

PEMBURY VILLAGE HALL

England & Wales · Charity number 280265

Details

Status Registered

Legal form Trust

Registered 1980-06-27

Register [View on the Charity Commission register](#)

Contact

Address 49 High Street
Pembury
Tunbridge Wells
TN2 4PH

Phone 07983228181

Email pemburyvh@gmail.com

Activities

Objects: THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF PEMBURY (HEREINAFTER CALLED "THE AREA OF BENEFIT") WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR MEETINGS LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: Provide and maintain village hall for use by people in the parish and surrounding area.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** THE PARISH OF PEMBURY
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£51,582	£28,240	-	-
2024-03-31	£47,380	£32,223	-	-
2023-03-31	£39,606	£29,757	-	-
2022-03-31	£43,747	£30,732	-	-
2021-03-31	£26,206	£19,243	-	-

Trustees

Name	Role	Appointed
KEITH HEMSTALK	Chair	2018-04-11
AMANDA FRANCINE EVERETT		
Emily Jane Wright		2016-09-12
GILLIAN MARGARET WILLIAMSON		2011-08-27
JAMES DRUMMOND WHITEHORN		
Margaret Weaver		2020-11-06
Michael Patrick Cartwright		2020-10-15
Patrick Gillan		2025-07-16
Sadie Jemima Van-der-Spuy		2013-06-26
Trudy Eileen Donachie		2025-11-27

PEMBURY VILLAGE HALL

England & Wales - Charity number 280265

Accounts

Pembury Village Hall Management Committee
AGM MINUTES
Wednesday 16th July 2025 at 8pm

1] Present: Amanda Everett, Patrick Gillan, Keith Hemstalk, Claire Knoops, Deborah Vandeverre, James Whitehorn, Gillian Williamson.
Trudy Donachie (on behalf of Mike Cartwright)

Apologies: Katy Brooks, Mike Cartwright, Bob Jacob, Sadie Van Der Spuy and Maggie Weaver.

No shows: Emily Wright.

The Chairman opened the meeting and welcomed everyone.

2] Minutes of last AGM: 17th July 2024.

- i) Minutes of the last AGM were signed and approved.
- ii) Matters arising: under AOB, noted that U3A are now storing their projector in the Green Room rather than under the stage.

3] Chairman's Report (KH)

The last year has been busy but thankfully not hectic. Two major maintenance projects have been completed – one the boilers replacement in the main hall and the other, new carpet tiles and redecoration in the meeting room. We have also had two new glass panels replaced in the front door.

All other maintenance has been routine including the usual compliance checks on electrical gadgets and fire equipment.

We continue to monitor the cleaners, with particular emphasis on the hall floor. We continue to do our best to ensure the floor is cleaned to the necessary standard and that dancers are not affected.

Looking forward to next year, currently there are no major projects in the pipeline, as ever we will keep our eyes open. The building is in good shape.

Thanks to DV and CK for their dedication and efficiency, their hard work means things run very well.

4] Booking Manager's Report

General: Two new gas boilers installed in October 24, funded by a lottery grant. The meeting room was repainted, and new carpet tiles were laid. The front door bottom glass panels had blown, so these were replaced.

The website is running smoothly. The CCTV is proving extremely useful.

Bookings: Over the last year we have lost a couple of regular hirers but also gained a few. The meeting room is now nearly fully booked all the time.

We had an extremely busy period leading up to Christmas with the main hall being booked on both Saturdays and Sundays.

Since January the hall is no longer booked out after 6pm on Sundays – this allows cleaners to come in and clean when available.

Cleaners: Still using the same company, they have proved acceptable and are open to discussion when cleaning not up to standard.

In general, there have been no complaints about the lack of bins in the hall and hirers have got used to taking their rubbish home (which they are supposed to do anyway). GW reported that she had seen a comment on social media about the lack of bins, but nothing had come from this.

5] Finance Manager's Report

Accounts: Annual accounts, now returned from accountant and copies were presented to the committee. We have a surplus of £17,431.

All happy with the figures.

Note, the accountant has placed all interest (from savings/deposit accounts as well as from current account) into our income, making total income for the year at £51,582.

Our expenditure for the year was £28,240 (note Miscellaneous items include £180 down to Premises Licence, with remaining £84 made up of stationery, mileage, batteries, etc).

The new boilers cost of £6,050 is shown under 'Equipment, machinery and vehicles' (as they are an asset) on the Balance Sheet. This figure is then worked into a depreciation amount (this year £5,851) which is shown as a financial expense on income and expenditure.

Total asset value has increased from last year to this year at £638,332. (Balance sheet – this includes the building, equipment and funds held in our bank accounts).

