

# CAPEL-LE-FERNE VILLAGE HALL

England & Wales · Charity number 281786

## Details

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**Other names** CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

**Status** Registered

**Legal form** Other

**Registered** 1981-06-04

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

## Contact

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**Address** 134 New Dover Road  
Capel-Le-Ferne  
Folkestone  
Kent  
CT18 7JZ

**Phone** 07725 943261

**Email** [chair.cvhmc@gmail.com](mailto:chair.cvhmc@gmail.com)

**Website** [www.capelvillagehall.com](http://www.capelvillagehall.com)

## Activities

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**Objects:** A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISH OF CAPEL-LE-FERNE IN THE COUNTY OF KENT, 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:** The Village Hall is a benefit given to the residents of Capel-le-Ferne for a range of activities. The two halls are available for hire by residents and non residents for:-parties, badminton, short mat bowls, exercise and other sports activities, conferences educational purposes, meetings, club venues, drama and other purposes. More information on [www.capelvillagehall.com](http://www.capelvillagehall.com)

## Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment, Armed Forces/emergency Service Efficiency
- **Who:** Children/young People, Elderly/old People, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** CAPEL-LE-FERNE
- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-09-30	£32,226	£30,666	-	-
2024-09-30	£33,466	£30,440	-	-
2023-09-30	£44,804	£56,691	-	-
2022-09-30	£28,075	£35,101	-	-
2021-09-30	£33,187	£23,647	-	-

## Trustees

Name	Role	Appointed
ROY MANN	Chair	2018-12-03
BARRY MANSFIELD		2021-12-01
Caroline Sands Bunting		2018-12-03
Ian Bewick		2026-05-01
JERRY WATSON		2021-09-11
Kathryn Hounsell		2023-05-01
Sarah-Jane Leonard		2019-03-05
Sheila Beverley Peacock		2025-12-02

## Linked charities

- VILLAGE HALL FUND (281786-1)

**CAPEL-LE-FERNE VILLAGE HALL**

England & Wales - Charity number 281786

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# Accounts

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## Trustees' Annual Report for the period

From 1/10/2024 30/09/2025

Charity name: Capel-le-Ferne Village Hall

Charity registration number: 281786

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The village hall is held in trust for the use of the inhabitants of Capel-le-Ferne for meetings, lectures, classes and for other forms of recreation and leisure time occupation with the objective of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19th	
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a

Contribution made by volunteers	Para 1.38	The hall would not be able to function as it does without its band of volunteers. Our Trustees and volunteers who get out and put away tables for events, help out at boot fairs, community lunches and the Garage Safari, run kitchens, make cakes, put up Christmas decorations, take them down, perform routine maintenance, bid for funding, organise marketing, plan events, attend meetings about and on behalf of the hall and generally the 101 things that ensure the functioning of a successful community hall.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Besides being a venue where many village residents can congregate to take part in activities or just to catch up with a cup of tea, the hall trustees continue to provide extra activities. Main achievements this year include the continued provision of community lunches by the hall committee and streamlining hall security via fire assessments and installation of new compliance procedure. Despite over £6000 being spent on the fabric of the hall the hall has increased its savings by several thousand pounds over the year.</p> <p>The lunches have been provided free of charge for members of the Capel community enabling them to meet over a freshly prepared meal has been attended by over 45 people who seem enjoy coming together for companionship and a chat. Meals are prepared, cooked and served by the hall trustees with much appreciated help from the Community Warden. Working with the local Parish Council and the Folkestone and Hythe Lions we ran Christmas events including lighting of the outside tree, carol singing and a Father Christmas grotto for the children of the village. There are plans to expand on that this year.</p>

		The Farmers Market although small continues to attract people from across East Kent as well as locals and hosts the Parish Council surgery once a month together with ad hoc sessions with the Community Roots van and even a County Councillor on several occasions.
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.	n/a
Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	n/a
Other		

### Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity remains in a strong position despite heavy investment in the fabric of the hall.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No formal policy – reserves above £3000 are transferred to a higher interest account. Any monies in this account are used for expansion and/or investment in the fabric of the hall. The Committee have agreed to maintain at

		least £5000 in hand as a reserve.
Amount of reserves held	Para 1.22	<b>£18154 plus investments £19159</b>
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	These include Hiring of hall Garage Safari Boot fairs Honesty book/puzzle sales Farmers Market Donations
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Our principal risk is that of personnel. Over recent years the number of trustees has fallen from 14 to 7. The number of volunteers we can call on for events etc has also fallen which means that the trustees end up running nearly all of the events themselves.
Other		

### Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	Governance document
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g., election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Up to 6 trustees can be elected while a number of organisations regularly using the hall have the right under our governance document to appoint a trustee. The governance document allows for new organisations to be appointed proposed by

		the Committee where the existing organisations fail to continue.
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees.	Para 1.51	New trustees are given a copy of the governance document together with a rights of trustee document when they first become a trustee. They are required to sign a trustee declaration after being appointed.
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	<p>The village hall is run on behalf of the village by its trustees. We work with other organisations in the village such as the Parish Council, the WI and the Church in preparing events such as the Coronation party. This year has been one of consolidation after last year's major spend on the hall's infrastructure. We would like to extend our thanks to both the Parish Council who have been very supportive of the hall throughout the year in different ways.</p> <p>The Trustees have met 11 times during the year and kept in touch at other times via email and phone. We also have a WhatsApp group. Speakers are welcome at the meetings but have no voting rights. The lettings secretary is also in regular attendance. Urgent decisions have been made via email and then ratified at committee meetings. Confidential matters are discussed by Trustees only. All expenditure must be approved by Trustees; specific responsibilities are delegated as follows:</p> <ul style="list-style-type: none"> <li>Fire Safety – Roy Mann</li> <li>Maintenance -All trustees</li> <li>Garage Safari - Sally Cook</li> <li>Farmers' Market – Roy Mann, Barry Mansfield, Sally Cook</li> <li>Books – Roy Mann</li> <li>Promotion – All</li> <li>Administration – Kath Hounsell</li> </ul>
Relationship with any related parties	Para 1.51	

