



HVH

Management Committee

Serving the Community of Hempstead

Hempstead Village Hall Management Committee

Hempstead Village Hall
169 Hempstead Road
Hempstead
ME7 3QG

Registered Charity No. 252744

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Trustees' Report for the year ended 31 March 2023



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The Trustees present their report and accounts for the year.

Structure, governance and management

All of the Trustees listed under 'Administrative Information' (page 5) have served throughout the year.

The Trustees form the Management Committee of the Hempstead Village Hall which is elected/confirmed at the AGM under its constitution. Four trustees are elected at the Annual General Meeting held in June: each trustee serves for a minimum of 1 year. In addition, each regular user group are invited to nominate two affiliated trustees. The trustees form the Management Committee of the Village Hall has the power to co-opt further trustees on an annual basis.

The committee met four times this year in July, September, November and March. The AGM took place in June.

Object

1. The object of the Committee shall be to manage the Hempstead Village Hall for the benefit and welfare of the people of Hempstead on behalf of the Managing Trustees of the Diocese of Rochester.

The Committee shall be registered as a charity and shall be responsible for all matters relating to the use, administration and maintenance of the Hall.

Aim and Purposes

The Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. They shall submit the independently examined accounts at the AGM next following the end of the financial year.

They shall dispose of and apply the income and equipment of the Hall for:

- a. The proper maintenance for the Hall
- b. The payment of insurance, rates and other expenses incurred in the management of the Hall
- c. The provision of equipment and furniture
- d. The benefit of the people of Hempstead or any other charitable purpose.

They may assist the Church Committee of All Saints in their responsibility of maintaining the whole site including the access paths and car park.



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Objectives and Activities

The Committee are dedicated to serving the Community of Hempstead in providing a facility for regular and occasional recreational activities and an independent pre-school. The Village Hall is hired out to villagers and non-villagers and is used by a number of community organisations as well as being used for parties, etc.

Hiring Agreement

Use of the Village Hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Achievements and Performance

Regular Users

This year regular bookings have continued to be consistent. Hedgehogs Preschool continue to occupy the Hall Mon – Fri during the day (term-time only). In the evenings the Hall is used weekly by a children's dance school (term-time only), a yoga class, Zumba class, Karate Club and Hempstead Players drama group. Regular weekend users include All Saints Church, Parish of South Gillingham and the children's dance school (term-time only).

Occasional Users

Regular enquiries are made regarding the booking of the Hall from a wide variety of organisations and the local community for anniversary parties, baby showers, children's birthday parties and charity fundraising events (eg Quiz Nights). This year enquiries and occasional bookings have been regular.

We continue to receive positive feedback from users regarding the standard of cleanliness and maintenance of the Hall. Vast improvements have been made to the Hall in recent years including a new kitchen, new ceiling, new light fittings and new tables and chairs.

Maintenance and Cleanliness

A caretaker and cleaner are employed to undertake the daily servicing of the hall. On top of this, regular maintenance continues including annual checks and necessary inspections including emergency lighting, electronics and appliance testing, fire safety tests and boiler maintenance and certificates obtained. The Committee has a desire to continuously improve the facility for the benefit of all regular and occasional users.

Marketing and Fundraising

The Hall operates a website and Facebook page offering updated user information and bookings contact information. A noticeboard in the entrance hall displays information regarding all the regular users of the Hall. In May 2023 the committee held a stall at the Hempstead Village Fayre, fundraising and advertising the Hall to residents and non-residents of the area. We also continue to receive a small donation through the website 'Easy Fundraising'.



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Policies and Procedures

To guide the Management Committee in exercising its duty of care to members, employees and users of the hall, the following policy statements have been adopted: Risk Management Policy, Health and Safety Policy, Safeguarding and Vulnerable Persons Policy, Complaints Handling Policy, Conflicting Interests Policy, Reserves Policy, Data Protection and Privacy Policy, Emergency Closure Policy.

Reserves/Investment Policy

It is management policy to maintain a balance on unrestricted funds which equates to £15,000 held in a bond to cover emergency situations that may arise and to ensure maintenance of the hall can continue should our income from hirers be prevented. The account to be spent by the management committee for the benefit of the hall.

Volunteers

The committee provide their services on a voluntary basis to this village amenity and thanks is extended to each and every one of them for their continued commitment. Many have served for several years and for their dedication and support we are extremely grateful.



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Administrative Information

Trustees

Mrs M Chipperfield
Mrs S Cross
Mr D Fuller
Mrs V Fuller
Mr J Gilbourne
Mrs H Gilbourne
Mr D Gorf
Mrs V Gorf
Mrs N Jarvis
Mr S Manning
Mrs A Salter

Charity Number

252744

Charity Address

169 Hempstead Road
Hempstead
Gillingham
Kent
ME7 3QG

Independent Examiner

JAD Accountants
4 Bloors Lane
Rainham
Gillingham
Kent
ME8 7EG

Bankers

HSBC Bank plc
231 High Street
Chatham
Kent
ME4 4BQ



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Hempstead Village Hall - 252744
Receipts and payments - combined funds
Selected period: 01 April 2022 to 31 March 2023

Note	From To	01 April 2022 31 March 2023	01 April 2021 31 March 2022
Receipts			
Incoming resources from generated funds			
<i>Voluntary income</i>			
	Donations	100	89
	<i>Total: Voluntary income</i>	<u>100</u>	<u>89</u>
<i>Activities for generating funds</i>			
	Fund raising	1,540	994
	Lets - General Public	3,578	3,074
	Rents - Pre-School	19,790	19,278
	Rents - Regular Users	9,370	7,496
	<i>Total: Activities for generating funds</i>	<u>34,279</u>	<u>30,843</u>
<i>Investment income</i>			
	Interest from Investments	73	15
	<i>Total: Investment income</i>	<u>73</u>	<u>15</u>
	Total receipts	34,453	30,948
Payments			
Cost of generating funds			
<i>Investment management costs</i>			
	Bank Charges	61	16
	<i>Total: Investment management costs</i>	<u>61</u>	<u>16</u>
Charitable activities			
	Boiler/heating maintenance	222	222
	Building Works	80	—
	Business Rates	276	276
	Charity Donations	985	—
	Cleaning & Drains	2,948	2,904
	Electricity	1,358	820
	Fire Protection	67	107
	Fund raising	23	—
	Gas	2,007	946
	General Admin	365	249
	General Maintenance	7,944	1,111
	General running costs	482	499
	Housekeeper's Wages	4,105	3,946
	Insurance	1,802	1,054
	Performing Rights	735	336
	Water Rates	479	375
	Wi-Fi/Telephone	205	310
	<i>Total: Charitable activities</i>	<u>24,090</u>	<u>13,161</u>

There may be minor discrepancies in the totals if the pence are not being shown

Note	From To	01 April 2022 31 March 2023	01 April 2021 31 March 2022
Governance costs			
Accountancy		288	276
	<i>Total: Governance costs</i>	<i>288</i>	<i>276</i>
Total payments		24,439	13,453
Excess of Incoming resources over Resources used		10,013	17,494
Brought forward balance		78,945	61,451
Total carried forward balance		88,959	78,945

There may be minor discrepancies in the totals if the pence are not being shown



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Hempstead Village Hall Management Committee

**On accounts for the year
ended**

31 March 2023

**Charity no
(if any)** 252744

Set out on pages

One to four

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 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: 19 June 2023

Name:

Adam Dowdy

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

FCCA

Address:

JAD Associates Limited

4 Bloors Lane, Rainham

Kent, ME8 7EG

Section B

Disclosure

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