



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01-01-2023 Period start date To 31-12-2023 Period end date

Charity name: Woodchurch Memorial Hall Trust

Charity registration number: 1194883

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	Provision and Maintenance Woodchurch Memorial Hall complex for the use of the Inhabitants of Woodchurch
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts	Para 1.17 and 1.19	Hall available for use by any club or Society present in the village as well as private hire by village inhabitants
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees ensure all guidance issued by the Charity Commission is completely followed and adhered to.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A No grants given
Policy on social investment including program related investment	Para 1.38	N/A No Social investment programs
Contribution made by volunteers	Para 1.38	The hall is entirely run by its volunteer operating committee, including most general maintenance We have two paid part time Cleaners and a paid part time Caretaker

Other		CIO founded in June 2021 taking over activities of existing memorial hall charity reg no 302892
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The hall offers its facilities to the village including a vibrant Theatre club, Film Club, Badminton club, Woman's Institute, Art Society and various other clubs and activities. It also provides a valuable asset for private village activities including birthday parties and weddings and a multitude of other village activities for the village and outlying areas.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Bookings are steadily improving now we are moving away from the Pandemic era. The committee remain optimistic that the hall complex is covering its costs which was our main objective post Covid.
Performance of fundraising activities against objectives set	Para 1.41	Fund raising remains difficult but we are actively pursuing new ideas to improve situation further
Investment performance against objectives	Para 1.41	No investments currently apart from some funds on deposit at bank
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Trustees remain satisfied with Charity's financial position
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves held mainly for any emergency expenses i.e maintenance issues
Amount of reserves held	Para 1.22	£11000 approx
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	We still need to improve lettings although the trustees are happy with progress that is being made post Pandemic

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Lettings to Clubs ,Societies and private functions.
Investment policy and objectives including any social investment policy adopted	Para 1.46	None
A description of the principal risks facing the charity	Para 1.46	Number of lettings restricting our ability to modernise hall facilities as much as we would like
Other		

Structure, Governance and Management

Description of charity's trustees		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Invited Trustees are selected by whole Committee

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	All new trustees have copies of CIO constitution, plus mentorship by existing trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Four Trustees and a operating committee of normally minimum 10 people who meet monthly for a fully minuted meeting.
Relationship with any related parties	Para 1.51	N/A
Other		

Reference and Administrative details

Charity name	Woodchurch Memorial Hall Trust
Other name the charity uses	None
Registered charity number	1194883

Charity's principal address	Woodchurch Memorial Hall The Green Woodchurch TN26 3PF

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Wade Nash		1/1/22-31/12/22	
2	Leslie Fenton		1/1/22-31/12/22	
3	Nicola Davey		1/1/22-16/5/22	
4	Nicholas Jones		1/1/22-31/12/22	
5	Sylvia Rubie		16/5/22-31/12/22	
6	Peter Wood		16/5/22-31/12/22	
7	Colin Woolger		16/5/22-31/12/22	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		
N/A		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

CIO only active from 16/05/22 which is date funds etc were authorised to be transferred from old memorial hall charity Reg No 302892
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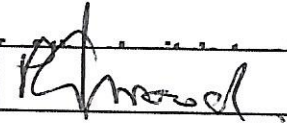

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Declarations

The trustees declare that they have approved the trustees' report above.

Signature(s)

	
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Full name(s)

PETER WOOD	COLIN WOOD
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Position (eg
Secretary, Chair, etc)

SOLO CHAIR	SOLO CHAIR
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Date

29-7-2024

WOODCHURCH MEMORIAL HALL TRUST

CHAIRMANS REPORT 2024

The past year has seen a continuing increase in the level of bookings for the Memorial Hall and Annexe . Village societies have returned to regular use of the halls and there have also been many private bookings .

During the course of the last year the Committee has remained stable with no changes .New members are always being sought to strengthen both the number and skill set available.

The committee has carried out some further general updating of hall facilities during the year including:- New exterior lighting, new hot water tank in the kitchen, redecoration of the linking passage between halls and completion of the disabled ramp to the kitchen door.

In addition to above there has been a lot of tidying of the hall grounds and internal areas including cutting down the rotting and dangerous cherry tree in the front garden and replacing it with a new large sapling.

David Harmer has done a great job as our caretaker and this is much appreciated by all the Committee. David is the main contact for any practical queries concerning the hall use, issuing of keys etc and first contact for any problems concerning the halls but is not involved with the booking process which remains with Mary.

As is required by law all PAT testing of 240 volt equipment has been carried out as usual .

The process of transforming the hall management structure to the new CIO is essentially complete and all financial reporting is now on the basis of the hall operating as a CIO The issue of the transfer of the actual hall property is still ongoing and is being coordinated by Wade Nash alongside the various other CIO that are now formed , for example the Village Green CIO, committee remains optimistic that we should complete this process in the near future..

The committee has staged a number of successful events in the year including quiz, film nights with a supper and coffee mornings to raise more funds

Funds and Reserves remain rather stable as long as expenditure remains low.