Other		
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### Reference and Administrative details

Charity name	Capel le Ferne Village Hall Management Committee
Other name the charity uses	-
Registered charity number	
Charity's principal address	Village Hall Lancaster Avenue Capel-le-Ferne Folkestone CT18 7LX

**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	Roy Mann			
2	Barry Mansfield			Short Bowls Club
3	Jerry Watson			
4	Caroline Bunting	Vice Chair		WI
5	Sally Cook	Chair		
6	Sarah-Jane Leonard	Treasurer		Youth Club
7	Kath Hounsell	Secretary		
8				
9				
10				
11				
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13				
14				
15				
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

Director name		
N/A		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

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

Type of adviser	Name	Address
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N/A		

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a
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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	SALLY COOK	
<b>Position (eg Secretary, Chair, etc)</b>	CHAIR	
<b>Date</b>	04/11/25	

INDEPENDENT EXAMINER'S REPORT TO

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE – CHARITY NUMBER 281786

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As Trustees of the charity, the Committee 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Signed: .....

Date: 28 October 2025

G R Webb  
Chartered Accountant  
17 Bernard Gardens  
Shepherdswell  
Dover  
Kent CT15 7PH

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

RECEIPTS AND PAYMENTS ACCOUNT

for the year ended 30 September 2025

	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2025</u> <u>£</u>	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2024</u> <u>£</u>
<b><u>RECEIPTS</u></b>		
Hall Hiring	23792	21678
Fund Raising	7228	7993
Bank Interest Received	205	164
Interest Distributions Received On Investments	56	57
Grant for Purchase of Commercial Dishwasher	-	1232
Donations	945	1342
Community Fund Grant	<u>-</u>	<u>1000</u>
<b><u>TOTAL RECEIPTS</u></b>	<b><u>32226</u></b>	<b><u>33466</u></b>
 <b><u>PAYMENTS</u></b>		
Water Rates	1111	440
Insurance	1446	1628
Lighting & Heating	3871	6495
Telephone	886	728
Lettings Secretary Services	3575	3575
Cleaning & Refuse	10101	9563
Repairs & Renewals	6385	3866
Printing, Stationery & Postage	59	132
Bank Charges	122	140
Accountancy Charges	1280	990
Subscriptions & Licences	429	642
Sundry Expenses	<u>1082</u>	<u>686</u>
	30347	28885
Capital Expenditure – Fixtures, Fittings & Equipment	<u>319</u>	<u>1555</u>
<b><u>TOTAL PAYMENTS</u></b>	<b><u>30666</u></b>	<b><u>30440</u></b>
<b><u>NET SURPLUS</u></b>	<b>1560</b>	<b>3026</b>
<b><u>OPENING BALANCES AT BANK &amp; CASH IN HAND</u></b>	<b><u>16604</u></b>	<b><u>13578</u></b>
<b><u>CLOSING BALANCES AT BANK &amp; CASH IN HAND</u></b>	<b><u>18164</u></b>	<b><u>16604</u></b>

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

STATEMENT OF ASSETS

AS AT 30 SEPTEMBER 2025

	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2025</u> <u>£</u>	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2024</u> <u>£</u>
<b><u>CASH FUNDS</u></b>		
Bank Accounts	18062	16281
Cash In Hand	<u>102</u>	<u>323</u>
	<u>18164</u>	<u>16604</u>
<b><u>INVESTMENTS</u></b>		
NOTE	<u>19159</u>	<u>18963</u>
<b><u>FIXED ASSETS</u></b>		
Land & Buildings – Hall & Improvements at cost	90857	90857
Fixtures, Fittings & Equipment at cost	<u>27033</u>	<u>26714</u>
	<u>117890</u>	<u>117571</u>

**NOTE**

<u>INVESTMENTS</u>	<u>MARKET VALUE</u> <u>AT</u> <u>30 September 2025</u> <u>£</u>	<u>MARKET VALUE</u> <u>AT</u> <u>30 September 2024</u> <u>£</u>
Black Rock Charities UK Bond Fund 374.543 Accumulation Units	17813	17579
Black Rock Charities UK Bond Fund 948.980 Income Units	<u>1346</u>	<u>1384</u>
	<u>19159</u>	<u>18963</u>

INDEPENDENT EXAMINER'S REPORT TO

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE – CHARITY NUMBER 281786

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2025

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As Trustees of the charity, the Committee 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Signed: ..... G. R. Webb .....

Date: 28 October 2025

G R Webb  
Chartered Accountant  
17 Bernard Gardens  
Shepherdswell  
Dover  
Kent CT15 7PH

**CAPEL-LE-FERNE VILLAGE HALL**

England & Wales - Charity number 281786

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# Accounts

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## Trustees' Annual Report for the period

From **1/10/2023** to **30/09/2024**

**Charity name: Capel-le-Ferne Village Hall**

**Charity registration number: 281786**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The village hall is held in trust for the use of the inhabitants of Capel-le-Ferne for meetings, lectures, classes and for other forms of recreation and leisure time occupation with the objective of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19th	The hall provides a central point for the activities of the village providing a home for many local organisations such as the Parish Council, Women's Institute, Badminton, Kent Active Retirement Fellowship, Bridge, Youth Club, Short Mat Bowls club, Pilates, Capel Cares, Tai Chi and Car Club. Dance and fitness clubs also hold weekly meetings. The hall offers preferential rates for residents and is available for private parties. The Farmer's Market has run all year and now has a range of stalls including meat, bread, cakes, eggs, cheese, jams, honey and various craft stalls. The café at the Farmers Market continues to provide a place where the community can meet for coffee and a chat. The Parish council has regular surgery at the Farmers Market. Community lunches have been introduced this year and have proved very successful. The honesty books and puzzles continue to be popular in both supply and demand. The Garage Safari proved very popular again this year with increased turnout with the kitchen café doing better than last year which was itself an improvement on previous years. Two boot fairs with

