

# **KEWSTOKE VILLAGE HALL & PLAYING FIELD TRUST**

## **Registered Charity: 276900**

### **ANNUAL REPORT 2022/2023**

#### **THE TRUST**

The Trust was formed in 1978 when 4.5 acres of land was purchased in Crookes Lane, Kewstoke, North Somerset, (formerly the County of Avon) with the purpose of providing and administering a "*Village Hall for the use of the inhabitants of the Parish of Kewstoke and the neighbourhood without distinction of political, religious or other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure time occupations with the object of improving the conditions of life for the same inhabitants*".

The Trust is administered by a Management Committee consisting of five elected members, representatives of organisations regularly using the Hall, together with up to five co-opted members. The Committee is elected annually and meets monthly.

Initially the Deed of the Trust was held in the names of seven named persons. In 1982 the Trust Deed was transferred into the name of the Official Custodian of Charities.

#### **DEVELOPMENT OF THE FACILITIES**

The Village Hall was built in 1987 as a result of local fund raising assisted by a grant of £54,000 from Woodspring District Council. The Hall was opened for bookings in November 1987. The facilities provided were a Main Hall, kitchen and toilets together with changing rooms and showers to support the use of the playing field. A stage was added in 1988.

In 1990 further self help development work took place to provide a second Hall and Committee Room on the first floor.

#### **NON DOMESTIC RATE**

The Village Hall has a rateable value of £11,500 increased from £11,250 under the recent Rate Review.

The Trust receives 100% rate relief, made up from 80% Mandatory Rate Relief, plus Discretionary Rate Relief of 20%, therefore is not currently liable for any payment. North Somerset Council reviewed their policies and our application to continue to receive 20% Discretionary Rate Relief from April 2017 was approved for three years.

## REPORT ON THE YEAR 2022/2023

### 1. Committee Officers.

Chairman:	Mr Ken Harper
Vice Chairman:	Mr Tony Barron
Secretary:	Mr Tony Horry
Treasurer:	Mr Tony Horry
Booking Secretary:	Mrs Sylvia Claridge/Mr Tony Barron
Publicity:	Mr John Mayer

### 1. Annual General Meeting –November 2023

At the AGM held on 20<sup>th</sup> November, the Chairman thanked the Committee who have continued to work behind the scenes during 2022 to 2023 which has been a busy year for the VH and the Community which hosted the Coronation celebrations. During the year an on-line booking system has been introduced co-ordinated by Tony Barron

A major change has been to install the infrared heating system, largely financed by a grant from National lottery Community fund and a contribution for Kewstoke Relief In Need Fund. Other maintenance in other areas of the building including upgrading fuse boxes into comply with current regulations. The Chairman concluded with thanks to Sylvia Claridge who continues to in the very important role as Booking Officer.

recorded thanks to members of the Committee who continue to support the management of the Hall for the benefit of the local community.

### 2 . Secretary's Report – 2022-2023

The Vice Chairman, Tony Barron, has progressed the setting up of an on-line booking system with Lemonbooking.com at a cost £330 for 12 month subscription. The scheme includes a basic website Web: <https://kewstoke.lemonbooking.com> In the first year there has been a considerable uptake of on-line payments of hire charges. Sylvia Claridge has continued to manage some invoicing manually.

A review of Hall Hire charges will now be necessary due to the increases in Gas & Electricity energy charges in the new contracts effective from Summer 2023. New contracts arranged through EnergiSave. (Dan Wiseman – 01772 674169)

A quote of £13000+ received from ARC Heating after survey to replace the Main Hall Heating with infrared heating panels. This was revised from the original quote in 2022 due increases in cost of materials and labour. A grant of £9000 has been received from the application made in November 2022 to the [AFE@tnlcommunityfund.org.uk](mailto:AFE@tnlcommunityfund.org.uk) (Ref. No. 20220065)

Maintenance – during the year necessary work has been overseen by the Chairman and Caretaker

MH Electrical (Mark Haycock) has replaced main fuse boxes in order to comply with regulations.

Front Door lock refurbished.

All annual inspections have been carried out to all fire safety equipment, security alarm systems and smoke/heat detectors and the gas boiler heating system.

### 3. Annual Inspections and Health & Safety

All annual inspections have been carried out to all fire safety equipment, security alarm systems, smoke/heat detectors and the gas boiler and heating system.

- Fire extinguishers and equipment inspected and replacements made as required.
- Electrical Inspection carried out
- Emergency Lighting inspected and replacement units installed as necessary.
- Security Alarms inspected.
- Main Hall heating and gas boiler serviced
- Check of First Kits

The Committee reviews any items of Health & Safety and Fire Risk at each Committee meeting.

