



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/04/2020** **To** **31/03/2021**

Charity name: Cray Valley War Memorial Hall

Charity registration number: 226395

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of the Village Hall and annexe for use by the inhabitants of St Mary Cray and the neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the objective of improving life for the said.
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	<p>Trustees are mindful of their responsibilities for the maintenance of the Hall and for the use of the inhabitants of St Mary Cray and the neighbourhood in the way this is achieved.</p> <p>The Hall is currently in use for the majority of time by two organisations both of whom meet the objectives. The first is a nursery providing education for young children all of whom are drawn from the neighbourhood, a facility in short supply in the area. The second is a gym which provides facilities not available in the immediate vicinity. This provides for all age groups. Many users of the gym come from the locality and the gym owner works closely with local schools to help improve the health of local children.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have complied with the duty set out in section 17 of the Charities Act 2011 and have given due regard to public benefit guidance published by the Charity Commission.

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	<p>This has been a challenging year for Trustees due the Covid-19 pandemic. Trustees have continued to ensure the charity is sound financially with effective governance and management. Trustees have met regularly via Zoom to keep the situation under review and take action when required.</p> <p>The nursery has continued to operate throughout the year and Trustees have maintained contact with them to ensure any additional requirements to meet Covid regulations have been met.</p> <p>The gym has been allowed to be open for only a couple of weeks. This has meant a potential drop in income. However, applications made for grants from the local authority have been successful. This has allowed Trustees to work with the gym owner during the year and help to ensure a return to effective operation once the restrictions have been lifted.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>New contracts introduced last year have worked well albeit under difficult circumstances. This has allowed Trustees to improve business planning processes and ensure effective maintenance of the premises.</p> <p>In drawing up these contracts it came to light that ownership of the Hall did not appear on The Land Registry. Trustees have taken steps to address this and the land is now registered.</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The financial position of the charity is good and in line with the planned budget
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The financial policy includes a section on reserves to cover any shortfall in income should existing users withdraw and to provide sufficient money for larger or unexpected costs of maintenance.
Amount of reserves held	Para 1.22	A sum equal to one year's anticipated income
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable

Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are currently no uncertainties about the charity continuing
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Additional information (optional)

You may choose to include further statements where relevant about:

A description of the principal risks facing the charity	Para 1.46	<p>Trustees review a risk register and have identified the following risks:</p> <ol style="list-style-type: none"> 1. Withdrawal of regular users resulting in drop of income. The reserves policy will mitigate this risk 2. Lack of business plan. This has now been addressed 3. Poor succession planning to ensure sufficient Trustees in place. This will be a priority for 2021/22 once the pandemic has settled down
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Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Scheme of 10 June 1980
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Trust
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	<p>4 appointed by London Borough of Bromley (currently 2 vacancies)</p> <p>8 appointed by existing Trustees (currently 2 vacancies)</p>

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	<p>Trustees have the following policies and procedures in place to ensure good governance:</p> <ul style="list-style-type: none"> • Risk management policy and risk register • Financial policies • Good practice guidelines • Roles and responsibilities of Trustees • Declaration of interests • Policy for recruitment of new Trustees including induction
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Reference and Administrative details

Charity name	The Cray Valley War Memorial Hall
Other name the charity uses	
Registered charity number	226395
Charity's principal address	177 High Street St Mary Cray Orpington Kent BR5 4AX

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	James Bryce	Chair		
2	Sheila Anderson	Treasurer		
3	Jacqueline Giles	Secretary		
4	David House			
5	Cllr Yvonne Bear			
6	James Cook			
7	Cllr Harry Stranger			
8	Phillipa Bild			
9	Lyn Jeffries			
10				

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

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

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

None

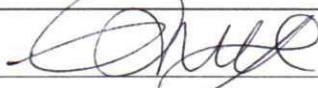
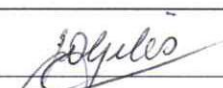
Other optional information

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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)	JAMES JOSEPH BRYCE.	JACQUELINE GIES.
Position (eg Secretary, Chair, etc)	CHAIR.	SECRETARY

Date

9/9/2021.

Cray Valley Memorial Hall

Income and expenditure accounts for 1st April 2020 to 31st March 2021

Charity Registered Number 226395

		2021		2020
		HSBC	Metrobank	Total
		£	£	£
Income	Rent Nursery	15,554.16	-	15,554.16
	Rent Keddles Gym	5,367.00	-	5,367.00
	Utilities Nursery	1,097.70	-	1,097.70
	Utilities Keddles Gym	1,637.87	-	1,637.87
	COVID Support grants	25,872.09	-	25,872.09
	Bank Interest	-	1.69	1.69
	Total Income	49,528.82	1.69	49,530.51
Expenditure	Electric (EDF)	2,452.15	-	2,452.15
	Gas (British Gas)	2,023.19	-	2,023.19
	Water (Castle Water)	2,432.50	-	2,432.50
	Insurance	1,949.57	-	1,949.57
	Rates	-	-	-
	professional fees	1,675.40	-	1,675.40
	General Upkeep and Expenses	5,735.11	-	5,735.11
	Boiler Replacement	-	-	-
	Bank charges	-	-	-
	Gift for IE	35.00	-	35.00
	Total expenditure	16,302.92	-	16,302.92
Transfers between accounts		-	-	-
Income less expenditure		33,225.90	1.69	33,227.59
Opening Balance		71,815.80	2,193.81	74,009.61
Closing Balance		105,041.70	2,195.50	107,237.20

Note 1 These accounts have been prepared on the receipts and payments basis

Note 2 **Reserves policy.** The Trustees have resolved to maintain reserves of one year's rental income against the possibility of the loss of one of the two tenants. This to be held in a separate account to the main HSBC account. Reserves may be increased when major expenditure is planned in the short term.

Note 3 Transactions with related parties. During the year Mr David House, a Trustee of the charity, was reimbursed £303.70 for maintenance items purchased, phone calls and postage & diesel used on behalf of the Memorial Hall.

Note 4 Ms Lynn Jeffries, a Trustee of the charity, is also an employee of Mrs Bond's Nursery, one of the tenants of the Memorial Hall.

Note 5 The capital value of the Memorial Hall is vested in the Charity Trustees. However the Trustees cannot dispose of the property or enter into any long-term agreement without the permission of the London Borough of Bromley. Accordingly no capital value is ascribed in these accounts.

HONORARY INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CRAY VALLEY WAR MEMORIAL HALL

I report on the accounts of the Trustees of the Cray Valley War Memorial Hall ("the Trustees") for the year ended 31 March 2021. These are attached and have been prepared on the receipts and payments basis.

Respective responsibilities of the Trustees and the Independent Examiner

The Trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 ("the Act"), and that an independent examination is needed. As Charity Trustees you are responsible for the preparation of the accounts.

It is my responsibility to

- examine the accounts under section 145 of the Act;
- follow the procedures laid down in the General Directions given by the charity Commissioners under section 145 (5) (b) of the Act; and
- state whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the Trustees, and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention:

- 1) which give me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; or
 - to prepare accounts that accord with the accounting recordshave not been met; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

T J Birse, MA FIA
8 Keswick Road
Orpington
Kent BR6 0EU



3 November 2021