



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Woodchurch Memorial Hall Trust

**On accounts for the year
ended**

31 December 2024

**Charity no
(if any)**

1194883

Set out on pages

1 to 2

**Responsibilities and
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

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").

**Independent
examiner's statement**

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.

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:

28/03/2025

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

01/01/2024

To

31/12/2024

	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	14,422	-	-	14,422	12,671
Fundraising Activities	2,190	-	-	2,190	3,130
Electricity	2,914	-	-	2,914	2,537
Table Cloth Hire	-	-	-	-	-
Book sales	-	-	-	-	-
Grants	-	-	-	-	-
Donations	339	-	-	339	146
Compensation - NatWest	-	-	-	-	-
Deposits	2,400	-	-	2,400	3,300
Bank Interest	164	-	-	164	135
Sub total (Gross income for AR)	22,429	-	-	22,429	21,919
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	22,429	-	-	22,429	21,919
A3 Payments					
Deposits Returned	3,228	-	-	3,228	2,671
Electricity	3,400	-	-	3,400	2,830
Premises Repairs and Renewals	1,708	-	-	1,708	8,037
Equipment Repairs and Renewals	-	-	-	-	-
Cleaning	5,900	-	-	5,900	5,600
Insurance	1,919	-	-	1,919	1,874
Inspections	138	-	-	138	138
Postage and Stationary	-	-	-	-	130
Water Rates	576	-	-	576	740
Subscriptions and Licences	489	-	-	489	454
Secretarial costs	1,708	-	-	1,708	1,875
Sundry Expenses	1,201	-	-	1,201	2,085
Sub total	20,267	-	-	20,267	26,434
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	20,267	-	-	20,267	26,434
Net of receipts/(payments)	2,162	-	-	2,162	- 4,515
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,683	-	-	32,683	37,198
Cash funds this year end	34,845	-	-	34,845	32,683



Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NatWest Current Account	23,330	-	-
	NatWest Business Reserve	11,475	-	-
	Cash	40	-	-
	Total cash funds	34,845	-	-

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

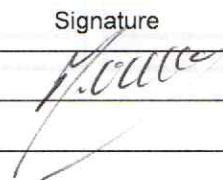
B2 Other monetary assets	Details	OK Unrestricted funds to nearest £	OK Restricted funds to nearest £	OK Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

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

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

Signature	Print Name	Date of approval
	Nick Jones - Hon Treasurer	15. 4. 25

Woodchurch Memorial Hall Trust - Charity No 1194883
Balance Sheet
As at 31 December 2024

		2024	2023
		£	£
Bank	Business Reserve a/c	11,475	11,311
	Current a/c (New)	23,330	21,332
	Petty cash	40	40
		<u>34,845</u>	<u>32,683</u>
		34,845	32,683
Net assets		<u>34,845</u>	<u>32,683</u>
		£	£
Capital account	Brought forward	32,683	37,198
	Net profit/(loss)	<u>2,162</u>	<u>(4,515)</u>
		34,845	32,683
Total funds		<u>34,845</u>	<u>32,683</u>



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.01.2024 Period start date To 31.12.2024 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 of 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	Trustee's 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 contract Cleaners and a part time caretaker.
Other		Still awaiting the land and property details to be transferred over from charity 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 the local drama group. WI, Art Society, a number of fitness groups and 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	Booking of the hall this year are back on track after covid. We have had several new regular hall hire's. We only see this improving in the coming months.
Performance of fundraising activities against objectives set	Para 1.41	Fund raising still remains very difficult as all organisations in the village are trying to capture every spare penny anyone has!
Investment performance against objectives	Para 1.41	No Investments currently planned.
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Trustee's set out the last year to coming on a surplus and this was achieved.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves held mainly for any emergency expenses e.g. Maintenance issues
Amount of reserves held	Para 1.22	£11,400
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	

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	If the lettings income dropped as we would still have the same outgoings. Plus prices of outgoing are always on the increase!
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Trust Deed
How is the charity constituted?	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 be existing trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Five Trustees and an operating committee of normally 8 people who meet monthly for a full 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 Ashford Kent, 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		1/1/24 – 31/12/24	
2	Nicholas Jones		1/1/24 – 31/12/24	
3	Leslie Fenton		1/1/24 – 31/12/24	
4	Sylvia Rubie		1/1/24 – 31/12/24	
5	Peter Wood		1/1/24 – 31/12/24	
6	Colin Woolger		1/1/24 – 31/12/24	
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19				
20				

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

Director name		
N/A		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
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
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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

N/A



Other optional information

N/A

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Peter Wood	Nicholas Jones
Position (eg Secretary, Chair, etc)	Joint Chair	JOINT CHAIR.
Date	18.04.2025	

WOODCHURCH MEMORIAL HALL TRUST

CHAIRMANS REPORT 2025

The past year has seen an increasing level of bookings for the Memorial Hall and Annexe . Village societies have continued to support us with using the halls and there have also been many private bookings.

During the course of the last year the Committee has remained rather stable with only two resignations Colin Woolger who has moved away from the village and Audrey Faux who after many many years decided to stand down, both go with our best wishes and thanks for all that they have done for the committee over the past years.

The committee has carried out some further general updating of hall facilities during the year including:- Installing a dedicated microphone for the audio loop in Main hall, Purchased blue tooth microphone for use in and around the hall. It is planned to upgrade the Wifi to allow better access.

David Harmer continues with his duties as caretaker and he and our cleaning team of Sarah Williamson and Amy Brockman all do a great job in keeping the halls in excellent condition. We also thank the Woodchurch in Bloom members for their work on the grounds which receive such positive comments from our Hirers.

As usual we continue to seek more bookings and Mary's excellent work on both the Hallmaster booking system and our website seems to be helping this process.

As required by law the annual PAT testing of 240 volt electrical devices has been completed. The annual check of the functionality of the emergency exits signs identified that 3 of the main hall signs failed to light when the mains supply was lost, these are planned to be replaced in April.

The process of transforming the hall management structure to the new CIO is all complete with the exception of the transfer of the actual hall property, Wade Nash (Chairman of the Memorial Hall Trustees) is dealing with this and the indications from the charity commission is that this process will be completed in the near future.

We learnt that the Borough Council no longer collect waste bins from none domestic properties so we now have an agreement with a contractor to supply a large general waste collection bin for the halls.

The Treasurer learnt that the supplier of 'heating cards' was no longer able to provide that service. The committee researched the market and found that there were no cost effective alternatives available. The solution that was agreed was to increase the hall hire rates such that it covered the heating costs. The work to remove the existing meters and implement the hall hire adjustment will be completed by the end of May.

The committee has actively started to stage events to raise more funds including quiz nights and the Saturday coffee mornings, more such events are planned for the rest of 2025
Funds and Reserves remain stable as long as expenditure remains low.

Nick Jones



Peter wood