Greenslade