6] Approval of updated Reserves Policy.

All trustees were sent a copy of this with Agenda for the AGM; it had been updated to reflect progress with projects and the latest reserve sum held in our UTB savings account. All agreed to approve it.

7] Appointment of new Committee Members

(a) Elected members [max no. 3]

Amanda Everett proposed by GW and seconded by KH.
James Whitehorn proposed by AE and seconded by GW.
Emily Wright proposed by KH and seconded by JW.

(b) Representative members from PPC [max no. 3]

Katy Brooks, Patrick Gillan and Maggie Weaver have been nominated as the team of PPC reps by Pembury Parish Council.

(c) Representative members from organisations [max no. 9]

Bridge Club	Keith Hemstalk
Evening WI	Gillian Williamson
Players	Bob Jacob
U3A	Mike Cartwright
360 Dance	Sadie Van-der-Spuy

There are four vacancies.

(We continue to try to get new trustees from all regular groups).

(d) Co-opted members [max no. 2]

There are currently two vacancies.

8] Any Other Business

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 15th July 2026, starting at 8pm.

**Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2025**

	2025	2024
	£	£
Income		
Rent receivable	42,935	36,624
Licence fees	20	-
Grants	5,950	10,475
Donations	493	218
Bank interest	2,184	63
	<u>51,582</u>	<u>47,380</u>
 Administrative Expenses		
Admin fees	11,244	11,351
Audit fees	290	285
Building maintenance	2,012	2,218
Equipment maintenance	1,307	2,330
Miscellaneous	264	268
Performing Rights Society	439	448
Telephone and internet	880	2,092
Water rates	642	120
Cleaning	4,727	7,150
Gas	2,609	2,796
Electricity	2,096	1,516
Insurance	1,730	1,649
	<u>28,240</u>	<u>32,223</u>
 Financial Expenses		
Bank charges	60	60
Depreciation and loss/(profit) on sale	5,851	5,815
	<u>5,911</u>	<u>5,875</u>
 Excess of Income over Expenditure	 <u>17,431</u>	 <u>9,282</u>

**Pembury Village Hall
Balance Sheet
as at 31 March 2025**

	2025	2024
	£	£
Assets		
Building at cost	524,181	524,181
Equipment, machinery and vehicles	33,149	32,950
Debtors and prepayments	-	1,995
Current account	2,767	6,062
Deposit account	78,235	61,564
	<u>638,332</u>	<u>626,752</u>
Liabilities		
Creditors and accrued expenses	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
	<u>638,332</u>	<u>626,752</u>
Net assets represented by		
Balance at start of period	626,752	623,285
Excess of Income over Expenditure	17,431	9,282
Add back non cash expenditure*	5,851	5,815
	<u>638,332</u>	<u>626,752</u>

*depreciation

Independent examiner's report to the trustees of Pembury Village Hall

I report on the accounts of the Trust for the year ended 31 March 2025, which are set out on the preceding pages.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the 'Income and Expenditure' accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 next statement.


Independent examiner's statement

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:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements 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



5/7/25

S Groves FCCA for Apex Partners Ltd

Hildenbrook House

The Slade

Tonbridge

Kent TN9 1HR

PEMBURY VILLAGE HALL

England & Wales - Charity number 280265

Accounts

Pembury Village Hall Management Committee
AGM MINUTES
Wednesday 17th July 2024 at 8pm

1] Present: Mike Cartwright, Shelley Harris, Keith Hemstalk, Claire Knoops, James Whitehorn, Maggie Weaver, Gillian Williamson and Emily Wright.

Apologies: Astra Birch, Katy Brooks, Amanda Everett, Bob Jacob, Sadie Van Der Spuy and Deborah Vandeverre

The Chairman opened the meeting and welcomed everyone.
There was one member of the public present.

2] Minutes of last AGM: 19th July 2023.

- i) Minutes of the last AGM were signed and approved.
- ii) Matters arising: important that we have more trustees from the groups that use the hall, currently have 4 trustee vacancies for groups (total number available is 9). This year, notice of the AGM has been advertised on the PVH website, via the Pembury Matters group on Facebook and posters put up around the hall.

3] Chairman's Report (KH)

Our biggest project this year was the acquisition of new chairs for the main hall. We received a significant lottery grant for these chairs and the expenditure was mitigated. Feedback indicates that they have been extremely well received.

We installed two security cameras (CCTV) which have proved to have had unexpected benefits, as well as the obvious.

A PVH website has been commissioned which displays calendar of bookings and events, as well as a number of adverts related to the hall. All working well.

