

**Downe Village Hall Charity, registration number 272612**

**24 High Street Downe, Orpington, BR6 7UT**

**Report of the Trustees for the year ending 31st January 2025**

The Trustees of Downe Village Hall present their annual report for the year ending 31st January 2025 and confirm they will comply with the requirements of the Charities Act 2011, the trust deed, and the Charities SORP.

**Aims & Objectives**

Our purpose is to manage Downe Village Hall on behalf of the residents of Downe Village, to provide hireable facility for residents of the village to be able to gather for activities such as (but not limited to) events, meetings, dances, parties, quizzes, etc.

We aim 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. We aim to preserve the structure for future generations.

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.

All of our trustees are volunteers. There is also a group of "friends" who perform maintenance and repairs to the hall several times a year. The hall itself is a locally listed brick and flint building built in 1855 and given to the village by the Lubbock family. The trust makes no grants, and does not invest in social programmes, but it encourages use by activities such as yoga classes and table tennis for villagers.

**Achievements and Performance**

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 and surrounding areas. The management of the hall has shown that it is robust in dealing with seismic events, such as the covid epidemic in 2020. Bromley Council recognises the hall as an asset to the local community and has provided grants of funding for recent upgrades such as improved heating and ongoing full external refurbishment.

The Hall is the only public meeting place in Downe (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.

We have recently completed phases 1 and 2 of an external refurbishment programme (brick & flint repairs, mortar repairs, guttering, roofing, etc) to the whole of the building. 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, and raised the amount required to carry out the works.

## Financial Review

The finances of the charity are very solid in terms of meeting its obligations on regular expenses and refurbishment costs. 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 covid pandemic when the charity remained solvent throughout.

Our principal source of funds is hire income and fundraising from social events. The only real investment we have is in the building itself which we are charged with protecting. The principal risk which faces the charity is an event similar to the pandemic where the hall closes and thus removes hire income.

## Structure & Management

Villagers may volunteer to join the board of trustees, and are asked to attend a regular Trustees meeting, where they are co-opted onto the board. They would then be made a full trustee at the next trustees meeting. Other village institutions (such as the Women's Institute, the local Amateur Dramatics Society, and Friends of Downe Primary School) are invited to send representative trustees to sit on the committee.

The Charity would, in certain circumstances, liaise with other village halls to look for help in resolving issues or sharing best practice.

The current Trustees are as follows:

Trustee Name	Office held, if any
Frances Grant	Chair of Trustees
James Grant	Vice Chair of Trustees
Stephen Barnes	Secretary and Representative Trustee for Downe Lottery
John Ishbell	Treasurer
Kwan Phung	Bookings Manager
Sarah Courtney	Representative Trustee for Downe Primary School
Jean Rothwell	Representative Trustee for Downe Women's Institute
Derek Robinson	Representative Trustee for Downe Rounders amateur dramatic society
Lyulph Avebury	

Daniel Kelly	
Antony Dixon	
Zoe Knight	Representative Trustee for Downe Residents Association



**Downe Village Hall**  
**Financial Statement for Year ended 31 January 2025**  
**Income & Expenditure - General Account**

2024/2025

2023/2024

**RECEIPTS**

Hire of Village Hall	£ 8,604.50	£ 7,506.50
Hall Hire Deposits Received	£ -	£ -
Fund Raising	£ 10,785.58	£ 11,473.20
Fundraising Extras	£ 180.00	£ 180.00
Donations	£ 580.00	£ 3,376.37
Donations - Calendars	£ 265.50	£ -
Gift Aid	£ -	£ 892.00
Grants Received	£ 10,000.00	£ 16,000.00
Loans Received	£ -	£ 5,000.00
Miscellaneous Income	£ -	£ -
<b>Total receipts</b>	<b>£ 30,415.58</b>	<b>£ 44,428.07</b>

**PAYMENTS**

Electricity	£ 1,551.34	£ 2,461.70
Gas	£ 919.18	£ 560.93
Water Rates	£ 332.91	£ 244.39
Council Tax	£ 144.08	£ 134.95
Boiler Service	£ 110.00	£ -
Repairs & Maintenance	£ 26,330.63	£ 33,311.39
Fire Extinguisher Maintenance	£ -	£ -
Electrical Inspection & Maintenance	£ -	£ -
Returned Hall Hire Rentals	£ -	£ -
Returned Hall Hire Deposits	£ 100.00	£ -
Cost of Cleaner	£ 1,329.35	£ 1,137.13
Insurance	£ 1,403.76	£ 1,351.76
Internet - Talk Talk	£ 324.00	£ 19.25
Sim Card	£ 47.88	£ 47.88
Paxton Software	£ 291.60	£ -
Fees (PRS Licence)	£ 372.00	£ 297.60
Fees (Membership of ACRE)	£ -	£ -
Fees (Bank Charges)	£ 62.40	£ 60.00
Fees (Electronic Trading)	£ 1.93	£ 16.26
Capital Expenditure	£ 111.74	£ 22.75
Fundraising Costs	£ 3,159.22	£ 2,528.24
Fundraising Extras	£ 360.00	£ -
Alcohol & Fundraising Stock	£ 1,233.39	£ 1,445.56
Sundries	£ 375.77	£ 327.17
<b>Total payments</b>	<b>£ 38,561.18</b>	<b>£ 43,966.96</b>

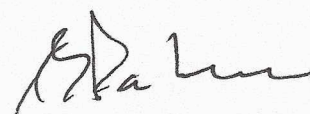
**Trading (Deficit)/Surplus for the year to date**

**£ (8,145.60)**

**£ 461.11**



For and on behalf of the Management Committee



Accounts examined and agreed to records.

**Downe Village Hall**  
**Assets & Liabilities**

**ASSETS**

Bank Account Balance @ 31.01.2025	£ 7,148.46	£ 14,794.06
Petty Cash @ 31.01.2025	£ -	£ 500.00
	£ 7,148.46	£ 15,294.06

**LIABILITIES**

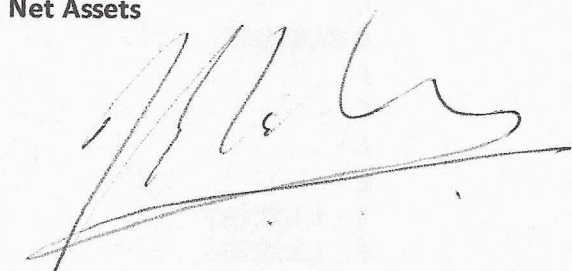
Loan	£ 5,000.00	£ 5,000.00
Deposits for Comedy Night Meal	£ -	£ 180.00
	£ 5,000.00	£ 5,180.00
	<u>£ 2,148.46</u>	<u>£ 10,114.06</u>

Represented by

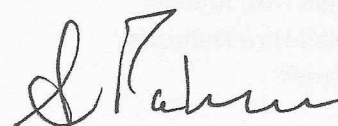
New Hall Deposits being held @ 31.01.2025	£ -	£ -
Bank Account Balance @ 31.01.2024	£ 15,294.06	£ 14,332.95
Petty Cash @ 31.01.2025	£ -	£ 500.00
Surplus/Deficit fo the year	£ (8,145.60)	£ 461.11
Bank Account/Petty Cash Balance @ 31.01.2025	£ 7,148.46	£ 15,294.06
Less Liabilities	£ 5,000.00	£ 5,180.00

**Net Assets**

£ 2,148.46 £ 10,114.06



For and on behalf of the Management Committee



Accounts examined and agreed to records.

14/2/25