**Defibrillator** installed in 2015, at the north-east corner of the Hall. The project was funded by the Parish council and is registered with the SW Ambulance Service. It is electrically connected to the Hall in the boiler room and is subjected to weekly and monthly checks. The unit has been included on the VH insurance policy.  
The HeartSine Samaritan Adult Pad-Pak was replaced in July 2023.

#### **Premise Licence**

Ken Harper (Chairman) continues as the Designated Premises Supervisor.

#### **No Smoking Legislation**

The Committee has complied with the legislation which came into force in July 2007

#### **4. Finances and Administration.**

##### **Bankers:**

**HSBC Charitable Bank Account: 21256505**

**HSBC Business Money Manager Account: 41331809**

**Branch Sort Code 40-47-18**

**held at Weston-super-Mare**

**Reserves held in COIF Account No. 819430001C**

**Insurers: ANSVAR Insurance Co (from Aug 2006) BPP2180886**

**Agent:** Norris & Fisher (Insurance Brokers), Threefield House, Threefield Lane, Southampton, SO14 3LP

##### **Treasurer: Mr Tony Horry**

With some degree of normality returned, our income from hall letting was £22,847 to which we added £11,000 of grants towards the replacement of the main hall heating. The replacement heating system from ARC Heating cost £13,887 which with overheads, maintenance and running expenses shows a total expenditure of £40,225 - excess of expenditure over income of £5,830 for the year ending 30<sup>th</sup> Sept 2023. The notes on the Income and expenditure account show how our expenditure is made up.

New contracts for energy supply have come into effect: Gas supply- from July 2023 fixed contract with British Gas Lite until July 2026. Electricity supply from Sept 2023 with British Gas Lite is fixed contract until August 2025. With national energy prices increased we are going to have to review our Hall Letting charges to take account of increased expenditure.

We now have on-line business banking available, which has greatly reduced the cheque transactions. Tony Horry, as Secretary/Treasurer is the Primary User. HSBC changed our account to Charitable Account and introduced bank charges of £5.00 per month plus transaction charges which has cost the Village Hall £106.68 in 2021-2022.

**No changes are required to the bank mandate, agreed in 2015, with Ken Harper, Colin Hill, Tony Horry and John Mayer as signatories of the HSBC and COIF accounts.**  
**Any two persons to sign all cheques.**

The Chairman expressed his thanks to Tony Horry preparing the accounts which were approved by the meeting.

The Management Committee continue their policy of having a reserve fund in a COIF account kept around £10,000 for emergencies and contingencies

#### **6. Community Activities**

Kewstoke Village Hall works closely with the community, with two Trustees being members of Kewstoke Parish Council.

The Secretary liaises with Sue Ryall, Kewstoke local historian and Archivist.  
The records of Kewstoke Local History are held in the Village Hall.

Mr David Manuel has agreed to continue as Honorary Architect.

A.H.  
Secretary  
January 2024

## **KEWSTOKE VILLAGE HALL & PLAYING FIELD TRUST**

### **REGULAR USERS – 2022/23**

Kewstoke Art Group	Monday afternoon
Scouts/Subs/Beavers	Monday & Thursday Evenings
Institute of Advance Motorists	Tuesday Evening (monthly – 3 <sup>rd</sup> ) + Committee Meetings
Tuesday Club	Tuesday afternoon (Fortnightly – 1 <sup>st</sup> and 3 <sup>rd</sup> )
Womens' Institute	Tuesday afternoon (monthly - 2 <sup>nd</sup> )
Kewstoke Short Mat Bowling Club	Monday AM Wednesday PM
Pilares Class	Wednesday Evening
Beavers	Thursday Evening
Cubs	Thursday Evening
Tea Dance	Friday afternoon
Dance Club	Wednesday AM & Friday PM
Sporting Weston AFC	Saturday afternoon - field
Trefoil Guild	1st Monday eve monthly
Kewstoke Parish Council	1st Monday eve monthly
Blood Donor Sessions	Sessions 3 times a year

### **OCCASIONAL BOOKINGS**

The Hall is available for occasional bookings/events:  
e.g. Weddings, Family Parties, Childrens Parties, Public Meetings, jumble sales, fetes and shows, school exchange visits, School concerts, Concerts and Dances.

