Independent Examiner's Report to the Trustees of
Tatsfield Village Hall

I report on the accounts for the year ended 31 March 2024, which are set out on the following pages

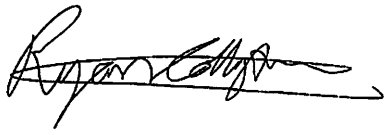
Responsibilities and basis of report
As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the accounts.

Independent examiner's statement
I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.



Mr Ryan Cottington, FCCA
Sandison Lang Limited
2 St Marys Road
Tonbridge
Kent, TN9 2LB

27 September 2024

TATSFIELD VILLAGE HALL -
Supported by the Millennium Commission
and SITA Environmental Trust Limited.

A Registered Charity No 239221

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31 MARCH 2024

INCOMING RESOURCES		2024 Unrestricted funds £p		2023 Unrestricted funds £p	
Regular Local Organisations	Note 3	21,961		22,388	
Occasional Local Organisations		-		-	
Parish Resident Users	Note 4	5,738		7,130	
Outside Parish Bookings		-		-	
Equipment Hire		-		-	
Interest income		73		-	
			27,772		29,518
RESOURCES EXPENDED					
Repairs and Equipment		916		792	
Water tank repairs		204			
Replacement tables				764	
CCTV cameras		57		282	
Warm air heater repairs		2,245			
Boiler service		589		294	
Plumbing/electrical repairs & works (including PAT Test)		1,669		240	
Lincat/dishwasher repairs		716		177	
Loft works		1,290			
Sound system		845			
		8,531		2,549	
Internal Decorations provision					
Boiler Replacement provision					
Air conditioning provision				9,800	
Hall Light Unit Replacement provision					
Chair Replacement provision					
Promotional video provision				500	
Kitchen Refurbishment provision					
Toilets Refurbishment provision					
Carpeting Replacement provision					
Air Blades					
Fuseboards					
Water provision					
Gas provision					
Insulation provision					
Electrical Survey provision					
Cost of 5 yearly survey (net of accrual)		318			
Air Cooling Units Service					
Window Cleaning		45			
Piano Tuning		110		80	
Electricity		4,132		2,532	
Gas		2,653		1,866	
Cleaning Services/Supplies		7,946		8,118	
Council Tax		153			
PRS/PPL Music Licence		302		539	
Insurance		832		666	
Fire Protection		716		444	
Water		651		1,034	
Floor re-sealing		800			
Telephone		777		689	
Zoom/IONOS/Xero		659		441	
Officers Expenses		40		5	
Subscriptions		35		35	
Parish Magazine		110			
Jubilee flowers				30	
			28,810		29,328
NET INCOMING/(OUTGOING) RESOURCES			- 1,038		190
Total funds brought forward			8,195		8,005
TOTAL FUNDS CARRIED FORWARD			7,157		8,195

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BALANCE SHEET AT 31 MARCH 2024

	£p Unrestricted funds	£p Unrestricted funds	2024 £p Unrestricted funds	£p Unrestricted funds	£p Unrestricted funds	2023 £p Unrestricted funds
Bank Deposit Account - Fund Raising						
Opening balance			1,050			1,050
Total funds raised in year - see note 1 below						
Funds spent in year - see note 2 below						
Closing balance			1,050			1,050
Total to date held awaiting spending			- 1,050			- 1,050
Bank Current Account		57,190			68,772	
Overpaid room hire		-			- 21	
Covid grant carried forward		-				
ACCRUALS		57,190			68,751	
Internal Redecoration accrual	4,000			4,000		
Replacement of Boilers accrual	7,500			7,500		
Electrical Survey accrual	270			900		
Hall Light Units accrual	2,500			2,500		
Kitchen Refurbishment	5,000			5,000		
Toilets Refurbishment	13,500			13,500		
Carpeting Replacement	2,500			2,500		
Chair Replacement	2,000			2,000		
Curtain Replacement	2,250			2,250		
Air Blades	2,500			2,500		
Fuseboards	1,500			1,500		
Water	-			-		
Gas	472			472		
Insulation	5,000			5,000		
Promotional Video	500			500		
Air conditioning units	-			9,800		
		49,492			59,922	
			7,697			8,829
Cash			540			686
Deposits Held			- 2,130			- 2,370
The difference between these two balances is £1037 which is the surplus of Receipts over Payments for the year to 31 March 2024			6,107			7,145
Funds to date held awaiting spending			1,050			1,050
There is no difference between these two balances as there were no funds spent or raised for the year to 31 March 2024						
Total Net Assets			7,157			8,195
Net funds raised/spent			-			