Other		
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity remains in a strong position despite heavy investment in the fabric of the hall.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No formal policy – reserves above £3000 are transferred to a higher interest account. Any monies in this account are used for expansion and/or investment in the fabric of the hall. The Committee have agreed to maintain at least £5000 in hand as a reserve.
Amount of reserves held	Para 1.22	<b>£16604 plus investments £18963</b>
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	These include Hiring of hall Garage Safari Boot fairs Honesty book/puzzle sales Farmers Market Grants from local authorities
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Our principal risk is that of personnel. Over recent years the number of trustees has fallen from 14 to 7. The number of volunteers we can call on for events etc has also fallen which means that the trustees end up running nearly all of the events themselves.
Other		

		over 20 stalls at each event were organised raising funds for the hall and was well supported by the public.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	The hall would not be able to function as it does without its band of volunteers. Our Trustees and volunteers who get out and put away tables for events, help out at boot fairs, community lunches and the Garage Safari, run kitchens, make cakes, put up Christmas decorations, take them down, perform routine maintenance, bid for funding, organise marketing, plan events, attend meetings about and on behalf of the hall and generally the 101 things that ensure the functioning of a successful community hall
Other		

### Achievements and Performance

	SORP reference	

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>Main achievements this year include the continued provision of community lunches by the hall and improvements to the overall running of the hall. The lunches have been provided free of charge for members of the Capel community and were funded by successful bids from the local authorities. Each lunch has been attended by over 45 people who seem enjoy coming together to chat over a meal. Meals are prepared, cooked and served by the hall trustees with much appreciated help from the Community Warden.</p> <p>A lot of 'housekeeping' has taken place this year. Storerooms have been cleared, cupboards sorted, documents and record keeping streamlined and This year has been one of consolidation after last year's major spend on the hall's infrastructure. We would like to extend our thanks to both the Parish Council and the Royal Oak who have been very supportive of the hall throughout the year in different ways. The Farmers Market continues to thrive attracting stalls from the local area and through the year raising over £5000 in much needed funds which goes towards the running of the hall.</p>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

<p>Achievements against objectives set</p>	<p>Para 1.</p>	<p>n/a</p>
<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>n/a</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	<p>n/a</p>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Governance document
How is the charity constituted?	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g., election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Up to 6 trustees can be elected while a number of organisations regularly using the hall have the right under our governance document to appoint a trustee. The governance document allows for new organisations to be appointed proposed by the Committee where the existing organisations fail to continue.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees.	Para 1.51	New trustees are given a copy of the governance document together with a rights of trustee document when they first become a trustee. They are required to sign a trustee declaration after being appointed.
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	<p>The village hall is run on behalf of the village by its trustees. We work with other organisations in the village such as the Parish Council, the WI and the Church in preparing events such as the Coronation party. This year has been one of consolidation after last year's major spend on the hall's infrastructure. We would like to extend our thanks to both the Parish Council and the Royal Oak who have been very supportive of the hall throughout the year in different ways.</p> <p>The Trustees have met 11 times during the year and kept in touch at other times via email and phone. Speakers are welcome at the meetings but have no voting rights. The lettings secretary is also in regular attendance. Urgent decisions have been made via email and then ratified at committee meetings. Confidential matters are discussed by Trustees only. All expenditure must be approved by Trustees; specific responsibilities are delegated as follows:</p>

		<b>Fire Safety – Fred Leaning</b> <b>Maintenance -All trustees</b> <b>Garage Safari - Sally Cook</b> <b>Farmers' Market – Roy Mann, Barry Mansfield, Sally Cook</b> <b>Books – Roy Mann</b> <b>Promotion – All</b>
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Capel le Ferne Village Hall Management Committee
Other name the charity uses	-
Registered charity number	
Charity's principal address	Village Hall Lancaster Avenue Capel-le-Ferne Folkestone CT18 7LX



**Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	n/a	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a	Week Ten

**Additional information (optional)**

Week Nine

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

Type of adviser	Name	Address	
N/A			Week Eight
			Week Seven

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

	Week Six
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**Exemptions from disclosure**

Week Five

Reason for non-disclosure of key personnel details

n/a	Week Four

**Other optional information**

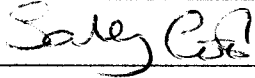
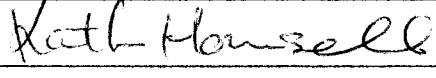
	Week Three
	Week Two
	Week One

Name	NI Number	Tel No	Preferred IT	Email
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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	SALLY COOK	KATHRYN HOUSSELL
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	20/11/23	

INDEPENDENT EXAMINER'S REPORT TO

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE – CHARITY NUMBER 281786

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As Trustees of the charity, the Committee 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Signed: ..... *G R Webb* .....

