



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1 March 2023 Period start date To 29 February 2024 Period end date

Charity name: Downe Village Hall

Charity registration number: 272612

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To manage Downe village hall on behalf of the residents of Downe village. To provide a hireable facility for residents of the village to be able to gather for activities such as (but not limited to) events, meetings, clubs, societies, family parties, dances, quizzes etc
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	To maintain the hall in such a condition as to be suitable for hiring. To keep it warm and safe and stocked with such equipment as needed and to preserve the structure for future generations
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees are continually striving to provide community benefit which the hall provides by its very existence, and are all aware of their responsibilities as trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Trust does not make any grants.
Policy on social investment including program related investment	Para 1.38	The trust does not invest in social programs but encourages use by activities such as Yoga Classes and other Charitable bodies such as the "Breast Cancer Now" support group
Contribution made by volunteers	Para 1.38	All Trustees are Volunteers. There is also a "Friends" group who perform maintenance and repairs to the hall as needed.
Other		The hall is a locally listed brick and flint building built in 1855, and given to the village by the Lubbock family

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>The village hall is largely seen as an excellent village asset. It is used for many parties for both adults and children living in the village or surrounding area. The management of the hall has shown that it is robust in dealing with seismic events such as the recent covid pandemic.</p> <p>Bromley Council recognises the hall as a asset to the local community and has provided grants of funding for recent upgrades such as improved heating and ongoing full external refurbishment.</p> <p>The hall is the only public meeting place in the village (apart from the pubs), and holds meetings, entertainment events, parties, clubs, funerals, exercise groups etc. The church opposite uses the toilet facilities when services are held.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	We have completed phase 1 of an external refurbishment program (brick and flint repairs, mortar repairs, guttering etc) which consisted of the left hand wall (viewed from the front), the rear wall and the roof including the chimney. We are about to commence Phase 2 which is the front elevation and the right hand wall
Performance of fundraising activities against objectives set	Para 1.41	We embarked upon a fundraising program of holding events and applying to benevolent organisations for grants - the Pilgrim Trust and Bernard Sunley Organisation as well as the local Council. We have raised and paid the total cost of phase 1 (completed) and have over 80% of the cost of phase 2. Fundraising continues for the under 20% shortfall
Investment performance against objectives	Para 1.41	None
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The finances of the charity are very solid in terms of meeting its obligations on regular expenses and refurbishment costs (see separate accounts)
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The responsibility of the Treasurer is to ensure that the bank balance is such that the Trustees would never get called upon to donate funds to keep the charity

		afloat. This is done in conjunction with all the other trustees and proved valid during the recent covid pandemic as the charity remained solvent throughout.
Amount of reserves held	Para 1.22	£3,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None

Additional information (optional)

You may choose to include further statements where relevant about:

he charity's principal sources of funds (including any fundraising)	Para 1.47	Hire income Fundraising for social events
Investment policy and objectives including any social investment policy adopted	Para 1.46	The only real investment we have is in the building asset we are charged with protecting
A description of the principal risks facing the charity	Para 1.46	An event similar to the covid pandemic where the hall closes, thus removing the hire income.
Other		

Structure, Governance and Management

Description of charity's trusts:		None
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	Unincorporated Association
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	Villagers may volunteer to join the board of trustees. They are asked to attend a regular Trustees Meeting where they are co-opted onto the board. They would then be make a Full Trustee at the next subsequent AGM. Other village institutions are also invited to send a Representative Trustee to sit on the committee for example the Women's Institute, Friends of Downe School

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Charity would, in certain circumstances, liaise with other village halls to look for help in resolving issues or sharing best practices.

Relationship with any related parties	Para 1.51	None
Other		

Reference and Administrative details

Charity name	Downe Village Hall
Other name the charity uses	
Registered charity number	272612
Charity's principal address	Downe Village Hall 24 High Street Downe BR6 7UT

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	Anthony Dixon	Chair and Representative Trustee for Downe Residents Assn		Majority of Trustees
2	Lyulph Avebury	Vice Chair		
3	Stephen Barnes	Secretary and Representative Trustee for Downe Lottery		
4	John Isbell	Treasurer		
5	Sylvia Snipp			
6	Daniel Kelly			
7	Kwan Phung	Hall Bookings Manager		
8	Sarah Courtney	Representative Trustee for Downe School		
9	Frances Grant			
10	James Grant			
11	Jean Rothwell	Representative Trustee for Downe WI		
12	Derek Robinson	Representative Trustee for Downe Rounders AmDram		
13				
14				
15				
16				
17				
18				
19				