Childrens Dance Events

## KEWSTOKE VILLAGE HALL & PLAYING TRUST

### MANAGEMENT COMMITTEE 20023/2024

#### ELECTED

Mrs Sylvia Claridge	10 Knight Close, Worle, <a href="mailto:Sylviaclaridge18@gmail.com">Sylviaclaridge18@gmail.com</a>	0700022665
Mr Tony Barron	17 Old Bristol Road, BS22 6DA <a href="mailto:tonybarron37@gmail.com">tonybarron37@gmail.com</a>	262905 07756575171
Mr Tony Horry	Hillside Cottage, Kewstoke Rd, BS22 9YD <a href="mailto:tony.horry@gmail.com">tony.horry@gmail.com</a>	628383 07484275360
Mr David Manuel	Stolford Cottage, 70 Bristol Rd Lower, W-s-M BS23 2PU – <a href="mailto:manwelly1047@gmail.com">manwelly1047@gmail.com</a>	625149 07443523535
Mr John Mayer	3 Kew Fields, Kewstoke Road, BS22 9YF <a href="mailto:johnmayer@taxassist.co.uk">johnmayer@taxassist.co.uk</a>	620529

#### REPRESENTATIVES

Mrs Shiralee Baxter (Arts & Crafts)	11 Court Road, Kewstoke, BS22 9UT <a href="mailto:shiralee.baxter@gmail.com">shiralee.baxter@gmail.com</a>	620372
Linda Farrell (Kewstoke WI)	6 Beach Road, BS22 9UZ <a href="mailto:katlindream@gmail.com">katlindream@gmail.com</a>	07710171654
Fiona Hunter (Kewstoke WI)	7 Beach Road, BS22 9UZ <a href="mailto:fionahunter@hotmail.com">fionahunter@hotmail.com</a>	251123
Mr Ken Harper (Kewstoke Parish Council)	Blandford, 20 Sand Road, BS22 9UH <a href="mailto:kjharper001@gmail.com">kjharper001@gmail.com</a>	419331 07852669637
Mrs Lindsay Ireland (Kewstoke School)	11 Southside Crescent, BS22 9UK <a href="mailto:lindsayireland@hotmail.co.uk">lindsayireland@hotmail.co.uk</a>	420851
Miss Janet Meredith (Kewstoke Short Mat Bowling Club)	5 Holly Rise, Ardnave Park <a href="mailto:jmeredith924@gmail.com">jmeredith924@gmail.com</a>	622750 07825586268
Ms Sian Roe (Sporting Weston FC)	95 Verbena Way, Worle, BS22 6RN <a href="mailto:Sianeoe87@hotmail.com">Sianeoe87@hotmail.com</a>	
Mrs Chris Smith (Tuesday Club)	7B Crookes Lane, BS22 9XL <a href="mailto:chriss254@sky.com">chriss254@sky.com</a>	633996 07468753779
Mrs Janet Sullivan (Weston Priory Trefoil Guild)	2 Kewside, Kewstoke, BS22 9XR	413439
Gareth Withers (Kewstoke Scouts)	8 Hillcroft Close, BS22 9RY <a href="mailto:gareth.whithers@1stkewstokeScouts.org.uk">gareth.whithers@1stkewstokeScouts.org.uk</a> <a href="mailto:Gareth_withers@btinternet.com">Gareth_withers@btinternet.com</a>	620331 07808777241
Geraint Williams (Sorting Weston FC)	5 Eastfield Park, BS23 2PE <a href="mailto:geraint44@hotmail.com">geraint44@hotmail.com</a>	07493261378

#### CO-OPTED

#### OFFICERS – 2023/24

Chairman:	Ken Harper	Vice Chairman:	Tony Barron
Secretary:	Tony Horry	Treasurer:	Tony Horry
Publicity:	John Mayer	Booking Officer:	Tony Barron

#### Caretakers

Mr Ron Palmer	417863	07375765340
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PROFIT & LOSS				
	2022/2023		2021/2022	
<b>INCOME</b>				
Letting	£22,847.00		£21,058.00	
Fund Raising (Bingo)	£0.00		£0.00	
Grants	£9,000.00		£2,667.00	
Donations - Heating	£2,000.00			
Donations - Floor	£203.00			
		£33,847.00		
Football Club Grant				
HSBC Bank Interest	0.68			
COIF A/C Interest	344.01		£43.12	
		£34,394.69		£23,768.12
<b>EXPENDITURE</b>				
Running Costs				
Wages	£4,836.00		£3,813.00	
Services				
Gas	£3,522.94		£725.31	
Electric	£1,094.05		£1,075.95	
Water	£1,296.55		£1,164.95	
BT	£1,042.76		£954.15	
		£11,792.30		£7,733.36
Maintenance/Grounds (Note 1)		£20,465.72		£5,930.05
Consumables (Note 2)		£3,704.95		£2,849.30
Overheads (Note 3)		£3,010.21		£2,592.95
Others (Note 4)		£1,251.89		£1,607.53
		£40,225.07		£20,713.19
<b>PROFIT/LOSS</b>		-£5,830.38		£3,054.93
BALANCE SHEET				
	2022/2023			2021/2022
<b>CURRENT ASSETS</b>				
HSBC Current A/C	£12,110.21			£18,488.28
HSBC Savings A/C	£209.55			£5.87
COIF A/C	£9,916.73			£9,572.72
<b>NETT CURRENT ASSETS</b>	£22,236.49			£28,066.87
<b>CURRENT LIABILITIES</b>				
<b>FINANCED BY</b>				
Brought forward balance	£28,066.87			£25,011.94
Profit and loss account	-£5,830.38			£3,054.93
	£22,236.49			£28,066.87