Date: 21 November 2024

G R Webb  
Chartered Accountant  
17 Bernard Gardens  
Shepherdswell  
Dover  
Kent CT15 7PH

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

RECEIPTS AND PAYMENTS ACCOUNT

for the year ended 30 September 2024

	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2024</u> £	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2023</u> £
<u>RECEIPTS</u>		
Hall Hiring	21678	22224
Fund Raising	7993	6701
Bank Interest Received	164	128
Dividends & Interest Distributions Received On Investments	57	317
Grant for Purchase of Commercial Dishwasher	1232	-
Donations	1342	1050
Community Fund Grants	1000	1741
Sale Proceeds COIF Charities Investment Fund 669.19 Income Units	-	12643
<b><u>TOTAL RECEIPTS</u></b>	<b><u>33466</u></b>	<b><u>44804</u></b>
 <u>PAYMENTS</u>		
Water Rates	440	382
Insurance	1628	668
Lighting & Heating	6495	2629
Telephone	728	633
Lettings Secretary Services	3575	3450
Cleaning & Refuse	9563	9117
Repairs & Renewals	3866	34539
Printing, Stationery & Postage	132	121
Bank Charges	140	135
Accountancy Charges	990	950
Subscriptions & Licences	642	1649
Sundry Expenses	686	733
	28885	55006
Capital Expenditure – Fixtures, Fittings & Equipment	1555	1685
<b><u>TOTAL PAYMENTS</u></b>	<b><u>30440</u></b>	<b><u>56691</u></b>
<b><u>NET SURPLUS/(DEFICIT)</u></b>	<b>3026</b>	<b>(11887)</b>
<b><u>OPENING BALANCES AT BANK &amp; CASH IN HAND</u></b>	<b><u>13578</u></b>	<b><u>25465</u></b>
<b><u>CLOSING BALANCES AT BANK &amp; CASH IN HAND</u></b>	<b><u>16604</u></b>	<b><u>13578</u></b>

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

STATEMENT OF ASSETS

AS AT 30 SEPTEMBER 2024

	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2024</u> <u>£</u>	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2023</u> <u>£</u>
<b><u>CASH FUNDS</u></b>		
Bank Accounts	16281	13248
Cash In Hand	<u>323</u>	<u>330</u>
	<u>16604</u>	<u>13578</u>
<b><u>INVESTMENTS</u></b>		
NOTE	<u>18963</u>	<u>17511</u>
<b><u>FIXED ASSETS</u></b>		
Land & Buildings – Hall & Improvements at cost	90857	90857
Fixtures, Fittings & Equipment at cost	<u>26714</u>	<u>25159</u>
	<u>117571</u>	<u>116016</u>

**NOTE**

<u>INVESTMENTS</u>	<u>MARKET VALUE</u> <u>AT</u> <u>30 September 2024</u> <u>£</u>	<u>MARKET VALUE</u> <u>AT</u> <u>30 September 2023</u> <u>£</u>
Black Rock Charities UK Bond Fund 374.543 Accumulation Units	17579	16182
Black Rock Charities UK Bond Fund 948.980 Income Units	<u>1384</u>	<u>1329</u>
	<u>18963</u>	<u>17511</u>

.....  
S COOK - CHAIR

.....  
S LEONARD - TREASURER

**CAPEL-LE-FERNE VILLAGE HALL**

England & Wales - Charity number 281786

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# Accounts

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## Trustees' Annual Report for the period

From 1/10/2022 To 30/09/2023

Charity name: Capel-le-Ferne Village Hall

Charity registration number: 281786

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The village hall is held in trust for the use of the inhabitants of Capel-le-Ferne for meetings, lectures, classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The hall provides a central point for the activities of the village providing a home for many local organisations such as the Parish Council, Women's Institute, Badminton, Kent Active Retirement Fellowship, Bridge, Youth Club, Short Mat Bowls club, Pilates, Capel Cares, Tai Chi and Car Club. Dance and fitness clubs also hold weekly meetings. The hall offers preferential rates for residents and is available for private parties. The Farmer's Market has run all year and now has a range of stalls including meat, bread, cakes, eggs, cheese and honey. A significant happening was the decision by Farthingloe Farm to stop coming to the Market without giving us any warning. We managed to find a replacement which has proved successful. The café at the Farmers Market continues to provide a place where the community can meet for coffee and a chat. The Parish council has a regular surgery at the Farmers Market. Community lunches have been introduced this year and have proved very successful. The honesty books continue to be popular in both supply and demand. The Garage Safari proved very popular again this year with

		increased footfall and the kitchen café did exceptionally well. Major expense has been incurred on the hall infrastructure this year with the small hall, foyer, corridor, Room 101 and Room102 have being redecorated with new flooring, and a new flat roof has been installed complete with new roof lantern paid for by the hall savings account and an investment account. Regular maintenance on plumbing and electrics has also taken place.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	n/a
Policy on social investment including program related investment	Para 1.38	n/a
Contribution made by volunteers	Para 1.38	The hall would not be able to function as it does without its band of volunteers. Our Trustees and volunteers who get out and put away tables for events, help out at boot fairs, community lunches and the Garage Safari, run kitchens, make cakes, put up Christmas decorations, take them down, perform routine maintenance, bid for funding, organise marketing, plan events, attend meetings about and on behalf of the hall and generally the 101 things that ensure the functioning of a successful community hall
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	Main achievements this year include the provision of community lunches by the hall and the complete overhaul of the large flat roof. Normal service continued during the latter and during the painting and reflooring of 4 rooms. The community lunches were an idea of a trustee at the early part of the year when nationwide, emphasis was being placed on high heating costs for those on fixed incomes and of the isolation faced by many. These lunches have been provided free of charge for members of the Capel community. Initially we had 27 people attend the lunch with the latest lunch attracting 45. We intend to repeat these in the next reporting year and have bid for funding from our local authority for help with this. The redecorating has given us an extra storage room useful for our regular hall users and an additional small meeting room which can also be used as an office. Computers and a wireless printer have been acquired for use by the village, the former being paid for by a grant from Dover District Council. This will allow Capel residents who lack the internet or the knowledge to use IT to access a PC and be able to print any information they need.

