

**West Peckham Village Hall  
Charitable Incorporated Organisation**

Church Road  
West Peckham  
Maidstone  
Kent  
ME18 5JJ

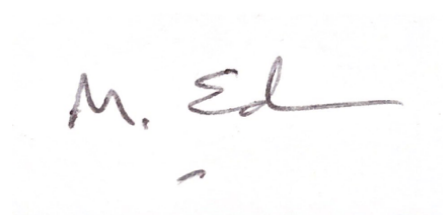
**Charity Number: 1190977**

**2021  
TRUSTEES ANNUAL REPORT**

**Trustees during the period ending 31 December 2021**

Matthew Edwards (Appointed Trustee & Chair on 20 January 2021)  
Peter Johnson (Chair up to 20 January 2021)  
Caroline Pearce  
Liz Reading  
Susan Simpson  
John Taylor (Treasurer)  
Sarah Thompson  
Ron Wright (Bookings Clerk)  
xx Trustee with dispensation

*Signed on behalf of the trustees:*

A handwritten signature in dark ink, appearing to read 'M. Ed', is written on a light-colored, slightly textured background.

Matthew Edwards (Chair)  
3 May 2022

## **Objectives and Governance**

This is the first annual report of the West Peckham Village Hall Charitable Incorporated Organisation (CIO), charity number 1190977. The charity was established in August 2020 to take over management of the hall from the West Peckham Village Hall Association, charity number 226622, with the continuing purpose of providing a village hall for sports and recreation to benefit inhabitants of the local area.

Following an election held as part of the first meeting of the new organisation all trustees of the previous charity became trustees of the CIO, and continue to take into account the Charity Commission guidance on public benefit when making decisions in relation to the running of the charity. Elections will be held each year as part of the Annual General Meeting.

Transition to this new charity is now complete, with the bank balances moved over, the title to the village hall transferred from the West Peckham Parish Council, and the previous charity removed from the Charity Commission register. Management of the hall by the new charity formally began on 1 January 2022.

## **Use of the Hall & Covid-19**

Like 2020, the year was dominated by the continuing COVID pandemic and the resulting restrictions. The hall was completely closed at the start of the year and remained so with the start of national lockdown on 6 January. Re-opening happened gradually in line with the government's roadmap steps as follows:

- Step 2, 12 April: opened for children's gymnastics & for use as a polling station
- Step 3, 17 May: reopened for permitted users following the guidance on social distancing
- Step 4, 19 July: fully reopened.

Although many regular hirers of the hall have returned, usage has not yet returned to pre-pandemic levels.

## **Financial Report**

Accounts for the hall have been filed separately, and show that in spite of the lower levels of hiring due to the pandemic the Village Hall finances remain strong. This is mainly due to government grants of £16,859 (£10,000 in 2020) and relief from Business Rates. Income from hirers also increased to £5,129, up from £3,517

in 2020. This was slightly higher than the ongoing expenditure of £4,776, down slightly from £5,216 in 2020.

It might appear from this that the hall finances are broadly sustainable with hirer income covering ongoing costs, and a bank balance of £27,655 available to cover capital expenditure. This would be misleading as hirer income in 2021 was considerably boosted by one off items, including the crew filming the Larkins (£800) and the use as a polling station for an election (£330). It also included regular income we have now lost, such as the childrens' gymnastics (£1,341). Rebuilding usage and hirer income will be a key challenge for 2022.

The charity has recently adopted a policy of maintaining a reserve of £10,000 to cover unplanned expenditure on the fabric of the hall and any periods of unforeseen closure. At the end of 2021 this was covered by the surplus carried forward of £28,364, of which £27,655 was held as cash at the bank.

## **Key Achievements**

Closure of the hall and the grant money did however allow us to proceed with much needed maintenance of the physical fabric of the hall including:

- refurbishment of the floor in the main hall
- new closets and floors in the toilets
- an external concrete path from fire exit doors to the car park
- replacement of the fire alarm panel with an up to date unit.

In addition to this, the hall was registered on Google Maps, and a Google Workspace was set up which has provided a shared drive for village hall documents and dedicated email addresses for all trustees.

## **Health and Safety**

User and visitor health and safety remains a top priority. Building the concrete path from the fire exits has allowed us to reduce the hazard assessment for the main hall. We have also agreed a safeguarding policy which we believe strikes the right balance between our responsibility as trustees and the obligations of our hirers to safeguard users of the hall.

Unhappily, there was one accident reported in the year during the use of the hall by the crew filming the Larkins. This did not cause

lasting injury, and the cause of the accident, a weakened manhole cover, has now been addressed.

### **Chair's Closing Remarks**

As well as this being the first full year for the new organisation, it is also my first year as Chair. I would like to conclude with thanks to the previous Chair, Peter Johnson for handing over an organisation with most of the hard work already done in terms of the new legal structure, maintenance of the hall, establishment of proper policies and procedures and for making the hall compliant with COVID guidelines. I would also like to thank the other trustees for their continuing support and hard work which has made my job a relatively easy one.