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. Land vested with the Charities Commission as Custodian		

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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)

None

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

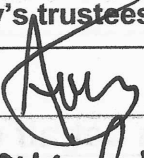
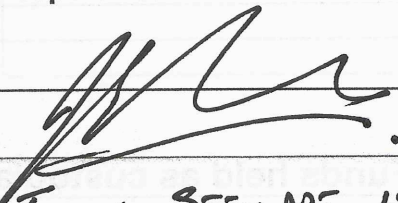
Other optional information

None

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)	ANTHONY RUSSIAN DIXON	JOHN STEWART ISBELL
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER.
Date	21/10/24	

Downe Village Hall
Financial Statement for Year ended 31 January 2024
Income & Expenditure - General Account

	2023/2024	2022/2023
RECEIPTS		
Hire of Village Hall	£ 7,506.50	£ 7,011.00
Hall Hire Deposits Received	£ -	£ -
Fund Raising	£ 11,473.20	£ 12,877.16
Donations	£ 3,376.37	£ 11,812.08
Gift Aid	£ 892.00	£ 492.20
Grants Received	£ 16,000.00	£ -
Miscellaneous Income	£ -	£ -
Total receipts	£ 39,248.07	£ 32,192.44
PAYMENTS		
Electricity	£ 2,461.70	£ 383.30
Gas	£ 560.93	£ 514.37
Water Rates	£ 244.39	£ 317.68
Council Tax	£ 134.95	£ 386.68
Boiler Service Contract	£ -	£ 216.99
Repairs & Maintenance	£ 33,311.39	£ 2,797.17
Fire Extinguisher Maintenance	£ -	£ 225.60
Electrical Inspection & Maintenance	£ -	£ -
Cost of Cleaner	£ 1,137.13	£ 1,010.00
Insurance	£ 1,351.76	£ 1,279.36
Internet	£ 19.25	£ -
Sim Card	£ 47.88	£ 47.88
Fees (PRS Licence)	£ 297.60	£ 188.64
Fees (Membership of ACRE)	£ -	£ 60.00
Fees (Bank Charges)	£ 60.00	£ 64.40
Fees (Electronic Trading)	£ 16.26	£ -
Capital Expenditure	£ 22.75	£ 11,337.56
Fundraising Costs	£ 2,528.24	£ 2,985.11
Alcohol & Fundraising Stock	£ 1,445.56	£ 1,930.89
Sundries	£ 327.17	£ 164.12
Total payments	£ 43,966.96	£ 23,909.75
Trading (Deficit)/Surplus for the year	<u>£ (4,718.89)</u>	<u>£ 8,282.69</u>

Downe Village Hall
Assets & Liabilities

ASSETS

Bank Account Balance @ 31 January	£ 14,794.06	£ 14,332.95
Petty Cash @ 31 January	£ 500.00	£ 500.00
	£ 15,294.06	£ 14,832.95

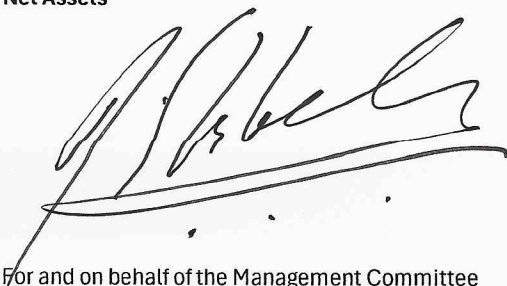
LIABILITIES

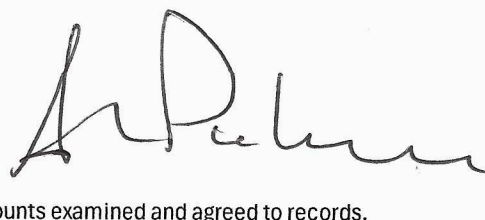
Loan for Hall Refurbishment	£ 5,000.00	£ -
Deposits for Comedy Night Meal	£ 180.00	£ -
	£ 5,180.00	£ -
	<u>£ 10,114.06</u>	<u>£ 14,832.95</u>

Represented by

Reserves Brought Forward	£ 14,832.95	£ 6,550.26
(Deficit)/ Surplus for the year	£ (4,718.89)	£ 8,282.69
Reserves Carried Forward	£ 10,114.06	£ 14,832.95

Net Assets	<u>£ 10,114.06</u>	<u>£ 14,832.95</u>
-------------------	---------------------------	---------------------------


For and on behalf of the Management Committee


Accounts examined and agreed to records.