The financial statements were approved by the Board of Trustees on 9 October 2024 and were signed on its behalf by:

Mark Stokkoe
- Chairman

Michelle Trivett
- Treasurer

Tatsfield Village Hall Management Committee
Trustees Annual Report for the period from April 1st 2023 to 31st March 2024

Section A Reference and administration details

Charity Name	Tatsfield Village Hall
Registered Charity Number	239221
Charity Principal Address	Westmore Green Tatsfield TN16 2AG

Names of the charity trustees who manage the charity

	Trustee Name	Office	Name of person (or body) entitled to appoint trustee
1	Jennie Dickens		Little Acorns Pre School
2	Nick Troake		
3	Helena Garcia-Macleod	Bookings Secretary	
4	Mark Stokkoe	Chairman	
5	Jennifer Miller		
6	Peter Maynard	Vice Chairman	North Downs Sinfonia
7	Peter Greenwood	Secretary	
8	Jonnie Panther		Tatsfield Table Tennis Club
9	Jackie Copeman		Tatsfield Art Group
10	Michelle Trivett	Treasurer	
11	David Pinchin		Tatsfield Parish Council
12	Jon Allbutt		Tatsfield Hortcultural Society

Section B Structure, Governance and management

Description of the charity's trusts

Type of governing document	Scheme
How the charity is constituted	Unincorporated association
Trustee selection methods	elected, co-opted or appointed by regular user groups

Additional governance issues (Optional information)

- Trustees' assessment of major risks
  - Destruction of or significant damage to building:
  - Unless attributable to negligence, covered by landlord's insurance policy.
  - If building uninhabitable, alternative accommodation is available.
- Serious fire damage caused by negligence:
  - Trustees ensure that all precautionary procedures & equipment maintenance programmes are regularly updated.

- Successful claim against the Village Hall for injury or death caused by negligence (and thus not covered by insurance policy)
    - Risk assessment records reviewed and updated annually. Fire risk assessment reviewed and updated annually.
- Loss of income caused by long term closure due to identification of potential risk.
    - Covered by Village Hall's Insurance policy.
- Loss of income due to regular user group(s) disbanding or moving to alternative premises.
    - Loss of income offset by savings to overhead costs.
- Landlord (Tatsfield Parish Council) refusing to renew lease in 2132.
    - Assessed as low risk.

Section C Objectives and Activities

The provision and maintenance of a Village Hall for the use by the inhabitants of Tatsfield and the surrounding neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants

Providing a community building for use by clubs, groups, organisations and individuals for leisure, recreational and educational purposes. To this end and with regard to the Charity Commission's guidance on public benefit, the trustees have continued general management, including: advertising & promotion, taking bookings, maintaining a schedule of bookings, supervising hirers where necessary, setting & revising rates of hire and updating conditions of hire; arranging necessary repairs and general maintenance, including cleaning & waste disposal and regular servicing of utilities & appliances; dealing with matters arising such as plumbing emergencies, pest control and security issues documentation & record-keeping, including collecting hiring fees, making payments, keeping accounts and setting budgets. Ensuring licensing requirements complied with. holding monthly committee meetings for two-way reporting and accountability and for decision-making.

Section D Achievements and Performance

Reviewing and, where necessary, updating policies, including

- Health & Safety Policy Document
- Child & Vulnerable Adult Protection Policy
- Data Protection Policy Environmental Policy
- Equal Opportunities Policy
- Implementing a regular regime for monitoring Legionella risk
- Managing improvements including: a major kitchen refurbishment
- Running fund raising activities to raise funds towards the cost of improvements.

Section E Financial review

Tatsfield Village Hall reserves unrestricted funds designated for essential future spending on the replacement or refurbishment of major fixtures, fittings and equipment.

Agreed amounts are set aside each month to accumulate funds for specific contingencies such as replacement of the central heating boiler. Each designated sum is reviewed regularly.

In addition, income generated by fundraising events organised by the trustees is designated for acquisitions not strictly essential to the maintenance of the building but deemed desirable to enhance the facilities available for users.

Tatsfield Village Hall is self-supporting and rates of hire are set in order to cover actual costs and to provide realistic reserves against eventual contingencies.

All trustees give their time voluntarily and receive no remuneration or benefit in kind.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Mark Stokkoe	Michelle Trivett
Position	Chairman	Treasurer
Date	4/12/24	4/12/24.