



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	06	2021		31	05	2022

## Section A Reference and administration details

Charity name SOUTHFLEET VILLAGE HALL

Other names charity is known by

Registered charity number (if any) 277629

Charity's principal address 3 GLOXINIA ROAD

SOUTHFLEET

GRAVESEND

Postcode DA13 9QB

### 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	Pat Morris	Chairman		
2	Geoffrey Hawes	Treasurer		
3	Michael Breton			
4	Geraldine Read	Secretary		
5	Marie Hawes			
6				
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16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

Pat Morris

## 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)

Trust

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

Nomination and election

### 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.

## Section C

## Objectives and activities

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

We provide facilities for local groups within the village including providing the sports field for the local school plus various regular clubs (eg W.I, gardeners, flower arrangers, keep-fit, retirement groups) plus parties, wedding receptions etc.

**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)**

Day-to-day management of bookings. Daily cleaning and regular maintenance of the building and grounds to provide a pleasant and safe environment for all users.

Throughout their management activities the Trustees have 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 grant making;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

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

Since the hall was re-opened following the Covid 19 pandemic the Hall bookings have returned to pre-pandemic levels.

## Section E Financial review

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

We aim to keep sufficient reserves to cover the following year's projected expenditure

**Details of any funds materially in deficit**

None

### 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.

We have used some of the excess income over expenditure from previous years to maintain and improve the facilities.

Unused funds are invested in ChariBond and ChariFund.

## Section F Other optional information

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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Patricia Morris	Geoffrey Hawes
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	24 April 2023	

SOUTHFLEET VILLAGE HALL  
Annual accounts for the period 1st June 2021 to 31st May 2022

£		£	£	£
last year		Operating Account		
	1	Income		
1,071		Hire fees	15,085.16	
18,851		Covid grant	10,667.00	
19,922				25,752.16
	2	Expenditure		
1,223		Insurance	1,294.04	
		Music licence	346.52	
3,240		Cleaner	2,856.50	
275		Electricity	2,782.99	
110		Gas	150.33	
61		Water	199.10	
626		Refuse	640.68	
1,183		Covid related	0.00	
		Domestic supplies	325.21	
12		Postage and stationery	40.72	
132		Sundry	153.42	
493		Telephone	418.32	
338		WiFi	316.80	
750		Grass cutting	1,575.00	
61		ACRE membership	53.33	
		Donation	200.00	
		Defibrillator	1,287.00	
79		Defibrillator pads		
		Hive heating	345.60	
50		Audit	50.00	
		Maintenance	2,316.00	
		Repairs and renewals	1,428.79	
		add 2021/2022 provision	8,000.00	
			11,744.79	
		deduct 2020/2021 provision	8,000.00	
980			3,744.79	
9,613				16,780.35
£10,309	1 minus 2	Operating profit / Loss		£8,971.81
		Other income		
1,248		Charibond and Charifund income	1,734.87	
2		Bank Interest	5.76	
£1,250				£1,740.63

## Balance Sheet at 31st May 2022

<u>2021</u>		<u>2022</u>
£	£	£
	<b>Fixed Assets</b>	
60,553	Southfleet Village Hall and Extension (at cost)	60,553.00
75	Memorial seat	75.00
60,628	Balances carried forward	60,628.00
	<b>Current Assets</b>	
17,561	Charibond and Charifund (at cost)	32,561.00
26,084	NatWest Business Reserve Account	22,073.50
10	NatWest Current Account	10.00
140	Debtor for unpaid bookings	450.00
43	Payments in advance	50.00
43,838		55,144.50
	<b>Deduct Current Liabilities</b>	
	Deferred Covid grant	-
-2,131	Advance bookings	-2,072.84
-638	Other Creditors	-1,139.96
-8,000	Potential deposit refunds	-150.00
-10,769	Provision for maintenance and repairs	-8,000.00
33,069		-11,362.80
		43,781.70
<u>£93,697</u>		<u>£104,409.70</u>
	<b>General Fund</b>	
82,138	Balance at 1st June 2020	93,697.26
1,250	Add : Other income	1,740.63
83,388		95,437.89
10,309	Add : Operating profit for the year	8,971.81
<u>£93,697</u>	Balance at 31st May 2022	<u>£104,409.70</u>

I have independently reviewed the Operating Account and Balance Sheet of the Southfleet Village Hall and believe them to be accurate, complete and in accordance with the books and records of the charity.

David Johnson

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