However we do need to raise some funding for proposed large future spending on Kitchen refurbishment and other large projects to ensure long term viability of this important village asset. To this end we are looking into various government and regional grant funds and hope to move forward with some solid applications this coming year -this is certainly an area where we would appreciate some assistance from anyone with a good knowledge of grant applications?

As always we should like to thank our wonderful cleaners for the work they do to keep the halls and kitchens looking their best. We also thank the Woodchurch in Bloom members for their work on the grounds which receive such positive comments from our Hirers.

Special thanks again this year to Tony Warne for all his work on the lighting and general maintenance plus the refurbishment off the passage between the halls.

As usual we continue to seek more bookings and thanks are also due for Mary's excellent work on maintaining the booking system and our website.

Nick Jones

Peter wood

Colin Woolger



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Woodchurch Memorial Hall Trust

**On accounts for the year
ended**

31 December 2023

**Charity no
(if any)**

1194883

Set out on pages

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

**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 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 which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Date:

25/03/2024

Name:

Sara Mills FCCA

**Relevant professional
qualification(s) or body
(if any):**

Chartered Certified Accountant

Address:

7 Millfield, High Halden, Ashford, Kent TN26 3LX

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



Receipts and payments accounts

CC16a

For the period
from

01/01/2023

To

31/12/2023

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Letting Fees	12,671	-	-	12,671	11,637
Fundraising Activities	3,130	-	-	3,130	915
Electricity	2,537	-	-	2,537	1,622
Table Cloth Hire	-	-	-	-	-
Book sales	-	-	-	-	-
Grants	-	-	-	-	2,667
Donations	146	-	-	146	455
Compensation - NatWest	-	-	-	-	-
Deposits	3,300	-	-	3,300	1,370
Bank Interest	135	-	-	135	24
Sub total (Gross income for AR)	21,919	-	-	21,919	18,690
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	21,919	-	-	21,919	18,690
A3 Payments					
Deposits Returned	2,671	-	-	2,671	1,254
Electricity	2,830	-	-	2,830	2,571
Premises Repairs and Renewals	8,037	-	-	8,037	8,082
Equipment Repairs and Renewals	-	-	-	-	-
Cleaning	5,600	-	-	5,600	5,050
Insurance	1,874	-	-	1,874	1,643
Inspections	138	-	-	138	183
Postage and Stationary	130	-	-	130	-
Water Rates	740	-	-	740	744
Subscriptions and Licences	454	-	-	454	462
Secretarial costs	1,875	-	-	1,875	1,563
Sundry Expenses	2,085	-	-	2,085	955
Sub total	26,434	-	-	26,434	22,507
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	26,434	-	-	26,434	22,507
Net of receipts/(payments)	- 4,515	-	-	- 4,515	- 3,817
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	37,198	-	-	37,198	41,015
Cash funds this year end	32,683	-	-	32,683	37,198



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NatWest Current Account	21,332	-	-
	NatWest Business Reserve	11,311	-	-
	Cash	40	-	-
	Total cash funds	32,683	-	-

(agree balances with receipts and payments account(s))

OK	OK	OK
Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £

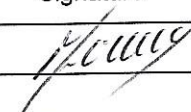
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Nick Jones - Hon Treasurer	28.3.24

Woodchurch Memorial Hall Trust - Charity No 1194883
Profit And Loss Account
For the year ended 31 December 2023

			2023	2022
			£	£
Income	Deposits	3,300.00		1,370.00
	Deposits Returned	(2,671.00)		(1,254.00)
	Donations	-		455.00
	Electricity	2,537.45		1,622.05
	Fundraising - Film Soci	2,319.06		-
	Fundraising - General	810.93		-
	Grants for Covid-19	-		2,667.00
	Interest	135.10		24.29
	Letting Fees	12,671.00		11,637.00
	Suspense	146.48		914.60
			<u>19,249.02</u>	<u>17,435.94</u>
Gross profit			19,249.02	17,435.94
Expenses	Cleaning	(5,600.00)		(5,050.00)
	Electricity	(2,830.50)		(2,570.81)
	Inspections	(138.50)		(183.22)
	Insurance	(1,873.89)		(1,643.29)
	Postage and Stationery	(130.02)		-
	Repairs and maintenanc	(8,036.74)		(8,081.78)
	Secretarial	(1,875.45)		(1,562.79)
	Subscriptions and Licen	(453.67)		(462.05)
	Sundry expenses	(2,085.18)		(955.45)
	Water rates	(740.11)		(743.76)
			<u>(23,764.06)</u>	<u>(21,253.15)</u>
Net loss			<u><u>(4,515.04)</u></u>	<u><u>(3,817.21)</u></u>

Woodchurch Memorial Hall Trust - Charity No 1194883

Balance Sheet

As at 31 December 2023

		2023	2022
		£	£
Bank	Business Reserve a/c	11,311	11,176
	Current a/c (New)	21,332	25,982
	Petty cash	40	40
		<u>32,683</u>	<u>37,198</u>
		32,683	37,198
Net assets		<u>32,683</u>	<u>37,198</u>
		£	£
Capital account	Brought forward	37,198	41,015
	Net loss	<u>(4,515)</u>	<u>(3,817)</u>
		32,683	37,198
Total funds		<u>32,683</u>	<u>37,198</u>