Our cleaning contract has changed, this is being monitored to ensure that standards are maintained.

Maintenance has been routine, although a fence was repaired along the drive.

Moving forward to next year, we will probably replace the two central heating boilers (we are hoping to obtain a lottery grant for this project).

Thanks go to our managers for their dedication and efficiency over the last year, and to all trustees for their continued support.

4] Booking Manager's Report

General: The new chairs have been a great hit with positive feedback from users. Would like all users to stack the chairs appropriately to add to longevity of the chairs. Advising the use of the plastic chairs, which are stacked in the foyer, for use at children's parties. CCTV is working well and gives peace of mind when having to visit the hall late at night. Website working well and google calendar gives everyone the opportunity to see what slots are available prior to emailing in their requests; a good time saver.

Bookings: Over last year lost a couple of regular hirers but gained a group which use the Meeting room on Monday evening and a tutor group has booked an extra evening slot from September. A good year for private hires and only a couple of extremely late over runs.

Maintenance: Bi-annual gas and electrical checks were carried out as were the fire extinguisher checks. Various lights have been replaced as required. Water boiler kitchen been serviced. Piano was tuned in October.

Cleaners: Now using a new cleaning company who come in once a week and give the hall a thorough clean. JW keeps an eye during the week.

Projects: Hoping to replace two boilers in the basement which run the hall heating, waiting to see if we receive grant funding for this project.

5] Finance Manager's Report

Accounts: Annual accounts, now returned from accountant and copies were presented to the committee. All happy with the figures. Note, accountant has placed the new chairs and CCTV value on balance sheet as assets, but these are not included in the expenditure, being capital items, so they reported a £9,282 excess of income over expenditure. Depreciation has increased since last year because of these major purchases. The total asset value has now increased to £626,752. This includes the building, equipment and funds held in our bank accounts.

6] Approval of updated Reserves Policy.

All trustees were sent a copy of this with Agenda for the AGM. All agreed to approve it.

7] Appointment of new Committee Members

(a) Elected members [max no. 3]

Amanda Everett proposed by GW and seconded by MW.
James Whitehorn proposed by MC and seconded by MW.
Emily Wright proposed by GW and seconded by JW.

(b) Representative members from PPC [max no. 3]

Astra Birch, Katy Brooks and Maggie Weaver have been nominated as the team of PPC reps by Pembury Parish Council.

(c) Representative members from organisations [max no. 9]

Bridge Club	Keith Hemstalk
Evening WI	Gillian Williamson
Players	Bob Jacob
U3A	Mike Cartwright
360 Dance	Sadie Van-der-Spuy

There are four vacancies.

(U3A sub groups will be contacted as well as another plea to other groups).

(d) Co-opted members [max no. 2]

Shelley Harris – advised that after over ten years on the committee and owing to time pressures, she will be standing down.

There are therefore two vacancies.

8] Any Other Business

Maggie Hall, the member of the public who attended, asked with her hat on as U3A chair, if U3A could store their projector and screen at the hall so that it is on site and doesn't have to be brought from someone's home each time it is used. Agreed that space would be found under the stage in the basement.

MW advised that Pembury Players would like to have a big clear out of props and costumes which they store at the hall, during August. MW/BJ will contact DV to agree suitable times.

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 16th July 2025, starting at 8pm.

Independent examiner's report to the trustees of Pembury Village Hall

I report on the accounts of the Trust for the year ended 31 March 2024, which are set out on the preceding pages.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the 'Income and Expenditure' accounts under section 145 of the 2011 Act
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Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 next statement.

Independent examiner's statement

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:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements 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



S Groves FCCA for Apex Partners LLP

Association of Chartered Certified Accountants

Hildenbrook House, The Slade, Tonbridge, Kent TN9 1HR.

20th June 2024

Pembury Village Hall

Income and Expenditure Accounts

31 March 2024

Pembury Village Hall

Approval statement

I approve the accounts which comprise of the Income and Expenditure Account. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework, and for providing Apex with all information and explanations necessary for their compilation.

