



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From**            **01/07/2020**    **30/06/2021**

**Charity name:** Headcorn Village Hall

**Charity registration number:** 275006

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>Provision of Services and Facilities for social, educational and health activities for the local community.</b>
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	<b>Pre School, Arts, Science, Heritage, Health, Leisure, Local Community Projects and Support Groups and Parish Administration.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The Hall meets the Charity Commission's public benefit criteria under both advancement of education and citizenship and community development headings.</b>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	<b>The Hall is managed by the Trustees all of whom are volunteers. It is their job to organise and monitor the day to day running as well as ensuring maintenance of the building is up to date. They are also responsible for keeping the accounting records and other administration up to date</b>
Other		<b>None</b>

## 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><b>Due to the Pandemic and closures of all public spaces since March 2020, we were unable to operate our Village Hall with our regular clubs and societies.</b></p> <p><b>Arts and Crafts</b>  <b>Floristry</b>  <b>Gardening</b>  <b>Various types of dancing for all ages</b>  <b>Drama</b>  <b>Musical instruments</b>  <b>Bridge</b>  <b>Karate</b>  <b>Judo</b>  <b>Pilates</b>  <b>Yoga</b>  <b>Monthly film shows</b>  <b>As well as Seniors Lunch Club, Headcorn Active Retirement Association, Weight-Watchers, KCC Children's Services, Church Children's groups, Pre School, Farmers Market, Fundraising events for various local concerns, Birthday Parties, Dances and Musical events and NHS Welfare Clinic.</b></p> <p><b>The annual fundraising Art and Craft Fair was cancelled due to the Pandemic.</b></p> <p><b>The Parish Council has its administration office here as well as holding all meetings in the hall.</b></p> <p><b>The Local History Archives are also kept and maintained on the premises.</b></p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	N/A
Performance of fundraising activities against objectives set	Para 1.41	N/A

Investment performance against objectives	Para 1.41	N/A
Other		N/A

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Accounts for the year ended 30<sup>th</sup> June 2021, are attached.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>A Contingency fund is held to fund any major maintenance issues not covered by insurance.</b>
Amount of reserves held	Para 1.22	<b>£109,977</b>
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>The principle source of funding is hall lettings and fundraising events such as the Art and Craft fair held in November each year.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>A risk adverse strategy has been adopted to the investment of funds. They are held in mainstream Banks and Charity Friendly cash savings accounts.</b>
A description of the principal risks facing the charity	Para 1.46	<b>N/A</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Trust Deed</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	<b>Unincorporated</b>
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	<b>Officers appointed after election by Trustees.</b>  <b>Trustees elected at AGM</b>

### 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	<b>Trustees Handbook</b>  <b>Training sessions held by ACRE (Action with Communities in Rural England).</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>N/A</b>
Relationship with any related parties	Para 1.51	<b>N/A</b>
Other		<b>N/A</b>

## Reference and Administrative details

Charity name	Headcorn Village Hall
Other name the charity uses	None
Registered charity number	275006
Charity's principal address	Church Walk Headcorn Ashford Kent. TN27 9NR

### 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	T Thomas	Chair		
2	M Larkins	Treasurer		
3	W Day			
4	A Holmes			
5	Roy Gilham			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Director name		
	N/A	

### Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
	N/A	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
	N/A	

#### 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

N/A
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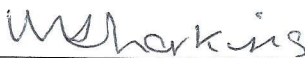
## Other optional information

N/A
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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)	Timothy C Thomas	Margery Joy Larkins
Position (eg Secretary, Chair, etc)	Chair	
Date	18/10/2021 -	

Headcorn Village Hall

Financial Statements for the year ended 30 June 2021

Headcorn Village Hall  
Church Walk  
Headcorn

To the Trustees' of Headcorn Village Hall – September 27<sup>th</sup> 2021

Timothy Thomas – Chairman  
Will Day – Trustee  
Roy Gilham – Trustee  
Ann Holmes – Trustee

**Treasurers Report for the Year Ending June 30<sup>th</sup> 2021**

Please find attached a copy of the financial statements for the year ending June 30<sup>th</sup> 2021.

