

# The Village Hall

**ADDINGTON**

## Addington Village Hall

### Annual Report 2020 (1 January 2020 - 31 December 2020)

**Registered Charity:** 276483

**Charity Name:** Addington Village Hall

**Address:** Park Rd Addington Kent ME19 5BQ

**Trustees:** See Appendix A

#### Public Benefit Statement

The Charity exists to:

1. Provide a Village Hall for the use of the inhabitants for the Parish of Addington in the county of Kent without distinction of political, religious, or other opinions including use for meetings, lectures, and classes.
2. Provide a location for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

#### Summary

Well, 2020 did not go as we had been expecting. For the first couple of months the Hall's bookings had been good and we were anticipating a much-improved year. Then March and Covid arrived, and everything went out of the window. Lockdown meant that, except for short periods, the Hall ceased to be used for almost all paid activities. Fortunately, the grants provided from T&MBC meant that our financial health was not adversely affected.

The lockdown also provided us with an opportunity to carry out or complete some long overdue upgrades. All the toilets were fully refurbished and really do look excellent. In addition, a false ceiling was created in the corridor at the back of stage

to reduce heat loss. All of this was done by myself with the only cost being materials. In addition, Gill & John completed the internal decoration.

We also completed the replacement of the flat roof over the kitchen, toilets, and lobby. The work was undertaken by A J Lucas and paid for with a grant from Enover together with a contribution from the PC. Our thanks go to the PC once again for their support.

As mentioned earlier we received grants from T&MBC to offset the effects of the lockdown. These comfortably offset any loss of revenue we had experienced. Consequently, our cash reserves improved during the year.

The position for 2021 is still uncertain due to the continuing impact of the covid virus. However, we are continuing to receive grant support from T&MBC and together with our existing cash reserves the Hall's financial situation looks sound.

Due to the retirement, after decades of service, of Joan Scott and Audrey Reeves we have started seeking new members and initial findings are promising.

Sadly, since retirement from the committee Joan Scott has died. Her service to the village in many rolls should not go overlooked. The Hall committee has therefore agreed to fund a memorial bench in her honour.

**Signed, on behalf of the Trustees**

**Brian Taylor, Chairman**

**Date: 19<sup>th</sup> October 2021**

## **Object and Activities**

The object of the charity is to develop and maintain Addington Village Hall for the benefit of the village community, working to promote the intellectual, social, and physical welfare of the inhabitants of Addington irrespective of their race, creed, colour, or physical ability.

The principal activities of the charity are therefore focused on:

- Ensuring the availability of the Hall, its grounds and range of associated facilities and equipment in a safe, serviceable, and attractive condition for users
- Working with users and user groups to host a wide variety of activities – including use for meetings, lectures, and classes, and for other forms of recreation and leisure time occupation.

These activities together are intended to improve the conditions of life within the community.

## **Governance and Management**

In accordance with the Charity's deed of trust, the Charity is managed by a board of Trustees confirmed at an open meeting of villagers each year – the Village Hall Annual General Meeting – or otherwise as may be co-opted between these meetings by a majority of Trustees. The number of Trustees at any time is as agreed by the Trustees who may vary the provision of the Deed of Trust by majority; the principle being that Trustees comprise four (or more by agreement) office holders together with nominees from the Village Hall's main user groups. The Trustees for 2020 are identified at Appendix A in accordance with Charity Commission requirements.

The board of Trustees have collective responsibility for management of the charity and decide together on all commitments. Decisions are made by Trustees at meetings of the management committee which comprises the Trustees and any specific advisors, experts or other volunteers as may be invited by the Trustees from time to time to assist the Trustees in the management of the Charity. The Trustees have put in place a set of processes and procedures for operating and managing the Village Hall and its facilities. These are available to users in a 'User Manual' which is permanently located in the Hall. In particular the Trustees follow a process for the review of safety risks and regular safety and maintenance inspections.

During 2020 the Officers of the Charity were:

- Chairman – leading meetings, external relationships and funding and managing Hall maintenance
- Secretary – arranging and recording meetings, managing correspondence and licencing
- Treasurer – maintaining Hall accounts and monetary assets, managing creditors and debtors
- Deputy Chairman

The Charity governance approach also includes the role of President. The President is appointed by Trustees to chair the Annual General Meeting and is invited to provide an independent contribution to committee meetings from time to time to help with, for example the resolution of conflict of opinion or where there is a risk that the interests of the Officers of the Charity may be compromised.

## **Achievements and Performance**

Grant funding was received from Enover together with a 10% contribution from the Parish Council totalling £12,648 to replace the flat roof on the kitchens and toilets. The Men's toilets were completely refurbished from the Hall's reserves plus a large input of time by Brian Taylor. The halls in the rear corridors and main hall were repainted mainly by John and Gill Wilson.

## **Financial Overview (Reporting Period 1 Jan 2020 - 31 Dec 2020)**

The Charity prepares accounts on the receipts and payments basis. The policy is to maintain a cash reserve equivalent to six months operating cost. In addition, restricted reserves may also be accrued for specific purposes such as to replace time limited equipment. Full details are contained within the Hall's reserve policy.

