

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date

| | | | | | |
|---|---|---|---|---|---|
| 0 | 1 | 1 | 0 | 2 | 0 |
|---|---|---|---|---|---|

 Period end date

| | | | | | |
|---|---|---|---|---|---|
| 2 | 0 | 0 | 9 | 2 | 1 |
|---|---|---|---|---|---|

Charity name

| | | | | | |
|-------|----|-------|---------|------|-----------|
| Capel | le | Ferne | Village | Hall | Committee |
|-------|----|-------|---------|------|-----------|

Charity No
(if any)

| | | | | | | |
|---|---|---|---|---|---|--|
| 2 | 8 | 1 | 7 | 8 | 6 | |
|---|---|---|---|---|---|--|

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 | | |
|------------------------------|--|--|

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 | |
|---|----------------|--|
| 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>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 | <p>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:</p> <p>Fire Safety – Fred Leaning Maintenance – All trustees Garage Safari – Sally Cook Farmers' Market – Debbie Ovenden, Sally Cook Village Fete – All trustees Promotion – Chris Pegler</p> |

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 | Jerry Watson | | | |
| 8 | Roy Mann | | | |
| 9 | Chris Pegler | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
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| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Reference and Administrative details

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 | |
| 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.

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: 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> |
|---|--|--|
| <u>RECEIPTS</u> | | |
| 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> |
| <u>TOTAL RECEIPTS</u> | <u>33187</u> | <u>29056</u> |
| <u>PAYMENTS</u> | | |
| 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> |
| <u>TOTAL PAYMENTS</u> | <u>23647</u> | <u>27867</u> |
| <u>NET RECEIPTS</u> | 9540 | 1189 |
| <u>OPENING BALANCES AT BANK</u> | <u>22951</u> | <u>21762</u> |
| <u>CLOSING BALANCES AT BANK</u> | <u>32491</u> | <u>22951</u> |

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> |
|--|--|--|
| <u>CASH FUNDS</u> | | |
| Bank Accounts | <u>32491</u> | <u>22951</u> |
| <u>INVESTMENTS</u> | | |
| NOTE | <u>34463</u> | <u>33756</u> |
| <u>FIXED ASSETS</u> | | |
| 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> |

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Signed: *G R Webb*

Date: 25 November 2021

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