C. S. Knoop

20 June 2024

**Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2024**

	2024	2023
	£	£
Income		
Rent receivable	36,624	37,334
Licence fees	-	20
Grants	10,475	1,600
Donations	218	245
Bank interest	63	407
	<u>47,380</u>	<u>39,606</u>
 Administrative Expenses		
Admin fees	11,351	10,467
Audit fees	285	280
Building maintenance	2,218	780
Equipment maintenance	2,330	2,257
Miscellaneous	268	366
Performing Rights Society	448	782
Telephone and internet	2,092	598
Water rates	120	643
Cleaning	7,150	7,803
Gas	2,796	2,840
Electricity	1,516	1,322
Insurance	1,649	1,550
	<u>32,223</u>	<u>29,688</u>
 Financial Expenses		
Bank charges	60	69
Depreciation and loss/(profit) on sale	5,815	4,678
	<u>5,875</u>	<u>4,747</u>
 Excess of Income over Expenditure	 <u>9,282</u>	 <u>5,171</u>

**Pembury Village Hall
Balance Sheet
as at 31 March 2024**

	2024	2023
	£	£
Assets		
Building at cost	524,181	524,181
Equipment, machinery and vehicles	32,950	26,510
Debtors and prepayments	1,995	3,894
Current account	6,062	11,059
Deposit account	61,564	52,963
	<u>626,752</u>	<u>618,607</u>
Liabilities		
Creditors and accrued expenses	-	-
	-	-
	<u>626,752</u>	<u>618,607</u>
Net assets represented by		
Balance at start of period	623,285	618,114
Excess of Income over Expenditure	9,282	5,171
Add back non cash expenditure*	5,815	4,678
	<u>626,752</u>	<u>623,285</u>

*depreciation

Independent examiner's report to the trustees of Pembury Village Hall

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Basis of independent examiner's report

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20th June 2024

PEMBURY VILLAGE HALL

England & Wales - Charity number 280265

Accounts

Pembury Village Hall Management Committee
AGM MINUTES
Wednesday 19th July 2023 at 8pm

1] Present: Kay Bradley, Katy Brooks, Mike Cartwright, Amanda Everett, Shelley Harris, Keith Hemstalk, Bob Jacob, Claire Knoops, James D Whitehorn, Deborah Vandeverre, Maggie Weaver, Gillian Williamson and Emily Wright.

Apologies: Shelley Harris and Sadie Van Der Spuy

Other Absentees: Astra Birch.

The Chairman opened the meeting and welcomed everyone. There were no members of the public present.

2] Minutes of last AGM: 20th July 2022.

- i) Minutes of the last AGM were signed and approved.
- ii) Matters arising: there were no matters arising.

3] Chairman's Report (KH)

The year started quietly enough and all going well until, towards end of 2022, weekend manager (Jacqui Webster) resigned in November, followed by booking manager (Susan Sharp). This resulted in a period of intense activity which resulted in the appointment of our new hall manager, Deborah Vandeverre, covering full time. DV has, I am pleased to report, risen to the challenges presented with the result that once again things are running smoothly.

I would like to record my thanks to those trustees who have offered assistance.

The major project in the last year has been the installation of the acoustic baffling, with thanks to JDW for his work on this.

4] Booking Manager's Report

General: An eventful year as Susan and Jacqui both left at the end of last year, so the role was combined into one job. Part of this report is summarising their notes.

Bookings: There have been a few changes in regular hirers, losing some (Diddi Dance) and others adding in and then taking out extra hire sessions (Pembury Fitness). U3A busy as ever with new dance group started but then put on hold. Had a couple of incidents with private hires, where fire alarm safety glass broken and on another occasion, a sound baffle found on floor after a hire. Both incidents resolved. Some private and regular hirers have not been vigilant in removing rubbish at the end of the hire – this must be done as the hall has no rubbish collection. Private hires do not always adhere to their finishing booking times, these are noted and deductions made from damage deposit where necessary. Our hires are in steady flow.

The vast majority of hirers adhere to our Rules and Regulations leaving the hall neat and tidy. Was suggested that in order to remind all hall users to take all rubbish home with them a sentence be added to all invoices to that effect.

Maintenance: Usual gas, electrical and fire alarm checks have taken place as well as fire extinguisher checks and water boiler serviced.

The air handling unit was serviced with filters and drive belts replaced.

The acoustic panels were fitted in the hall and meeting room.

The Village Hall website was launched and is working well.

Meeting room chairs have been cleaned and the carpet has been cleaned twice.

All usual maintenance and repairs carried out as necessary.

Projects: Currently looking to replace all main hall chairs, various options being looked into whilst we wait to see if we have been awarded a grant for the cost.

CCTV is being looked into to monitor the hall (and with the added benefit of security especially when locking up after late hires).

Health & Safety: Fire alarm checks continue.

5] Finance Manager's Report

Accounts: Annual accounts, now returned from accountant and copies were presented to the committee. All happy with the figures. Note, accountant has placed our major purchases (Laptop, boiler replacement and acoustic project) on balance sheet as assets. Depreciation has increased since last year because of the major purchases made.