**WEST PECKHAM VILLAGE HALL CHARITABLE INCORPORATED ORGANISATION**  
(Registered Charity no. 1190977)

Accounts for Period since Incorporation 23 August 2020 to 31st December 2021

**INCOME AND EXPENDITURE ACCOUNT**

		12 mths 2021	12 mths 2020
		See Note 2	See Note 3
		£	£
<b>INCOME</b>			
Caro Kennett	Art Club	128	180
Elizabeth Harbour	Art for Enjoyment Class	0	480
Felicity Milligan	Pilates	189	150
Nicola Wignall	Pilates	0	300
Sam Petter	Yoga	0	90
Georgia D'Arcy	Dance	60	132
Pauline Nix	Lunch Club	0	310
Louise Ince	Canine Performers	441	240
Sue Julian	Dog Training	140	460
Jenny Lunn	Dog Training	0	350
Sue Gaines	Dog Training	264	90
Peter Marshall	Band Practice U3A	391	190
Colin Wheeler	Hidden Brass	204	120
Colin Wheeler	Second Wind	36	20
Karen Usher	Kings Hill U3A	0	75
Debbie Jamieson	Kings Hill Gymnastics Acad.	1341	70
WPPCC Mary-Anne Gribbon	Childrens Choir	121	-
West Peckham Parish Council		48	12
West Peckham WI		230	90
T&MBC Elections		330	0
OF Productions (Buds) Ltd	Larkins Filming	800	-
Casual		406	158
<b>TOTAL HALL HIRE</b>		<b>5129</b>	<b>3517</b>
Fete		0	-
Sundry		0	-
Government Covid 19 Small Business Support Grant	See Note 4	0	10000
T&MBC Covid 19 Local Restrictions Restart Grant	See Note 4	8000	-
T&MBC Covid 19 Local Restrictions Support Grant	See Note 4	8859	1334
<b>TOTAL DONATIONS</b>		<b>16859</b>	<b>11334</b>
Interest		1	13
<b>TOTAL INCOME</b>		<b>21989</b>	<b>14864</b>
Ongoing expenditure		4776	5216
Capital and Major improvements		10268	6449
<b>TOTAL EXPENDITURE</b>		<b>15044</b>	<b>11665</b>
<b>Surplus/(excess expenditure)</b>		<b>6945</b>	<b>3199</b>

	2021	2020
	£	£
<b>EXPENDITURE</b>		
Electricity	594	514
Insurance	792	786
Cleaning (inside and windows)	919	956
Rates	136	131
Fire Equipment Maintenance and Repair	454	1366
PRS Royalties	230	162
Water	203	159
Repairs	697	235
Outside Maintenance	364	-
Gardening	235	240
Sundry	100	315
Covid 19 related Hygiene Costs	0	301
Rural Kent	52	52
	<b>4776</b>	<b>5216</b>
<b>CAPITAL AND MAJOR IMPROVEMENTS</b>		
New outside emergency lighting	-	336
PA System	-	243
Hot Water heating system	-	2347
Air conditioning unit	-	3523
Replacement of Fire Alarm system	793	-
Floor Refurbishment	2793	-
Exit Paths	1846	-
Toilet Refurbishment	4836	-
	<b>10268</b>	<b>6449</b>

**BALANCE SHEET**  
**As at 31st December 2021**

	2021	Transferred at 1 Jan 2021
<b>Fixed Assets</b>		
Land and Building	See Note 5 120	-
<b>Current Assets</b>		
Cash	86	81
Bank	27655	20984
Debtors	1002	132
Prepayments	313	592
	<u>29056</u>	<u>21789</u>
<b>Current Liabilities</b>		
Advance Receipts	-228	-370
Creditors and Accruals	-584	-
	<u>-812</u>	<u>-370</u>
	<u>See Note 2 28364</u>	<u>21419</u>
<b>Surplus</b>		
Opening surplus	21419	18220
(Deficit) / Surplus	6945	3199
	<u>28364</u>	<u>21419</u>
Less Transfer to Reserve for Major Expenditure	-10000	
<b>Accumulated Surplus Carried Forward</b>	<u>18364</u>	<u>21419</u>
<b>Reserve for Major Expenditure</b>	10000	
	<u>See Note 2 28364</u>	<u>21419</u>
<b>Approved</b>		
Chairman	<i>N. Edwards</i>	date 2 March 2022 (M Edwards)
Treasurer	<i>J. Taylor</i>	2 MAR 22 (J Taylor)

**NOTES TO THE ACCOUNTS**

- Note 1** Basis of Accounting: These accounts are prepared using the receipts and payments method adjusted for year-end debtors and creditors
- Note 2** There were no transactions of West Peckham Village Hall Charitable Incorporated Organisation from Incorporation on 26 August 2020 until 1 January 2021. On 1 January 2021, all the Assets, Liabilities and Accumulated Surplus of West Peckham Village Hall Association (registered Charity no. 226622) were transferred into the West Peckham Village Hall Charitable Incorporated Organisation at Nil consideration in accordance with an Asset Transfer Agreement signed by both parties and dated 31 December 2020.
- Note 3** Income and Expenditure comparative figures for the year ended 31 December 2020 refer to the transactions in the Accounts of West Peckham Village Hall Association
- Note 4** The Village Hall was impacted by the Government regulations relating to the the Covid 19 Coronavirus pandemic and the Hall was shut at various periods as part of the national lockdown strategy. Although there were periods of less severe restrictions hiring was restricted. In relation to the economic impact, Government and Local Council (Tonbridge & Malling Borough Council (T&MBC)) provided support grants to the Hall and relief from Business Rates.
- Note 5** Land and Building: The Village Hall building and associated land was transferred from West Peckham Parish Council into the West Peckham Village Hall Charitable Incorporated Organisation at Nil consideration. The land and building are included in these accounts at the nominal cost, being the Land Registry transfer fee paid.