

East Malling Village Hall

Registered Charity No. 278521

Trustees Annual Report
1st April 2021 – 31st March 2022

Clerk to the Council:

Mrs Valerie Severn

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

Tel: 01732 844546 E-Mail: office@emandlpc.co.uk

Name of Trustees

East Malling & Larkfield Parish Council – Custodian Trustee

Governance

East Malling Village Hall was established as a charity on the 21st 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.

PAT Testing for all Electrical appliances are annually checked by AKS Electrical (Kent) Ltd.

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

The defibrillator is checked on a regular basis, details stored on the the National defibrillator network "The Circuit" and it is noted and actioned appropriately when the pads and battery are to be replaced.

The internal heaters are annually serviced by Hadene Building Services Ltd.

The Sanitary and Nappy Waste is collected and disposed with appropriately through Citron Hygiene UK Ltd.

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

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 (2 evenings a week) Dance Lessons, Dog Training, Pre-School singing & dancing group, Active Retirement Bowls Group, Bingo, Youth Group 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.

2021/22 **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. There was a phased return to the hall following the Pandemic so the hall was not back to full occupancy during this year. Unfortunately, some groups had to close due to financial constraints.

In this financial year the Parish Council has had to have major repairs carried out by Gary Jiles, Building Contractor, to the Ragstone Wall surrounding the hall car park due to a road traffic accident. Unfortunately, due to vandalism many windows were broken in this financial year so these were replaced by Maidstone Glass. Following an Electrical Condition Report electrical works were carried out to bring the hall up to "Spec", this was carried out by AKS Electrical (Kent) Ltd. The hall floor was sanded and polished by the Caretaking Supervisor and Parish Handyman, polish bought from More Floor Finishes.

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

David Thornevell

Full Name

DAVID THORNEWELL

Position

CHAIRMAN

Date

31.1.23

Independent Examiners Report on the Accounts

Report to the Custodian Trustees of East Malling Village Hall for the year ended 31st
March 2022. 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



Name

SYRETTA HOOKER

Address

20 FREELANDS ROAD, SNODLAND KENT ME6 5RE

Date

30-1-23

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.

30/01/2023

East Malling & Larkfield P.C.

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date
<u>501 VILLAGE HALLS E.M.</u>	
1000 VILLAGE HALL INCOME	16,065
1060 INSURANCE CLAIMS RECEIVED	4,350
1101 GRANTS RECEIVED	7,243
VILLAGE HALLS E.M. :- Income	<u>27,658</u>
4000 NI COSTS	3,037
4001 SALARIES AND WAGES	34,544
4003 PENSION	729
4009 CAR AND MILEAGE ALL.	1,875
4012 WATER RATES	412
4013 VH BUSINESS RATE	222
4014 ELECTRICITY	1,372
4015 GAS	2,234
4016 WINDOW CLEANING	224
4017 REFUSE COLLECTION	2,244
4018 CLEANING MATERIALS	901
4020 MISCELLANEOUS EXPS	4,600
4021 TELEPHONE INC ALARM	226
4038 GENERAL REPAIRS/MAIN	3,187
4050 SERVICE CONTRACTS	1,684
4058 PRS/PREMISES LICENCE	711
4100 CONTINGENCIES	1,395
4901 TFR FROM EARMARKED RESERVES	(559)
VILLAGE HALLS E.M. :- Indirect Expenditure	<u>59,037</u>
Net Income over Expenditure	<u>(31,378)</u>
Grand Totals:- Income	27,658
Expenditure	59,037
Net Income over Expenditure	<u>(31,378)</u>
Movement to/(from) Gen Reserve	<u>(31,378)</u>