6] Appointment of new Committee Members

(a) Elected members [max no. 3]

Amanda Everett proposed by Gillian Williamson and seconded by Katy Brooks.
James D Whitehorn proposed by Gillian Williamson and seconded by Katy Brooks.
Emily Wright proposed by Gillian Williamson and seconded by Katy Brooks.

(b) Representative members from PPC [max no. 3]

Astra Birch, Katy Brooks and Maggie Weaver have been nominated as the team of PPC reps by Pembury Parish Council.

(c) Representative members from organisations [max no. 9]

Bridge Club	Keith Hemstalk
Evening WI	Gillian Williamson
Players	Bob Jacob [new Trustee]
U3A	Mike Cartwright
360 Dance	Sadie Van-der-Spuy
Kay Bradley Keep Fit	Kay Bradley

There are three vacancies.

(d) Co-opted members [max no. 2]

Shelley Harris – Shelley was unable to attend the meeting.
Following up with her she is willing to stand again.
Proposed by Keith Hemstalk and seconded by Amanda Everett.
There is one vacancy.

It was suggested that we contact Charity Commission to find out if our Charity document, which was signed and sealed by the Charity Commission in March 1997 ever needs to be updated – with particular reference to the groups mentioned on that document. Opinion was that what is important is the number of organisation representatives we have that hire the hall not the actual organisations (as they come and go). Also suggested that we make use of social media for advertising the AGM in future and also put notification of it on the PVH website (as well as the usual signs that are put up).

7] Any Other Business

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 17th July 2024, starting at 8pm.

**Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2023**

	2023	2022
	£	£
Income		
Rent receivable	37,334	32,569
Licence fees	20	20
Grants	1,600	10,667
Donations	245	347
Bank interest	407	144
	<u>39,606</u>	<u>43,747</u>
 Administrative Expenses		
Admin fees	10,467	10,121
Audit fees	280	275
Building maintenance	780	2,024
Equipment maintenance	2,257	2,304
Miscellaneous	366	314
Performing Rights Society	782	132
Telephone and internet	598	604
Water rates	643	646
Cleaning	7,803	7,842
Gas	2,840	3,587
Electricity	1,322	1,039
Insurance	1,550	1,748
	<u>29,688</u>	<u>30,636</u>
 Financial Expenses		
Bank charges	69	96
Depreciation and loss/(profit) on sale	4,678	2,463
	<u>4,747</u>	<u>2,559</u>
 Excess of Income over Expenditure	 <u>5,171</u>	 <u>10,552</u>

Pembury Village Hall
Balance Sheet
as at 31 March 2023

	2023	2022
	£	£
Assets		
Building at cost	524,181	524,181
Equipment, machinery and vehicles	26,510	13,959
Debtors and prepayments	8,572	7,763
Current account	11,059	19,634
Deposit account	52,963	52,577
	<u>623,285</u>	<u>618,114</u>
Liabilities		
Creditors and accrued expenses	-	-
	<u>-</u>	<u>-</u>
	<u>623,285</u>	<u>618,114</u>
Net assets represented by		
Balance at start of period	618,114	607,562
Excess of Income over Expenditure	5,171	10,552
	<u>623,285</u>	<u>618,114</u>

Independent examiner's report to the trustees of Pembury Village Hall

I report on the accounts of the Trust for the year ended 31 March 2023, which are set out on the preceding pages.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the 'Income and Expenditure' accounts under section 145 of the 2011 Act
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- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 next statement.

Independent examiner's statement

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:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting

requirements 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



S Groves FCCA for Apex Partners LLP

Association of Chartered Certified Accountants

Hildenbrook House, The Slade, Tonbridge, Kent TN9 1HR.

17th July 2023

PEMBURY VILLAGE HALL

England & Wales - Charity number 280265

Accounts

Pembury Village Hall Management Committee
AGM MINUTES
Wednesday 20th July 2022 at 8pm

1] Present: Katy Brooks, Amanda Everett, Shelley Harris, Keith Hemstalk, Derek Hollweg, Claire Knoops, Susan Sharp and James D Whitehorn (JDW).

Apologies: Kay Bradley, Mike Cartwright, Patrick Gillan, Sadie Van der Spuy, Maggie Weaver, Gillian Williamson, Jacqui Webster and Emily Wright.

Other Absentees: David Coleman – he has resigned.

The Acting Chairman opened the meeting and welcomed everyone. There were no members of the public present.

2] Minutes of last AGM: 21st July 2021.

- i) Minutes of the last AGM were signed and approved.
- ii) Matters arising: Not much progress on Local Plan, still ongoing, is a long process. Inspector's examination now completed and it may be resolved sometime next year.