Downe Village Hall
Financial Statement for Year ended 31 January 2024
Income & Expenditure - General Account

	2023/2024	2022/2023
RECEIPTS		
Hire of Village Hall	£ 7,506.50	£ 7,011.00
Hall Hire Deposits Received	£ -	£ -
Fund Raising	£ 11,473.20	£ 12,877.16
Donations	£ 3,376.37	£ 11,812.08
Gift Aid	£ 892.00	£ 492.20
Grants Received	£ 16,000.00	£ -
Miscellaneous Income	£ -	£ -
Total receipts	£ 39,248.07	£ 32,192.44
PAYMENTS		
Electricity	£ 2,461.70	£ 383.30
Gas	£ 560.93	£ 514.37
Water Rates	£ 244.39	£ 317.68
Council Tax	£ 134.95	£ 386.68
Boiler Service Contract	£ -	£ 216.99
Repairs & Maintenance	£ 33,311.39	£ 2,797.17
Fire Extinguisher Maintenance	£ -	£ 225.60
Electrical Inspection & Maintenance	£ -	£ -
Cost of Cleaner	£ 1,137.13	£ 1,010.00
Insurance	£ 1,351.76	£ 1,279.36
Internet	£ 19.25	£ -
Sim Card	£ 47.88	£ 47.88
Fees (PRS Licence)	£ 297.60	£ 188.64
Fees (Membership of ACRE)	£ -	£ 60.00
Fees (Bank Charges)	£ 60.00	£ 64.40
Fees (Electronic Trading)	£ 16.26	£ -
Capital Expenditure	£ 22.75	£ 11,337.56
Fundraising Costs	£ 2,528.24	£ 2,985.11
Alcohol & Fundraising Stock	£ 1,445.56	£ 1,930.89
Sundries	£ 327.17	£ 164.12
Total payments	£ 43,966.96	£ 23,909.75
Trading (Deficit)/Surplus for the year	<u>£ (4,718.89)</u>	<u>£ 8,282.69</u>

Downe Village Hall
Assets & Liabilities

ASSETS

Bank Account Balance @ 31 January	£ 14,794.06	£ 14,332.95
Petty Cash @ 31 January	£ 500.00	£ 500.00
	£ 15,294.06	£ 14,832.95

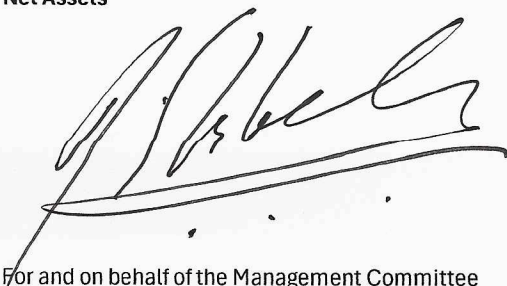
LIABILITIES

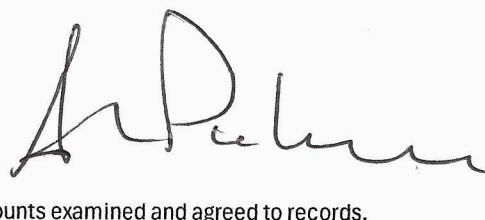
Loan for Hall Refurbishment	£ 5,000.00	£ -
Deposits for Comedy Night Meal	£ 180.00	£ -
	£ 5,180.00	£ -
	<u>£ 10,114.06</u>	<u>£ 14,832.95</u>

Represented by

Reserves Brought Forward	£ 14,832.95	£ 6,550.26
(Deficit)/ Surplus for the year	£ (4,718.89)	£ 8,282.69
Reserves Carried Forward	£ 10,114.06	£ 14,832.95

Net Assets	<u>£ 10,114.06</u>	<u>£ 14,832.95</u>
-------------------	---------------------------	---------------------------


For and on behalf of the Management Committee


Accounts examined and agreed to records.