

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 30th June 2024.

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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 2024

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 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 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
Colin Murray
Roger Cartwright
Margaret Pearson *

Appointed Members

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

* Margaret stepped down in July 2023 after nine years as a Trustee.

CHAIRMAN'S REPORT 2023/24

On behalf of the Trustees of The Langton Green Village Hall Charitable Incorporated Organisation, I am pleased to report another good annual performance for our 2023-24 financial year. Our gross total revenue rose by some 13% overall which follows on from the prior year which had seen the charity make a new record in total income. We are therefore happy that 2023-24 continued where 2022-23 left off.

Our 'regular' clients have proven to be most loyal. When we include the gross revenue from Little Birches nursery as well, our total income from our primary client segment was just over £55,000, a modest increase compared to the prior financial 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 well over three decades, for their continued support in hosting their activities with us and thus supporting the local community. Our 'casual' bookings, those which generally take place at the weekend, also showed a small increase over last year although we are still a little off the high recorded in the 2021-22 financial year. You will see all of 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 £83,000, although this figure does include a small grant that we received in April (see below). Against this, our expenditure on our general items was significantly higher than the prior year, but this was heavily skewed by the fact that our energy supplier, EDF Energy, failed to properly transfer our gas account in 2022 from our previous supplier and as such we had an additional £7,200 to pay which should really have been paid in the prior year. This therefore gives a rather inflated total utility figure for the 12 months. After our gas and electric outlay, our second biggest expenditure variable is for the hall cleaning. Thankfully this has shown only a minor increase compared to last year.

Over the course of 2023-24, the Charity again spent quite a sizeable amount of money on both general wear and tear required items and also on some larger, one-off type necessary improvements.

To give some examples ~ As seems customary nowadays, we had to buy several new trestle tables to replace those whose legs seemed to have just given up - a very clear example of 'wear and tear!' Another example was the replacement of a small motor which powered one of the opening windows in the main hall. These windows are over eight metres high, up near the ceiling, but are operated by buttons on the wall below. Two bigger ticket items were the new Microfill pressure valve which helps regulate the water before it enters our gas boiler and which packed up suddenly on us; and secondly and in conjunction with the nursery, we organised and had laid a new rubberised patio surface for outside the Ellis Room to improve this area for the young children attending each week. The cost for this, however, was partly shared with Little Birches along with a grant of £1,500 from the Parish Council.

As I always mention, the Trustees remain committed to keeping the Hall in excellent working order, ensuring we remain the local community's first choice for a convenient and modern room hire venue. Our client feedback suggests we are doing well in this regard.

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 proved near on impossible. The Parish Council have kindly agreed a grant of £10,000 towards the costs but we were still some way from achieving our target. This meant we decided to split the work up, with some health and safety remedial work being done in May this year and hopefully followed later on by new tops, sinks, toilets and cubicles, perhaps in 2025-26. However, there is better news on our second major project of installing solar panels and the necessary storage batteries. The trustees decided that this was more important (as such to help 'future proof' the building) and should therefore be completed before the main washrooms project. I can now share with you that this will in fact be completed in the next month. More on this in next year's report!

The Trustees would also like to 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 for the new fiscal year and also 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 & 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, 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 very much 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. It is much appreciated. We all also thank Margaret Pearson, a trustee for nine years, who stepped down last year and who covered the 'corporate secretary' role for us and produced our monthly meeting minutes.

Stuart Smith
Chair of the Trustees

November 2024.

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 2024

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
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.....
Date 12th November 2024

Income for the Year ending 30 June 2024

	2023/24	2022/23
Regular bookings	£55,124.32	£51,103.78
Casual bookings	£16,133.24	£15,373.82
SPC Underlease	£100.00	£100.00
100 Club receipts (Santander) excluding prizes	£3,800.00	£3,840.00
Interest (C&C 120 Day Notice account)	£1,172.20	£993.18
Interest (Damage Deposit account)	£0.00	£0.00
Interest Monmouthshire B/S account	£1,217.22	£262.07
Damage Deposit paid to Santander Account	£100.00	£0.00
Income from surplus deposit funds (Thrive)	£91.50	£257.88
<u>Sub Total</u>	<u>£77,738.48</u>	<u>£71,930.73</u>
Grant from South East Water	£0.00	£500.00
Grant from SPC for Patio resurfacing	£1,500.00	
<u>Sub Total</u>	<u>£1,500.00</u>	<u>£500.00</u>
Contribution from Short Mat Bowls Club for insurance	£0.00	£66.46
From Speldhurst Parish Council for electricity	£1,206.81	£907.85
From Little Birches for Telephone Rental	£780.50	£655.90
Broken window	£0.00	£80.00
Contribution from Little Birches for Patio resurfacing	£1,515.00	£0.00
Overpayment	£216.75	£0.30
Contribution from LPS	£50.00	
<u>Sub Total</u>	<u>£3,769.06</u>	<u>£1,710.51</u>
Temporary Income (Damage Deposit A/C)	£740.45	-£73.88
<u>Sub Total</u>	<u>£740.45</u>	<u>-£73.88</u>
<u>Total Income</u>	<u>£83,747.99</u>	<u>£74,067.36</u>