Audited accounts for the year ending 31 December 2020 are at Appendix B

Covid 19 has blighted the year from a trading point of view. We made a good start with hirers, but income ceased from March to August and again in December.

We received a grant of £11,204 from Enover to repair the flat roof with a contribution of £1246 from the Parish Council.

On the positive side we received a total of £11,300 from TMBC in the form of Local Restriction Support grants and that has carried on in 2021.

At the end of the year, we had a total of £24,000 in the bank which includes £7000 reserves.

## **Future Plans**

Subject to comment at the Annual General Meeting and endorsement by the Trustees, the following are proposed as specific actions for 2021:

- Due to water ingress. Obtain estimates to replace concrete path on west and north side of hall to include making them wheelchair usable
- Monitor hall floor for possible permanent water damage

- Keep our costs under tight control and prohibit any expenditure, other than essential day to day purchases, without the express approval of the committee
- Maintain a dialogue with our regular hirers to try and ensure they come back when safe to do so
- A full review by the committee to identify and prioritise future capital expenditure
- Install CCTV in conjunction with Cricket Club.

## Appendix A Trustees

### Appointment of Trustees

In accordance with the Charity's Deed of Trust, Trustees are appointed by means of an open meeting of Villagers each year – the Village Hall Annual General Meeting – or otherwise may be co-opted between these meetings by a majority of Trustees. The number of Trustees at any time is as agreed by the Trustees who may vary the provision of the Deed of Trust by majority; the principle being that Trustees comprise four (or more by agreement) office holders together with nominees from the village's main user groups.

### Trustees

The following Villagers were Trustees of the Charity during 2020:

<b>Name</b>	<b>Office/ User Group</b>
Brian Taylor	Chairman
Rod Selby	Secretary
Malcolm Perrett	Treasurer
Vacant	Deputy Chairman
Audrey Reeves	Committee
Janet Perrett	Committee
Lorna Chalk	Committee
Joan Scott	Committee
Peter Robinson	Parish Council
Nick Scott	Committee

## User Groups

Representation is sought/ welcomed from the following key (non-commercial) user groups

Addington & Trosley Fruit & Veg Show  
Hedgehog Productions  
Parochial Church Council

## Appendix B

### Income and Expenditure Account

The Charity's reporting period is 1 January to 31 December

The Charity prepares accounts on the receipt and payment basis. The policy on reserves is to maintain a cash reserve equivalent to six months operating cost. A reserve is also being established to fund the replacement of time limited equipment and structural items such as roofing, cladding, etc. The Charity holds no funds as custodian trustee on behalf of others. The audited accounts for the year to the 31 December 2020 are presented below:

#### **Addington Village Hall**

Registered Charity No. 276483

<b><u>Revenue</u></b>	<b><u>2020</u></b>	<b><u>2019</u></b>	<b><u>2018</u></b>
Hires	5303	12098	9365
Grants	26444	150	1000
Sundry	410	258	295
<b>Total</b>	<b>32157</b>	<b>12506</b>	<b>10660</b>
<b><u>Expenditure</u></b>			
Cleaning etc	4511	4390	4400
Rates	0	282	276
Electric	1277	1511	1673
Water	186	90	399
Insurance	1165	1147	1227
Repairs/ Improvements	16491	2209	1965

Sundry	1734	794	1124
<b>Total</b>	<b>25364</b>	<b>10423</b>	<b>11064</b>
Excess of Income over Expenditure	6793	2083	-404
<b>Total Liquid Assets</b>	<b>24106</b>	<b>17313</b>	<b>15506</b>

## Notes

1. **Liquid assets were broadly in line with the trustee's policy of maintaining 6 months of operating costs plus a reserve for capital equipment replacement and repairs relating to time limited structural items.**

# ADDINGTON VILLAGE HALL

## STATEMENT OF INCOME & EXPENDITURE FOR YEAR ENDING 31<sup>ST</sup> DECEMBER 2020

OPENING BALANCE AT:

NAT WEST 1.1.20 10166.59

NATIONWIDE 1.1.20 7146.47

INCOME 32150.29

INTEREST 7.17

TOTAL 49470.52

EXPENDITURE 25363.93

CLOSING BALANCE AT:

NAT WEST 31.12.20 16952.95

NATIONWIDE 7153.64

TOTAL 49470.52

Auditor.....

Date.....

Print name.....

Treasurer.....

Date.....

Print name.....





## Section A

## Independent Examiner's Report

**Report to the  
trustees/ members  
of**

Charity Name  
ADDINGTON VILLAGE HALL

**On accounts for the  
year ended**

31 DECEMBER 2020

**Charity  
no (if  
any)**

276483

**Set out on pages**

remember to include the page numbers of additional sheets)

**Responsibilities and  
basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2020**.

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**

The charity's gross income exceeded £25,000 and I am qualified to undertake the examination, being qualified through over 30 years of employment in financial record keeping and accounts preparation positions.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- ☐ the accounting records were not kept in accordance with section 130 of the Charities Act; or
- ☐ the accounts did not accord with the accounting records; or
- ☐ 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 as 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:**

**Date:**

25/10/2021

**Name:** David Ebdon

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

**Address:** Leafdale Cottage, London Road, Addington West Malling Kent ME19 5PL

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

**Give here brief details of any items that the examiner wishes to disclose.**