

Trustees' annual report for the period



CHARITY COMMISSION
FOR ENGLAND AND WALES

Period start date

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				0	

 Period end date

2	0	0	9	2	2
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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	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

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	Jerry Watson			
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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
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,
- 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: 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>
<u>RECEIPTS</u>		
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>
<u>TOTAL RECEIPTS</u>	<u>28075</u>	<u>33187</u>
 <u>PAYMENTS</u>		
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>
<u>TOTAL PAYMENTS</u>	<u>35101</u>	<u>23647</u>
 <u>NET RECEIPTS/(DEFICIT)</u>	<u>(7026)</u>	<u>9540</u>
 <u>OPENING BALANCES AT BANK</u>	<u>32491</u>	<u>22951</u>
 <u>CLOSING BALANCES AT BANK</u>	<u>25465</u>	<u>32491</u>

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>
<u>CASH FUNDS</u>		
Bank Accounts	<u>25465</u>	<u>32491</u>
<u>INVESTMENTS</u>		
NOTE	<u>29322</u>	<u>34463</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 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

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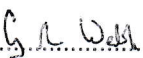
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