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.	n/a
Performance of fundraising activities against objectives set	Para 1.41	n/a
Investment performance against objectives	Para 1.41	<b>n/a</b>

Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity remains in a strong position despite heavy investment in the fabric of the hall.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No formal policy – reserves above £3000 are transferred to a higher interest account. Any monies in this account are used for expansion and/or investment in the fabric of the hall. The Committee have agreed to maintain at least £5000 in hand as a reserve.
Amount of reserves held	Para 1.22	<b>£13578</b>
Reasons for holding zero reserves	Para 1.22	<b>n/a</b>
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>n/a</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	These include Hiring of hall Garage Safari Boot fairs Honesty book/puzzle sales Farmers Market
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Our principal risk is that of personnel. Over recent years the number of trustees has fallen from 14 to 7, increasing by 1 this year. The number of volunteers we can call on for events etc has also fallen which means that the trustees end up running nearly all of the events themselves.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Governance document
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g., election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Up to 6 trustees can be elected while a number of organisations regularly using the hall have the right under our governance document to appoint a trustee. The governance document allows for new organisations to be appointed proposed by the Committee where the existing organisations fail to continue.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees.	Para 1.51	New trustees are given a copy of the governance document together with a rights of trustee document when they first become a trustee. They are required to sign a trustee declaration after being appointed.
The charity's organisational structure and any wider network with which the charity works.	Para 1.51	The village hall is run on behalf of the village by its trustees. We work with other organisations in the village such as the Parish Council, the WI and the Church in preparing events such as the Coronation party. The Trustees have met 11 times during the year and kept in touch at other times via email and phone. Speakers are welcome at the meetings but have no voting rights. Lettings secretary also in regular attendance. Urgent decisions have been made via email and then ratified at committee meetings. Confidential matters are discussed by Trustees only. All expenditure must be approved by Trustees; specific responsibilities are delegated as follows: Fire Safety – Fred Leaning Maintenance -All trustees Garage Safari - Sally Cook Farmers' Market – Roy Mann, Barry Mansfield, Sally Cook Books – Roy Mann Promotion – All
	Para 1.51	

Relationship with any related parties		
Other		

### Reference and Administrative details

Charity name	Capel le Ferne Village Hall Management Committee
Other name the charity uses	-
Registered charity number	
Charity's principal address	Village Hall Lancaster Avenue Capel-le-Ferne Folkestone CT18 7LX

**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	Roy Mann			
2	Barry Mansfield			Short Bowls Club
3	Jerry Watson			Church
4	Caroline Bunting	Vice Chair		WI
5	Sally Cook	Chair		
6	Sarah-Jane Leonard	Treasurer		Youth Club
7	Kath Hounsell		02/05/23 onwards	
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		
N/A		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

### Additional information (optional)

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

Type of adviser	Name	Address
N/A		

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

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a
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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

--	--

Full name(s)

SALLY COOK

SALLY COOK	
------------	--

Position (eg Secretary,  
Chair, etc)

CHAIR

CHAIR	
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Date

20/11/23

20/11/23
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CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

RECEIPTS AND PAYMENTS ACCOUNT

for the year ended 30 September 2023

	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2023</u> <u>£</u>	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2022</u> <u>£</u>
<b><u>RECEIPTS</u></b>		
Hall Hiring	22224	18330
Fund Raising	6701	5608
Bank Interest Received	128	10
Dividends & Interest Distributions Received		
On Investments	317	419
Coronavirus Local Authority Grants	-	2667
Donations	1050	1041
Community Grants Received	1741	-
Sale Proceeds COIF Charities Investment Fund		
669.19 Income Units	<u>12643</u>	<u>-</u>
<b><u>TOTAL RECEIPTS</u></b>	<b><u>44804</u></b>	<b><u>28075</u></b>
 <b><u>PAYMENTS</u></b>		
Water Rates	382	565
Insurance	668	1884
Lighting & Heating	2629	2331
Telephone	633	384
Lettings Secretary Services	3450	3500
Cleaning & Refuse	9117	8910
Repairs & Renewals	34539	15259
Printing, Stationery & Postage	121	46
Bank Charges	135	91
Accountancy Charges	950	920
Subscriptions & Licences	1649	843
Sundry Expenses	<u>733</u>	<u>368</u>
	55006	35101
Capital Expenditure – Fixtures, Fittings & Equipment	<u>1685</u>	<u>-</u>
<b><u>TOTAL PAYMENTS</u></b>	<b><u>56691</u></b>	<b><u>35101</u></b>
<b><u>NET DEFICIT</u></b>	<b>(11887)</b>	<b>(7026)</b>
<b><u>OPENING BALANCES AT BANK</u></b>	<b><u>25465</u></b>	<b><u>32491</u></b>
<b><u>CLOSING BALANCES AT BANK &amp; CASH IN HAND</u></b>	<b><u>13578</u></b>	<b><u>25465</u></b>

G R Webb  
Chartered Accountant  
17 Bernard Gardens  
Shepherdswell  
Dover  
Kent CT15 7PH

Signed: .....  
Date: 2 November 2023

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect;

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

**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.

**BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

As Trustees of the charity, the Committee 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

CAPLE-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE – CHARITY NUMBER 281786

**INDEPENDENT EXAMINER'S REPORT TO**

**CAPEL-LE-FERNE VILLAGE HALL**

England & Wales - Charity number 281786

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# Accounts

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# Trustees' annual report for the period



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Period start date 

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 Period end date 

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Charity name 

Capel le Ferne Village Hall Committee					
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 Charity No (if any) 