Considering we were still in lockdown, we have remained in a healthy financial position, thanks to Helen Anderson and her diligence in searching and applying successfully for grants available. We have received £28,500 from Maidstone Borough Council for this current year.

We had income of £48,924 and costs £37,815 resulting in a profit of £11,109, we have funds of £191,155 spread over 3 separate bank accounts.

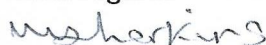
After much communication and a formal complaint re Natwest Bank, we have managed to retrieve £1,611.00 which has been owed to us for approximately 2 years.

We have had to postpone our annual Art & Craft Fair again due to Covid restrictions, not knowing when they would be lifted. It was too late to start planning this event in September as we need a lead up time of several months to organise.

Having our new accounting system has made life much easier and more efficient for everyone. The accountants can log in directly to the system and check for any anomalies or problems that I have brought to their attention. The accounts are finished much earlier and we have developed a good working relationship.

I trust you will find the accounts in order and approve them accordingly.

With kind regards



Margery Larkins  
Hon. Treasurer.

**Headcorn Village Hall**  
**Income and Expenditure**  
**For the year ended 30 June 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>INCOME</b>		
Hire of Hall fees 2020/21	20,113.05	48,759.33
Bank interest	444.03	673.39
Fundraising (arts & crafts fair)	-142.50	607.60
Legacy	0.00	200.00
MBC Covid-19 Grant	28,500.00	25,000.00
Wayleave	9.47	9.47
<b>TOTAL</b>	<b>48,924.05</b>	<b>75,249.79</b>
<b>EXPENDITURE</b>		
Cleaning materials	1,435.51	2,203.32
Cleaning contractor	6,195.00	7,297.32
Website hire & admin	288.00	600.70
Gas	2,352.76	2,599.34
Electricity	2,589.96	3,727.80
Insurance	3,956.48	3,934.63
Licences & subscriptions	234.16	696.44
Repairs & maintenance	8,115.78	25,821.25
Accountancy	480.00	0.00
Stationery	324.39	190.57
Postage	0.00	13.39
Water	565.70	1,269.19
Telephone & broadband	376.95	349.19
Finance officer remuneration	4,250.00	3,821.75
Administrators	3,861.33	5,460.41
Advertising	35.00	42.90
Waste collection	1,787.86	1,945.73
Covid-19 expenses	448.69	0.00
Misc	0.00	100.00
Servicing	517.74	232.00
Depreciation	0.00	7,200.00
Filing cabinet & cupboard	0.00	530.40
	<b>37,815.31</b>	<b>68,036.33</b>
<b>Net Income over Expenditure</b>	<b>11,108.74</b>	<b>7,213.46</b>

**HEADCORN VILLAGE HALL  
BALANCE SHEET  
FOR THE YEAR ENDED 30TH JUNE 2021**

		<b>2021</b>	<b>2020</b>
		<b>£</b>	<b>£</b>
<b>ASSETS</b>			
Leashold Property		99.00	99.00
Furniture and Fittings	61,140.00	0.00	0.00
Equipment	10,954.00	0.00	0.00
Accumulated Depreciation	72,094.00	0.00	0.00
<b>FUNDS HELD</b>			
Nat West Current Account		81,177.00	67,828.00
Virgin Money		84,978.00	84,815.00
Shawbrook Bank		25,000.00	25,000.00
Petty Cash		1.00	1.00
<b>DEBTORS</b>			
Longmeadow Hall Education Charity		1,584,831.00	1,584,831.00
Lettings		0.00	852.00
Temporary Loan to Educational Fund		0.00	1,611.00
<b>TOTAL ASSETS</b>		<b>1,776,086.00</b>	<b>1,765,037.00</b>
<b>LESS CREDITORS</b>			
Deposits Held		0.00	-60.00
<b>NET ASSETS</b>		<b>1,776,086.00</b>	<b>1,764,977.00</b>
<b>ACCUMULATED FUND</b>			
Balance at June 30 2020		1,764,977.00	1,757,763.00
Net Income over expenditure		11,109.00	7,214.00
<b>Balance at 30th June 2021</b>		<b>1,776,086.00</b>	<b>1,764,977.00</b>