3] Acting Chairman's Report (AE)

Took over role of Acting Chairman end of April after JDW resigned. Since then hall continues to be maintained well and day to day running has gone without a hitch. Major purchase of new boiler has been made and recently an acoustic survey carried out. Thanks to managers and also to JDW who has been a great help. Also thanks to KB and EW for help with hirer termination letter.

4] Booking Manager's Report

Bookings: Earlier in the year (owing to continuance of Covid restrictions) hall was quiet, but as year went on hiring rates for regular and private hirers have picked up. Now back at pre-pandemic levels.

Maintenance: Usual gas, electrical and fire alarm checks have taken place as well as fire extinguisher checks.

Drains were reconfigured in October at relatively small cost. JDW continues to monitor.

All usual maintenance and repairs carried out as necessary.

Projects: No major projects to report from 2021/22.

Health & Safety: Fire alarm checks continue.

Covid guidelines were followed when required and users had been updated.

5] Finance Manager's Report

Accounts: Annual accounts, now returned from accountant and copies were presented to the committee. All happy with the figures. Questions regarding the depreciation figures and asset register raised. These will be posed by CK to our accountant.

Utilities: Changed gas suppliers three times this year, not without its trials. Currently with SSE and contract expires 31st Dec 2024. Electricity contract has changed, we remain with same supplier, E.On Next, contract expires 27th Jan 2024. Water supplier working well.

6] Appointment of new Committee Members

(a) Elected members [max no. 3]

Amanda Everett proposed by Shelley Harris and seconded by Katy Brooks
James D Whitehorn proposed by Shelley Harris and seconded by Katy Brooks.
Emily Wright proposed by Keith Shelley Harris and seconded by Katy Brooks.

(b) Representative members from PPC [max no. 3]

Katy Brooks, Patrick Gillan and Maggie Weaver have been nominated as the team of PPC reps.

(c) Representative members from organisations [max no. 9]

Bridge Club	Keith Hemstalk
Evening WI	Gillian Williamson
Players	Derek Hollweg
U3A	Mike Cartwright
360 Dance	Sadie Van-der-Spuy
Gardeners	<i>Vacant at present</i>
Kay Bradley Keep Fit	Kay Bradley [new Trustee]

(d) Co-opted members [max no. 2]

Shelley Harris proposed by Katy Brooks and seconded by James Whitehorn.

David Coleman has now resigned as a Trustee as he has too many other commitments. David was unable to attend the meeting this evening. It was agreed that JDW would send him a note of thanks on behalf of PVHMC for his immense support, advice, wisdom and contribution to the committee over many years.

We continue to encourage regular hirers to step up to join the committee and have recently had one new trustee join, namely Kay B. We are waiting on others who have been asked and will continue working on this.

7] Any Other Business

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 19th July 2023, starting at 8pm.

**Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2022**

	2022	2021
	£	£
Income		
Rent receivable	32,569	5,515
Licence fees	20	52
Grants	10,667	20,193
Donations	347	-
Bank interest	144	446
	<u>43,747</u>	<u>26,206</u>
 Administrative Expenses		
Admin fees	10,121	5,678
Audit fees	275	275
Building maintenance	2,024	2,222
Equipment maintenance	2,304	1,366
Miscellaneous	314	238
Performing Rights Society	132	840
Postage, stationery and advertising		8
Telephone and internet	604	605
Water rates	646	380
Cleaning	7,842	3,407
Gas	3,587	1,813
Electricity	1,039	641
Insurance	1,748	1,698
	<u>30,636</u>	<u>19,171</u>
 Financial Expenses		
Bank charges	96	72
Depreciation and loss/(profit) on sale	2,463	2,898
	<u>2,559</u>	<u>2,970</u>
 Excess of Income over Expenditure	 <u>10,552</u>	 <u>4,065</u>

Independent examiner's report to the trustees of Pembury Village Hall

I report on the accounts of the Trust for the year ended 31 March 2022, which are set out on the preceding pages.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the 'Income and Expenditure' accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 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 next statement.

Independent examiner's statement

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:

- to keep accounting records in accordance with section 130 of the 2011 Act and
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requirements 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



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Association of Chartered Certified Accountants

Hildenbrook House, The Slade, Tonbridge, Kent TN9 1HR.

10th July 2022

PEMBURY VILLAGE HALL

England & Wales - Charity number 280265

Accounts

Pembury Village Hall Management Committee

AGM MINUTES

Wednesday 21st July 2021 at 8pm

1] Present: Mike Cartwright, David Coleman, Amanda Everett, Shelley Harris, Keith Hemstalk, Derek Hollweg, Claire Knoops, Susan Sharp, James D Whitehorn (JDW), Jacqui Webster (JW) and Gillian Williamson.