2	8	1	7	8	6	
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## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	'The village hall is held in trust for the use of the inhabitants of Capel-le-Ferne for meetings, lectures, classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The hall provides a central point for the activities of the village providing a home for many local organisations such as the Parish Council, Women's Institute, Badminton, Kent Active Retirement Fellowship, Bridge, Youth Club, Short Mat Bowls club, Pilates, Tai Chi and Car Club. Dance and fitness clubs also hold weekly meetings. The hall offers preferential rates for residents and is available for private parties. The Farmer's Market has run all year and now has a range of stalls including meat, bread, cakes and fruit and veg. The café at the Farmers Market continues to provide a place where the community can meet for coffee and a chat. The Parish council has a regular surgery at the Farmers Market. A successful McMillan coffee morning was run during the year and a book sale and the volunteer's afternoon tea proved popular. The honesty books continue to be popular in both supply and demand. New flooring has been introduced, a new cooker installed, new lighting installed in the main hall, a new sound system installed together with broadband and access to the internet, and new window

		winders also in the main hall. Regular maintenance on plumbing and electrics has also taken place.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

#### Additional information (optional)

You may choose to include further statements where relevant about:

Contribution made by volunteers	Para 1.38	The hall would not be able to function as it does without its band of volunteers. Our Trustees and volunteers who get out and put away tables for events, help out at boot fairs and the Garage Safari, run kitchens, make cakes, put up Christmas decorations, take them down, perform routine maintenance, bid for funding, organise marketing, plan events, attend meetings about and on behalf of the hall and generally the 101 things that ensure the functioning of a successful community hall.
Other		The hall continued its 5-star food and hygiene rating after inspection by Dover District Council.

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	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	This year the Committee launched an investment into the fabric of the building with new lights, new flooring and sound equipment. Broadband has made significant difference to services now available particularly to stallholders at the Farmers Market and people hiring meeting rooms. The hall played its part in supporting the village Jubilee celebrations including running a free beverage bar for all participants.

## Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No formal policy - reserves above £3000 are transferred to a higher interest account. Any monies in this account are used for expansion and/or investment in the fabric of the hall. Currently the hall has money in hand to carry out expansion work planned before the COVID lockdown; however, given the uncertain pandemic situation, the committee have decided to hold off the extension and use some of the money to replace the main hall floor.
Amount of reserves held	Para 1.22	25465
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainties

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	Letting of halls, fundraising events such as the Garage Safari, Boot Fairs, Farmers Market, Christmas craft fair, donations, books and 100 club.

Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	<p>Following the pandemic, the committee has decided against further expansion keeping money in reserve should something occur to limit our operation. The hall cannot rely on local authority grants should it be forced to close its doors temporarily for any reason. The committee has insurance against temporary closure, but this was not recognised by insurance company during the pandemic and therefore the committee have acted to ensure it is protected. Lack of volunteers has also proved problematic. A lack of volunteers could make it difficult to organize events such as Garage Safari and Farmers Market</p>

## Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	1980, updated under charity regulations, 2006 and 2009 at AGMs. Conveyance and Trust Deed
How is the charity constituted? (e.g., unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g., election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Up to six Trustees are elected at the AGM. The following organisations have the right to appoint Trustees: Short mat bowls club, Parochial Church Council, Parish Council, WI, Gardeners Association, Capel Car Club and Youth club

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	Secretary issues copies of Charity Commission of 'Trustees duties at a glance,' Acceptance of appointments as Trustee and Confidentiality agreement.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees have met 12 times during the year and kept in touch via email and phone. Speakers are welcome at the meetings but have no voting rights. Lettings secretary also in regular attendance. Urgent decisions have been made via email and then ratified at committee meetings. Confidential matters are discussed by Trustees only. All expenditure must be approved by Trustees; specific responsibilities are delegated as follows:  Fire Safety - Fred Leaning Maintenance -All trustees

		Garage Safari - Sally Cook Farmers' Market - Roy Mann, Barry Mansfield, Sally Cook Village Fete - All trustees Promotion - All
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**Reference and Administrative details**

Charity name	Capel le Ferne Village Hall Management Committee
Other name the charity uses	None
Registered charity number	281786
Charity's principal address	Lancaster Road Capel le Ferne Folkstone CT18 7LX

**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	Sally Cook	Chair		
2	Barry Mansfield			
3	Brian Wilson			
4	Caroline Bunting	Vice Chair		
5	Roy Mann			
6	Sarah Leonard	Treasurer		
7				
8	Jerry Watson			
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## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s) Sally  
Cook

Position Chair

Date 05/11/22

INDEPENDENT EXAMINER'S REPORT TO

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE – CHARITY NUMBER 281786

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As Trustees of the charity, the Committee 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
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- to state whether particular matters have come to my attention.

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**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Signed: .....

Date: 24 November 2022

G R Webb  
Chartered Accountant  
17 Bernard Gardens  
Shepherdswell  
Dover  
Kent CT15 7PH

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

RECEIPTS AND PAYMENTS ACCOUNT

for the year ended 30 September 2022

	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2022</u> <u>£</u>	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2021</u> <u>£</u>
<b><u>RECEIPTS</u></b>		
Hall Hiring	18330	8835
Fund Raising	5608	4035
Bank Interest Received	10	1
Dividends & Interest Distributions Received On Investments	419	412
Coronavirus Local Authority Grants	2667	19051
Donations	<u>1041</u>	<u>853</u>
<b><u>TOTAL RECEIPTS</u></b>	<b><u>28075</u></b>	<b><u>33187</u></b>
<b><u>PAYMENTS</u></b>		
Water Rates	565	660
Insurance	1884	4329
Lighting & Heating	2331	1502
Telephone	384	-
Lettings Secretary Services	3500	3500
Cleaning & Refuse	8910	8856
Repairs & Renewals	15259	3008
Printing, Stationery & Postage	46	115
Bank Charges	91	-
Accountancy Charges	920	860
Subscriptions & Licences	843	687
Sundry Expenses	<u>368</u>	<u>130</u>
<b><u>TOTAL PAYMENTS</u></b>	<b><u>35101</u></b>	<b><u>23647</u></b>
<b><u>NET RECEIPTS/(DEFICIT)</u></b>	<b>(7026)</b>	<b>9540</b>
<b><u>OPENING BALANCES AT BANK</u></b>	<b><u>32491</u></b>	<b><u>22951</u></b>
<b><u>CLOSING BALANCES AT BANK</u></b>	<b><u>25465</u></b>	<b><u>32491</u></b>