Expenditure from Annual running Costs for the Year ending 30 June 2024

	2023/24	2022/23
Contract Cleaner	£13,846.67	£13,430.16
Cleaning Consumables	£1,251.02	£1,321.98
Hall Manager, Bookings Manager and Bookkeeper	£9,974.70	£9,778.20
Lease to Speldhurst Parish Council	£1,000.00	£1,000.00
Water Rates	£889.00	£1,431.00
Electricity & Gas	£24,523.37	£6,659.98
Telecomms (Broadband, Hall Mobile and incl Nursery)	£1,940.31	£1,706.74
Waste bin collection	£1,525.38	£1,327.68
Insurance	£1,773.47	£1,702.37
FireAlarm/Security	£1,179.03	£1,209.50
PRS/PPI licences	£193.80	£190.20
Premises licence	£180.00	£180.00
Lottery licence (100 Club)	£20.00	£20.00
Maintenance (from Annual Income)	£6,249.22	£5,600.97
Contents, Fixtures and Fittings (from Annual Income)	£658.49	£486.26
Printing, Postage and Stationery	£258.16	£209.31
Flowers, Gifts and Refreshments	£88.65	£35.94
Advertising (Langton Life)	£216.00	£216.00
Web (Online booking system, website, Zoom licence)	£456.62	£216.16
Cancellations and Refunds of Bookings	£557.94	£0.00
100 Club Prize winnings paid from Hall Management a/c	£1,931.75	£1,765.25
Damage Deposit refunds paid from Hall Management a/c	£50.00	£0.00
Key Deposit repaid	£0.00	£10.00
Minutes Secretary	£289.04	£0.00
Refund (overpayment)	£216.75	£0.30
Returned cheque from bank	£184.50	
Purchase of Patio Tiles	£3,550.57	
Labour Patio Tiles	£1,350.00	
<u>Sub Total</u>	<u>£74,354.44</u>	<u>£48,498.00</u>

Expenditure from Reserves for the Year ending 30 June 2024

Contents, Fixtures and Fittings (Tables, Toilets Refurb)	£2,038.92	£0.00
Replacement Intruder Alarm	£0.00	£1,980.00
Mains Circuit Testing	£0.00	£1,652.40
Replacement Fire Alarm	£0.00	£1,687.20
Replacement Chiller Cabinet	£0.00	£595.00
Replacement CCTV Cameras	£324.00	£174.00
<u>Sub Total</u>	<u>£2,362.92</u>	<u>£6,088.60</u>

<u>Total Expenditure for the Year ending 30 June 2024</u>	<u>£76,717.36</u>	<u>£54,586.60</u>
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Consolidated Accounts for Year ending 30 June 2024

Represented by	2023/24	2022/23	Difference
Santander Hall Management Account	£34,895.90	£32,400.14	£2,495.76
Santander Client Damage Deposit a/c	£4,397.48	£3,657.03	£740.45
Cambridge and Counties Bank Account	£30,376.50	£45,804.30	£15,427.80
Monmouth Building Society	£51,700.67	£32,478.45	£19,222.22
Total	£121,370.55	£114,339.92	
Difference Year to Year	£7,030.63		£7,030.63
Reconciliation			
Income Sheet	£83,747.99		
Expenditure Sheet	£76,717.36		
Income minus Expenditure	£7,030.63		

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 2024

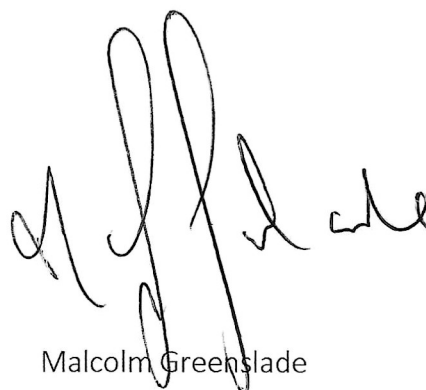
Buildings	2023/24	2022/23
Cost		
Prior period	£1,147,000.88	£1,147,000.88
Additions	£5,082.07	£6,600.00
Reversal of prior accrual	£0.00	£0.00
Disposals		
Total	£1,152,082.95	£1,153,600.88
Depreciation (straight line 25 years, no residual value)		
As at close of prior period	-£597,614.04	-£597,614.04
Charge for year (total building costs divided by 25)	-£46,144.04	-£46,144.04
Cumulative total (close of prior year plus this year)	-£643,758.08	-£643,758.08
Net Book Value		
Prior period	£549,386.84	£549,386.84
Close this period (Total minus depreciation)	£508,324.87	£509,842.80
Buildings Net Book Value	£508,324.87	£509,842.80
Furniture & Fittings (F&F)	2023/24	2022/23
Cost		
Prior period	£41,173.81	£41,063.73
Additions (items <£1,000)	£1,291.41	£4,666.79
Total	£42,465.22	£45,730.52
Depreciation (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	£466.67
2023/24 additions @10%	£129.14	
Total	£4,685.85	£4,556.71
Furniture and Fittings Net Book Value	£37,779.37	£41,173.81
Total Tangible Fixed Assets (Buildings plus F&F)	£546,104.24	£551,016.61

Accounts for the period 1 July 2023 to 30 June 2024.

Approved by the Trustees on 12 September 2024 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'S. Smith' with a stylized flourish at the end.

Stuart Smith

A handwritten signature in black ink, appearing to read 'Malcolm Greenslade' with a large, looped initial 'M'.

Malcolm Greenslade