The Income and Expenditure Account and the Balance Sheet were approved by the Trustees on 4 October 2021 and signed on their behalf by:

Margery Larkins

Hon. Treasurer

*M Larkins - 04/10/21*

Tim Thomas

Hon. Chairman

*T Thomas*

**LONGMEADOW HALL  
INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 30TH JUNE 2021**

	2021 £	2020 £
<b>INCOME</b>		
Bank Interest	-1.00	27.00
<b>TOTAL</b>	<b>-1.00</b>	<b>27.00</b>
<b>EXPENDITURE</b>		
Funds Awarded	-	-2,000.00
Early withdrawal interest	-	-1.00
<b>NET EXPENDITURE</b>	<b>-1.00</b>	<b>-1,974.00</b>

**LONGMEADOW HALL  
BALANCE SHEET  
FOR THE YEAR ENDED 30TH JUNE 2021**

<b>ASSETS</b>		
Freehold property	1,584,831.00	1,584,831.00
<b>FUNDS HELD</b>		
Nat West Current Account	0.00	1,611.00
Scottish Widows Deposit Account	6,393.00	6,394.00
<b>TOTAL</b>	<b>1,591,224.00</b>	<b>1,592,836.00</b>
<b>LESS CREDITORS</b>		
Headcorn Village Hall	-1,584,831.00	-1,584,831.00
Temporary Loan from Village Hall		-1,611.00
<b>NET ASSETS</b>	<b>6,393.00</b>	<b>6,394.00</b>
<b>ACCUMULATED FUND</b>		
Balance at June 30th 2020	6,394.00	8,368.00
Excess of Income over Expenditure	-1.00	-1,974.00
<b>Balance at June 30th 2021</b>	<b>6,393.00</b>	<b>6,394.00</b>

The above Financial Statements were approved by the Trustees on 4 October 2021 and signed on their behalf by:

Margery Larkins  
Hon. Treasurer

Tim Thomas

Hon. Chairman

*M Larkins* 04/10/21

*T Thomas*

## INDEPENDENT EXAMINER'S REPORT

### Independent examiner's report to the trustees of Headcorn Village Hall and Longmeadow Hall Charity number 275006 and 275006-1

I report to the trustees on my examination of the accounts of the above charity for the year ended 30 June 2021.

#### 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 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 all 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:

1. the accounting records were not kept in accordance with section 130 of the Charities Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: *S.M. Rowan*

Date: 7 October 2021

Susan Rowan FCA

4 Gibbs Hill  
Headcorn  
Ashford  
Kent  
TN27 9UD

# INDEPENDENT EXAMINER'S REPORT

Independent examiner's report to the trustees of Headcorn Village Hall and Longmeadow Hall  
Charity number 275006 and 275006-1

I report to the trustees on my examination of the accounts of the above charity for the year ended 30  
June 2021.

## 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 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 all 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:

1. the accounting records were not kept in accordance with section 130 of the Charities Act; or
2. the accounts did not accord with the accounting records; or
3. the accounts did not comply with the applicable requirements concerning the form and  
content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other  
than any requirement that the accounts give a 'true and fair' view which is not a matter  
considered part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to  
which attention should be drawn in this report in order to enable a proper understanding of the  
accounts to be reached.

Signed: *S.M. Rowan*

Date: 7 October 2021

Susan Rowan FCA

4 Gibbs Hill  
Headcorn  
Ashford  
Kent  
TN27 9UD