Apologies: Suzanne Leviton, Sadie Van der Spuy, Maggie Weaver and Emily Wright

Other Absentees: Katy Brooks and Graham Trueman.

The Chairman opened the meeting and welcomed everyone. There were no members of the public present.

2] Minutes of last AGM: 15th October 2020.

- i) Minutes of the last AGM were signed and approved.

3] Chairman's Report

JDW welcomed everyone to the meeting and said was pleased to be able to meet in person, without bending the rules!

2020/21 has been a turbulent year which started during first few days of the first full COVID lockdown and unfolded with a bewildering variety of restrictions as we did our best to keep the hall running whenever we were allowed to do so. Our managers did a great job weighting up the implications of the latest Government guidance and keeping the hall safely in use as much as possible.

We should be particularly grateful to SVdS for persevering with so many of the 360 Dance bookings throughout the year and thereby keeping the hall in fairly constant daily use where and when permitted.

In the circumstances, with so much disruption to hiring we were expecting to make an operating loss in 2020/21 but with the benefit of over £20K in COVID grants over the year, we have managed to achieve a surplus of just over £4K. This allows us to be in a strong financial position as we move into the current year.

Draft Local Plan – we had previously made comments on this Plan and more recently (June 2021) took the opportunity to comment on the revised Pre-Submission Local Plan. The earlier suggestion that there might be an access road into a new housing development behind the Village Hall has now been dropped in favour of an access further along the High Street. There is still a requirement for the developer to include some additional parking for the Village Hall, which we have welcomed in principle.

JDW thanked all the Trustees for giving up their time to remain actively involved in running the hall and attending our various management meetings, noting that their support and collective breadth of knowledge was greatly appreciated.

4] Booking Manager's Report

Bookings: Start of April 2020 saw us in full lockdown and hall closed to all hirers. In line with government guidelines, hall re-opened on 6th July 2020 with all necessary COVID-19 compliance in place. Things began quietly with a couple of small groups returning for the remainder of July and August, things really only picked up when dance and exercises classes were allowed to resume at beginning of September.

The second lockdown started in January 2021 with some activities permitted, in reality this meant 360 Dance were the only hirers who could return. The only other noteworthy event we were allowed to hire to was an NHS Training Course to train vaccinators. (We were approached in February about the possibility of the hall being used as a vaccination centre but this unfortunately did not come to fruition).

Step 3 began on 12th April 2021 and this led to two more groups returning and a new hirer (Messy Kids – their tenure, however, was short-lived as it became apparent that their activities were not suited to the hall).

Although bookings were limited during this financial year, we have weathered the worst and remain optimistic that the hall will be able to return to usual occupancy that we enjoyed prior to the pandemic, all being well.

Maintenance: The bi-annual gas and electrical checks were carried out and the annual fire extinguisher service; no major expense incurred as a result of these.

Several heavy storms last year resulted in a leak into the foyer in front of the ladies toilets. Weatherall Roofing successfully remedied the leak in July 2020 at a total cost of £792.

Our cleaner of 17 years gave notice during the first two lockdowns as he suffered a reduction in staff and was unable to provide his usual level of service. We spoke to a number of cleaning companies and it became clear that we had been paying well below the market rate for cleaning services.

In September we appointed JS Facilities Management, initially on a trial basis, then indefinitely. We have been delighted with their services which are vastly superior to those previously supplied.

Projects: As hall at very low level of usage, between the lockdowns we took the opportunity to get the hall walls (up to brick line) painted at cost of £870. Then, the same decorator, treated stains on foyer ceiling (as result of leaks) and repainted at cost of £460. He also carried out remedial work to the outside of the rear basement fire door at a cost of £210. (JDW commented that this has now reverted to its former state and he is investigating getting a quotation for a replacement fire door).

Health and Safety: Fire alarm checks carried out regularly and continued throughout months of closure. The hall management team has regularly reviewed government advice and revised its guidance for hirers accordingly during this very challenging time. There have been no reports of any COVID related incidents attached to the hall.

MC asked if it looks likely that bookings will return to their usual prior-pandemic level. SS seemed to think so, several groups cannot commit but there are new hirers interested as well. JDW commented that, as previously mentioned, we were happy to hold slots for regular hirers till Step 4 (now) and will also give the benefit of the doubt as several do not want to return until September. SS is maintaining a list of potential new hirers as well.

