



# Trustees' Annual Report for the period

	Period start date			Period end date		
From	01	07	2021	30	06	2022

## Section A Reference and administration details

<b>Charity name</b>	Headcorn Village Hall Charity
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	275006
<b>Charity's principal address</b>	Headcorn Village Hall Church Walk Headcorn, Ashford, Kent Postcode 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	Timothy Thomas	Chair		
2	Margery Larkins	Treasurer		
3	William Day			
4	Anne Holmes			
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

**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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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Trust Deed

How the charity is constituted  
(eg. trust, association, company)

Unincorporated

Trustee selection methods  
(eg. appointed by, elected by)

Officers appointed after election by Trustees. Trustees selected at AGM

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustees Handbook, training sessions held by ACRE (Action with Communities in Rural England)

N/A

N/A

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

Provision of Services and Facilities for social, educational and health activities for the local community

Pre-School, Arts, Science, Heritage, Health Leisure, Local community projects ND Support Groups and Parish Administration.

The Hall meets the charity Commission's public benefit criteria under both advancement of education and citizenship and community development headings.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

N/A

N/A

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

**Summary of the main achievements of the charity during the year**

Arts and Crafts

Floristry

Gardening

Various types of Dancing for all ages

Drama

Musical Instruments

Bridge

Karate

Judo

Pilates

Yoga

Monthly Film Shows as well as

Seniors Lunch Club, Headcorn Active Retirement Association, KCC

Children's Services, Church Children's groups, Pre-School, Fundraising

events for various local concerns, Birthday Parties, NHS Welfare Clinic,

Antiques Fair, Methodist Church, Hi Kent Hearing, Oriental Rugs, Garden

Furniture.

Parish Council has its administration office here, as well as holding all meetings in the Hall.

Local History Archives are kept and maintained on the premises

Annual Art and Craft Fair fund raising event was cancelled due to the Pandemic

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

A Contingency fund is held to fund any major maintenance issues not covered by insurance

**Details of any funds materially in deficit**

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principle source of funding is hall lettings and fundraising events such as the Art and Craft Fair held in November each year.

A risk averse strategy has been adopted to the investment of funds. They are held in mainstream Banks and Charity friendly cash savings accounts.

## Section F

## Other optional information

## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

*John Thomas*

*Mel Jenkins*

**Full name(s)**

*THOMAS CHARLES THOMAS*

*Margaret Joy Jenkins*

**Position (eg Secretary, Chair, etc)**

*CHAIR*

*Treasurer*

**Date**

*21/9/22*



To support business needs, you may from time to time be required to transfer either temporarily or permanently to work in another location within the UK. This would be discussed with you and you would be given reasonable notice of any such change. Your role may also include home working or involve some travel for its proper performance.

You are not expected to work outside of the UK. Should this need to change, again, this would be discussed with you and you would be given the appropriate notice.

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### **3. Probationary Period**

Your probationary period is 6 months. During that time your progress and support will be reviewed to best enable you complete this initial period of employment. BCA may choose to extend your probationary period or potentially terminate your employment at any point during your probationary period. During this period, either party is required to give 1 weeks' notice.

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### **4. Remuneration**

Your salary will be paid at the rate of £21,840 per annum payable in monthly instalments on the last day of each month.

Salaries are normally reviewed on 1st April each year. Your next review date will therefore be 1st April 2022. This review does not imply an automatic salary increase.

If you leave BCA, after the payroll has been processed, you will owe BCA any overpayment of salary for the days not worked and this sum may be recovered in whole or in part from any other monies owing to you. If notice of termination of employment is given by either party your final salary payment will be made to you by bank transfer at the end of the month. Where it is necessary to calculate your salary on a daily basis this will be at the rate of 1/260th of your annual salary, based on full time working

BCA would also be entitled to deduct from your salary or other payments due to you, any money which you may owe to BCA at any time. If at the termination of your employment date, there is any sum of money which is owed to BCA, including any payment for holidays in excess of what you have accrued or if BCA experiences costs associated with the damage, loss or theft of Employer or customer property due to your own negligence or wrongdoing, you give express consent that BCA has the right to deduct this sum owed from the monies due to you.

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### **5. Hours**

Your normal contractual hours of work are 40 hours per week from 5 out of 7 days, including weekends. We will look to provide your scheduled hours as far in advance as possible.

You are entitled to an unpaid break period of up to 60 minutes each day. This may be taken as one period of 60 minutes or in shorter periods of up to 30 minutes and not less than 20 minutes, as agreed with your manager.

**HEADCORN VILLAGE HALL  
ARTS, CRAFTS &  
GIFT FAIR**



**Saturday November 2nd 2019  
10am - 2pm**



**Splendid Venue**

**Good Variety of Stalls**

**Excellent ideas for Christmas  
Gifts**

**Be Entertained by  
Headcorn Ukulele Group  
Refreshments Available**