<b>Kewstoke Village Hall Expenditure to 30th September 2023</b>				
<b>Expenditure</b>				Col
<b>Running Costs</b>	Wages	£4,836.00		E
<b>Services</b>	Gas	£3,522.94		F
	Electric	£1,094.05		G
	Water	£1,296.55		H
	BT	£1,042.76		I
			£11,792.30	
<b>Note 1</b>				
<b>Maintenance/Grounds</b>				
Annual Servicing	H&H Alarms	274.08		J
	DSS Alarms	£222.60		K
	Fire Equipment	£430.20		L
Grounds				
Sporting Weston	KFC Grass cut	£550.00		N
				Z
Repairs/Improvements	Building	£1,151.07		O
	Scott (Stage)			
Emerg Lights	MH Electrical	£3,950.00		Q
New Heating	ARC Infrared	£13,887.77		M
			£20,465.72	
<b>Note 2</b>				
<b>Consumables</b>	Window Clean	£360.00		R
	WSS	£1,159.09		S
	Rentokil (Mats)	£235.90		T
	BTE (Toilets Service)	£1,949.96		U
			£3,704.95	
<b>Note 3</b>				
<b>Overheads</b>	PRS/PPL	£139.20		W
	NSC Licence	£180.00		X
	NSC Waste	£530.68		Y
	Insurance	£1,723.71		Z
	Bank Charges	106.62		AA
	Lemonbooking	£330.00		AE
			£3,010.21	
<b>Note 4</b>				
Other	Expenses	£1,011.89		AB
	Refund Lettings	£170.00		AC
	Txfr to Savings	£70.00		AD
			£1,251.89	
			£40,225.07	



# Independent Examiner's Report on the Accounts

## Section A

## Independent Examiner's Report

Report to the trustees/members of

Charity Name

KENSTOCK VILLAGE HALL  
& PLAYING FIELD TRUST

On accounts for the year ended

3 0 0 9 2 3

Charity no (if any)

2 7 6 9 0 0

Set out on pages

1 to 5

(remember to include the page numbers of additional sheets)

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below\*):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met ; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed

ANN M. COOK

Date

14.6.2024

Name

ANN M. COOK

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

Address

7 PURDUE CLOSE  
WESTON - SUPER-MARE  
BS22 7AA



## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems

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

<p>Report to the trustees/members of</p> <p>On accounts for the year ended</p> <p>Set out on pages</p> <p>Respective responsibilities of trustees and examiner</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> <li>examine the accounts under section 43 of the 1993 Act;</li> <li>to follow the procedures laid down in the general directions given by the Charity Commission (under section 43(b) of the 1993 Act, and</li> <li>to state whether particular matters have come to my attention.</li> </ul> <p>My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.</p> <p>Independent examiner's statement</p> <p>in connection with my examination, no matter has come to my attention (other than that disclosed below):</p> <p>(1) which gives me reasonable cause to believe that in any material respect, the requirements:</p> <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 41 of the 1993 Act; and</li> <li>to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or</li> </ul> <p>(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p>* Please delete the words in the brackets if they do not apply.</p>		<p>Report to the trustees/members of</p> <p>On accounts for the year ended</p> <p>Set out on pages</p> <p>Respective responsibilities of trustees and examiner</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> <li>examine the accounts under section 43 of the 1993 Act;</li> <li>to follow the procedures laid down in the general directions given by the Charity Commission (under section 43(b) of the 1993 Act, and</li> <li>to state whether particular matters have come to my attention.</li> </ul> <p>My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.</p> <p>Independent examiner's statement</p> <p>in connection with my examination, no matter has come to my attention (other than that disclosed below):</p> <p>(1) which gives me reasonable cause to believe that in any material respect, the requirements:</p> <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 41 of the 1993 Act; and</li> <li>to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or</li> </ul> <p>(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p>* Please delete the words in the brackets if they do not apply.</p>
<p>Signed</p> <p>Name</p> <p>Relevant professional qualification(s) or body (if any)</p> <p>Address</p>	<p>Signed</p> <p>Name</p> <p>Relevant professional qualification(s) or body (if any)</p> <p>Address</p>	