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

STATEMENT OF ASSETS

AS AT 30 SEPTEMBER 2022

	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2022</u> <u>£</u>	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2021</u> <u>£</u>
<b><u>CASH FUNDS</u></b>		
Bank Accounts	<u>25465</u>	<u>32491</u>
<b><u>INVESTMENTS</u></b>		
NOTE	<u>29322</u>	<u>34463</u>
<b><u>FIXED ASSETS</u></b>		
Land & Buildings – Hall & Improvements at cost	90857	90857
Fixtures, Fittings & Equipment at cost	<u>23474</u>	<u>23474</u>
	<u>114331</u>	<u>114331</u>

**NOTE**

<u>INVESTMENTS</u>	<u>MARKET VALUE</u> <u>AT</u> <u>30 September 2022</u> <u>£</u>	<u>MARKET VALUE</u> <u>AT</u> <u>30 September 2021</u> <u>£</u>
Black Rock Charities UK Bond Fund 374.543 Accumulation Units	15750	19712
Black Rock Charities UK Bond Fund 948.980 Income Units	1348	1747
COIF Charities Investment Fund 669.19 Income Units	<u>12224</u>	<u>13004</u>
	<u>29322</u>	<u>34463</u>

INDEPENDENT EXAMINER'S REPORT TO

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE – CHARITY NUMBER 281786

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As Trustees of the charity, the Committee 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities 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 material matters have come to my attention which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

Signed: ..... *G R Webb* .....

Date: 24 November 2022

G R Webb  
Chartered Accountant  
17 Bernard Gardens  
Shepherdswell  
Dover  
Kent CT15 7PH

**CAPEL-LE-FERNE VILLAGE HALL**

England & Wales - Charity number 281786

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# Accounts

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# Trustees' annual report for the period



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Period start date 

0	1	1	0	2	0
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 Period end date 

2	0	0	9	2	1
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Charity name 

Capel	le	Ferne	Village	Hall	Committee
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 Charity No (if any) 

2	8	1	7	8	6	
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## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	'The village hall is held in trust for the use of the inhabitants of Capel-le-Ferne for meetings, lectures, classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants'.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The hall provides a central point for the activities of the village providing a home for many local organisations such as the Parish Council, Womens Institute, Badminton, Kent Active Retirement Fellowship, Brownies, Youth Club, Short Mat Bowls club and Car Club. Dance and fitness clubs also hold weekly meetings. The playgroup runs 4 mornings a week with extended hours on some days. The hall offers preferential rates for residents and is available for private parties. The Farmers Market has run all year with provisions to prevent COVID 19 infection. A very successful McMillan coffee morning was run allowing a lot of village residents to get together after a long period of isolation. A book sale and a volunteers lunch were also held during the year. The honesty books continue to be popular in both supply and demand. The hall roof has been overhauled, the electrics checked, new outside socket boxes installed, taps and toilets replaced and general painting done. The Fire Service came and gave the hall its 5 yearly fire assessment; we achieved the top rating.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity	Para 1.18	The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

Commission on public benefit		
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## Additional information (optional)

You may choose to include further statements where relevant about:

Contribution made by volunteers	Para 1.38	The hall would not be able to function as it does without its band of volunteers. Our Trustees and volunteers who get out and put away tables for events, help out at the village fete and Garage Safari, run kitchens, make cakes, put up Christmas decorations, take them down, perform routine maintenance, bid for funding, organize marketing, plan events, attend meetings about and on behalf of the hall and generally the 101 things that ensure a successful community hall.
Other		It was decided not to hold the village fete this year or the indoor boot fairs and the New Year dance as a result of the COVID pandemic.

## Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<p>The constant changes to COVID regulations meant that the various risk assessments and restrictions which were put in place have had to be updated on a regular basis. The hall was shut during lockdown from September to December although the Farmers Market continued to operate outside. It has taken time for organisations to recover and return from this although private letting bookings increased during the last months of the financial year. The Farmers Market has continued to trade although the café did not resume business until April 21. The manager of the Farmers Market has stepped down so the hall committee have taken over running the market during the year which has proved more profitable. People have started to meet up again and numbers at the café have increased. Organisations were returning in earnest from September although community functions have suffered as a lot of residents were still reluctant to leave their homes. The Garage Safari went well with nearly £1300 being raised for the hall. Funds were also forthcoming from Dover District Council for nearly £20,000 to help offset monies expended during lockdown the year before. The hall lettings secretary worked hard to secure the money.</p>

## Financial Review

	SORP reference	
Review of the charity's financial position at the end of the period	Para 1.21	The hall has £32,491 in its bank accounts and £34463 in investments.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No formal policy - reserves above £3000 are transferred to a higher interest account. Any monies in this account are used for expansion and/or investment in the fabric of the hall. Currently the hall has money in hand to carry out expansion work planned before the COVID lockdown; however given the uncertain pandemic situation, the committee have decided to hold off the extension and use some of the money to replace the main hall floor.
Amount of reserves held	Para 1.22	£34493
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No uncertainties

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
The charity's principal sources of funds (including any fundraising)	Para 1.47	Letting of halls, fundraising events such as the Garage Safari, donations, books and 100 club.
Investment policy and objectives including any social investment policy adopted	Para 1.46	n/a
A description of the principal risks facing the charity	Para 1.46	The hall has undergone severe financial turmoil during the pandemic but has been supported by the wisdom of keeping a financial reserve in place.

