



CHARITY COMMISSION
FOR ENGLAND AND WALES

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 |

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| | | 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 | <p>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.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
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| 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 |

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| Other | | |

Financial Review

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| 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 | £13578 |
| 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 |
| 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 | |

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| 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 | |
| 8 | | | | |
| 9 | | | | |
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Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| N/A | | |
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Name of trustees holding title to property belonging to the charity

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

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 |
|-----|

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)

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| | |
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Full name(s)

SALLY COOK

| | |
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| SALLY COOK | |
|------------|--|

Position (eg Secretary,
Chair, etc)

CHAIR

| | |
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| 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> |
|---|--|--|
| <u>RECEIPTS</u> | | |
| 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> |
| <u>TOTAL RECEIPTS</u> | <u>44804</u> | <u>28075</u> |
| <u>PAYMENTS</u> | | |
| 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> |
| <u>TOTAL PAYMENTS</u> | <u>56691</u> | <u>35101</u> |
| <u>NET DEFICIT</u> | <u>(11887)</u> | <u>(7026)</u> |
| <u>OPENING BALANCES AT BANK</u> | <u>25465</u> | <u>32491</u> |
| <u>CLOSING BALANCES AT BANK & CASH IN HAND</u> | <u>13578</u> | <u>25465</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 2023

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: 2 November 2023

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