

# **East Malling Village Hall**

Registered Charity No. 278521

Trustees Annual Report  
1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021

Clerk to the Council:

Mrs Valerie Severn

East Malling & Larkfield Parish Council  
Church Farm  
198 New Hythe Lane  
Larkfield  
Aylesford  
Kent  
ME20 6ST

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## **Name of Trustees**

East Malling & Larkfield Parish Council – Custodian Trustee

## **Governance**

East Malling Village Hall was established as a charity on the 21<sup>st</sup> September 1979. The hall was built on part of the South Ward Playing Fields, in the late 1960's.

The East Malling & Larkfield Parish Council own the building and land as Sole Custodian Trustee and are responsible for its day to day running and keeping it in a good state of repair. There are 4 Caretakers that work on a rota basis and one early morning cleaner for the hall.

## **Hiring Agreement**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

## **Licences**

The hall has a Premises Licence including the sale of alcohol and has a Designated Premises Supervisor for the sale of alcohol –

Mr Darren Brown  
Kent & Sussex Drinks  
20 Sabre Court  
Gillingham Business Park  
Gillingham  
Kent  
ME8 0RW

The hall is licensed by the PPL PRS Ltd for live and recorded music.

## **Risk Management**

The village hall is insured with Zurich Municipal for buildings and contents. It is insured with the same company with respect to public liability, employers' liability and hirer's liability cover. The parish council recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance. Risk Assessments are carried out annually as part of the parish councils full assessment using DMH Solutions Ltd software, this now including Covid-19.

## **Building Issues**

Gas appliances are tested annually and a gas safety certificate issued by qualified personnel – Kent Boilercare Ltd.

A Fire Safety Risk Assessment is updated annually. Originally prepared by Russel Troth of Quality Fire Safety Management Ltd.

Firefighting appliances are inspected annually under contract with Kent County Council Inspection Services.

Emergency lighting inspected and maintained annually by Churches Fire and checked periodically by the parish council Handyman.

The Intruder and Fire Alarms are inspected and maintained annually by Amiga Fire & Security Ltd.

The defibrillator is checked on a regular basis and it is noted when the pads and battery are to be replaced.

The Parish Council Handyman/Caretaking Supervisor carry out regular maintenance checks.

### **Objectives of the Charity**

Provision of a village hall for the benefit of the inhabitants of the Parish of East Malling and Larkfield without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants.

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

### **Principal Activities in pursuit of Objectives**

The hall is in use Monday to Friday by block bookings for a variety of activities including Junior and Senior (4 evenings a week) Dance Lessons, Dog Training, Pre-School singing & dancing group, Active Retirement Bowls Group, Tuition, Bingo and once a month a Carers Cafe.

The hall is available for hire (mainly at weekends) for private functions including children's parties, wedding receptions, funeral teas, village social functions and occasional fund raising fayres such as St James the Great Church Christmas Market.

## **2020/21 Achievements**

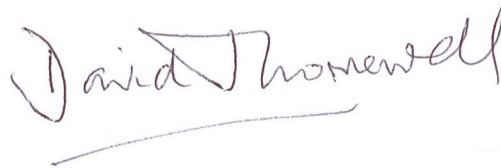
The parish council works hard to make the hall attractive to potential users and measure their success by the range of users and the hall occupancy. Unfortunately, due to Covid-19 the hall use was limited due to restrictions and works hadn't taken place due to staff on Furlough.

## **Future Plans**

The parish council as custodian trustees will monitor the current climate and will ascertain any necessary works to be completed. If any are identified, quotes will be obtained and works carried out.

### **Signed on behalf of the Charity's Trustees**

**Signature**



**Full Name**

DAVID THORNEWELL

**Position**

PARISH COUNCIL CHAIRMAN

**Date**

24th January 2022

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2021

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>VILLAGE HALLS E.M.</b>					
VILLAGE HALL INCOME	2,176	20,000	17,824		
GRANTS RECEIVED	57,681	0	(57,681)		
<b>VILLAGE HALLS E.M. :- Income</b>	<b>59,857</b>	<b>20,000</b>	<b>(39,857)</b>		
NI COSTS	3,455	4,000	545		545
SALARIES AND WAGES	42,906	41,000	(1,906)		(1,906)
PENSION	729	1,000	271		271
CAR AND MILEAGE ALL.	1,625	0	(1,625)		(1,625)
WATER RATES	236	1,100	864		864
VH BUSINESS RATE	0	1,000	1,000		1,000
ELECTRICITY	953	2,000	1,047		1,047
GAS	2,318	3,000	682		682
WINDOW CLEANING	112	336	224		224
REFUSE COLLECTION	1,995	2,300	305		305
CLEANING MATERIALS	496	1,000	504		504
TELEPHONE INC ALARM	169	170	1		1
GENERAL REPAIRS/MAIN	329	3,500	3,171		3,171
SERVICE CONTRACTS	1,193	1,500	307		307
PRS/PREMISES LICENCE	180	1,200	1,020		1,020
CONTINGENCIES	173	3,000	2,827		2,827
TFR TO EARMARKED RESERVES	20,000	0	(20,000)		(20,000)
<b>VILLAGE HALLS E.M. :- Indirect Expenditure</b>	<b>76,868</b>	<b>66,106</b>	<b>(10,762)</b>	<b>0</b>	<b>(10,762)</b>
<b>Net Income over Expenditure</b>	<b>(17,011)</b>	<b>(46,106)</b>	<b>(29,095)</b>		
<b>Grand Totals:- Income</b>	<b>59,857</b>	<b>20,000</b>	<b>(39,857)</b>		
<b>Expenditure</b>	<b>76,868</b>	<b>66,106</b>	<b>(10,762)</b>	<b>0</b>	<b>(10,762)</b>
<b>Net Income over Expenditure</b>	<b>(17,011)</b>	<b>(46,106)</b>	<b>(29,095)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(17,011)</b>				

## Independent Examiners Report on the Accounts

Report to the Custodian Trustees of East Malling Village Hall for the year ended 31<sup>st</sup> March 2021. Charity No. 278521

The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act:
- To follow procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- To state whether particular matters have come to my attention

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes 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 you as 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.

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements:

- a. To keep accounting records in accordance with section 130 of the 2011 Act, and
- b. To prepare accounts with accord with the accounting records and comply with the accounting of the 2011 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.

Signed *S Hooker*

Name SYRETTA DIANE ELAINE HOOKER

Address 20 FREELANDS ROAD, SNODLAND KENT ME6 5RE

Date 24-1-22

The parish council as a whole are also subject to an Internal & External Audit which encompasses the East Malling Village Hall accounts. The Internal Audit is performed by Auditing Solutions Ltd and the External Audit is performed by PKF Littlejohn LLP.