5] Finance Manager's Report

- i) The end of year accounts 2020/21 were presented to the committee having been audited by APEX Chartered Certified Accountants; CK was happy to report that we have a surplus of £4,065. This is a result of an income of £26,206 (£20,193 being COVID grants and bank interest), expenditure of £19,171 and Financial expenses of £2,970 {depreciation and bank charges}. The depreciation figure is slightly lower than we have been working with and so this has resulted in our surplus being £102 higher than we had anticipated. The accounts were prepared using the Accountant's template and our projected figures have been endorsed.
- ii) Balance sheet shows we have £607,562 in assets – (KH commented it would be useful if we had an asset register which we do not currently have, so we could see what equipment etc we own). We have no creditors or accrued expenses.
- iii) Accountants fees are £275 – this is the same figure we paid last year.
- iv) CK will be completing the Charity return during August, all Trustees happy for this to be completed.

6] PVH Reserves Policy

- i) Summary of the Reserves Policy (as agreed in January 2020 meeting) had been circulated to all Trustees prior to the AGM and the committee were happy to endorse it.

7] Appointment of new Committee Members

(a) Elected members [max no. 3]

Amanda Everett proposed by Keith Hemstalk and seconded by Derek Hollweg.
James D Whitehorn proposed by Keith Hemstalk and seconded by Derek Hollweg.
Emily Wright proposed by Keith Hemstalk and seconded by Derek Hollweg.

(b) Representative members from PPC [max no. 3]

Katy Brooks, Graham Trueman and Maggie Weaver have been nominated as the team of PPC reps.

(c) Representative members from organisations [max no. 9]

Bridge Club	Keith Hemstalk
Evening WI	Gillian Williamson
Players	Derek Hollweg
U3A	Mike Cartwright
360 Dance	Sadie Van-der-Spuy
Gardeners	<i>Vacant at present</i>
Short Mat Bowls	<i>Vacant at present</i>

Pembury Village Market has now folded and Suzanne Leviton has given in her resignation.

(d) Co-opted members [max no. 2]

David Coleman proposed by Gillian Williamson and seconded by Amanda Everett.
Shelley Harris proposed by Gillian Williamson and seconded by Amanda Everett.

We are sharply aware that there are currently only 5 representatives from hall user groups on the committee. This has been an issue for the last couple of years, it is difficult to encourage people to step up to join the committee, most are unwilling for various reasons. We will however continue to keep working on this.

7] Any Other Business

There was no further business and the meeting was closed.

Date for next AGM

Wednesday 20th July 2022, starting at 8pm.

Pembury Village Hall
Income and Expenditure Accounts
31 March 2021

Pembury Village Hall

Approval statement

I approve the accounts which comprise of the Income and Expenditure Account. I acknowledge my responsibility for the accounts, including the appropriateness of the applicable financial reporting framework, and for providing Apex with all information and explanations necessary for their compilation.

C.S. Knoops

4 July 2021

**Pembury Village Hall
Income and Expenditure Account
for the year ended 31 March 2021**

	2021	2020
	£	£
Income		
Rent receivable	5,515	35,005
Licence fees	52	40
Grants	20,193	-
Donations	-	2,075
Bank interest	446	50
	<u>26,206</u>	<u>37,170</u>
 Administrative Expenses		
Admin fees	5,678	11,149
Audit fees	275	270
Building maintenance	2,222	1,385
Equipment maintenance	1,366	3,011
Miscellaneous	238	224
Performing Rights Society	840	824
Postage, stationery and advertising	8	52
Telephone and internet	605	647
Water rates	380	1,439
Cleaning	3,407	5,468
Gas	1,813	2,503
Electricity	641	1,364
Insurance	1,698	1,607
	<u>19,171</u>	<u>29,943</u>
 Financial Expenses		
Bank charges	72	60
Depreciation and loss/(profit) on sale	2,898	3,410
	<u>2,970</u>	<u>3,470</u>
 Excess of income over expenditure	 <u>4,065</u>	 <u>3,757</u>

Pembury Village Hall
Balance Sheet
as at 31 March 2021

	2021	2020
	£	£
Assets		
Building at cost	524,181	524,181
Equipment, machinery and vehicles	16,422	19,319
Debtors and prepayments	6,924	6,957
Current account	9,466	13,552
Deposit account	50,569	40,123
	<u>607,562</u>	<u>604,132</u>
Liabilities		
Creditors and accrued expenses	-	635
	<u>-</u>	<u>635</u>
	<u>607,562</u>	<u>603,497</u>
Net assets represented by		
Balance at start of period	603,497	599,740
Net profit	4,065	3,757
	<u>607,562</u>	<u>603,497</u>

Independent examiner's report to the trustees of Pembury Village Hall

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It is my responsibility to:

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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 next statement.

Independent examiner's statement

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4th July 2021