## Structure, Governance and Management

Description of charity's trusts:	SORP reference	
Type of governing document (trust deed, royal charter)	Para 1.25	1980, updated under charity regulations, 2006 and 2009 at AGMs. Conveyance and Trust Deed
How is the charity constituted?  (e.g unincorporated association, CIO)	Para 1.25	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Up to six Trustees are elected at the AGM. The following organisations have the right to appoint Trustees: Short mat bowls club, Parochial Church Council, Parish Council, WI, Youth Club, Capel Car Club and Playgroup

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policies and procedures adopted for the induction and training of trustees	Para 1.51	Secretary issues copies of Charity Commission of 'Trustees duties at a glance', Acceptance of appointments as Trustee and Confidentiality agreement.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The Trustees have met 12 times during the year including Zoom meetings and they have also held subcommittee meetings for training and village fete These representatives have speaking but not voting rights. Confidential matters are discussed by Trustees only. All expenditure must be approved by Trustees; specific responsibilities are delegated as follows:  Fire Safety - Fred Leaning Maintenance -All trustees Garage Safari - Sally Cook Farmers' Market - Debbie Ovenden, Sally Cook Village Fete - All trustees Promotion - Chris Pegler

## Reference and Administrative details

Charity name	Capel le Ferne Village Hall Management Committee
Other name the charity uses	None
Registered charity number	281786
Charity's principal address	Lancaster Road Capel le Ferne Folkestone CT18 7LX

### 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	Sally Cook	Chair		
2	Barry Mansfield			
3	Brian Wilson			
4	Caroline Bunting	Vice Chair		
5	Alison Cloake	Secretary		
6	Sarah Leonard	Treasurer		
7				
8	Jerry Watson			
9	Roy Mann			
10	Chris Pegler			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s) Sally Ann  
Cook

Position Chair

Date

INDEPENDENT EXAMINER'S REPORT TO

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE – CHARITY NUMBER 281786

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2021

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As Trustees of the charity, the Committee 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

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Signed: .....

Date: 25 November 2021

G R Webb  
Chartered Accountant  
17 Bernard Gardens  
Shepherdswell  
Dover  
Kent CT15 7PH

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

RECEIPTS AND PAYMENTS ACCOUNT

for the year ended 30 September 2021

	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2021</u> <u>£</u>	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2020</u> <u>£</u>
<b><u>RECEIPTS</u></b>		
Hall Hiring	8835	14173
Fund Raising	4035	3761
Bank Interest Received	1	22
Dividends & Interest Distributions Received On Investments	412	403
Coronavirus Local Authority Grants	19051	10000
Donations	<u>853</u>	<u>697</u>
<b><u>TOTAL RECEIPTS</u></b>	<b><u>33187</u></b>	<b><u>29056</u></b>
 <b><u>PAYMENTS</u></b>		
Water Rates	660	947
Insurance	4329	3433
Lighting & Heating	1502	3825
Lettings Secretary Services	3500	3250
Cleaning & Refuse	8856	9138
Repairs & Renewals	3008	4693
Printing, Stationery & Postage	115	152
Accountancy Charges	860	950
Subscriptions & Licences	687	826
Sundry Expenses	<u>130</u>	<u>613</u>
	23647	27827
Capital Expenditure – Fixtures, Fittings & Equipment	<u>-</u>	<u>40</u>
<b><u>TOTAL PAYMENTS</u></b>	<b><u>23647</u></b>	<b><u>27867</u></b>
 <b><u>NET RECEIPTS</u></b>	 <b>9540</b>	 <b>1189</b>
<b><u>OPENING BALANCES AT BANK</u></b>	<b><u>22951</u></b>	<b><u>21762</u></b>
<b><u>CLOSING BALANCES AT BANK</u></b>	<b><u>32491</u></b>	<b><u>22951</u></b>

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE

STATEMENT OF ASSETS

AS AT 30 SEPTEMBER 2021

	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2021</u> <u>£</u>	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2020</u> <u>£</u>
<b><u>CASH FUNDS</u></b>		
Bank Accounts	<u>32491</u>	<u>22951</u>
<b><u>INVESTMENTS</u></b>		
NOTE	<u>34463</u>	<u>33756</u>
<b><u>FIXED ASSETS</u></b>		
Land & Buildings – Hall & Improvements at cost	90857	90857
Fixtures, Fittings & Equipment at cost	<u>23474</u>	<u>23474</u>
	<u>114331</u>	<u>114331</u>

**NOTE**

<u>INVESTMENTS</u>	<u>MARKET VALUE</u> <u>AT</u> <u>30 September 2021</u> <u>£</u>	<u>MARKET VALUE</u> <u>AT</u> <u>30 September 2020</u> <u>£</u>
Black Rock Charities UK Bond Fund 374.543 Accumulation Units	19712	20368
Black Rock Charities UK Bond Fund 948.980 Income Units	1747	1868
COIF Charities Investment Fund 669.19 Income Units	<u>13004</u>	<u>11520</u>
	<u>34463</u>	<u>33756</u>

INDEPENDENT EXAMINER'S REPORT TO

CAPEL-LE-FERNE VILLAGE HALL MANAGEMENT COMMITTEE – CHARITY NUMBER 281786

ON THE ACCOUNTS FOR THE YEAR ENDED 30 SEPTEMBER 2021

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

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Signed: ..... *G. R. Webb* .....

Date: 25 November 2021

G R Webb  
Chartered Accountant  
17 Bernard Gardens  
Shepherdswell  
Dover  
Kent CT15 7PH