



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From**            **1/10/2023**    **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	
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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 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:

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

## 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>

		Fire Safety – Fred Leaning Maintenance -All trustees Garage Safari - Sally Cook Farmers' Market – Roy Mann, Barry Mansfield, Sally Cook Books – Roy Mann Promotion – All
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

### 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	Secretary		
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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	Week Ten

### Additional information (optional)

Week Nine

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

Type of adviser	Name	Address	Week Eight
N/A			
			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

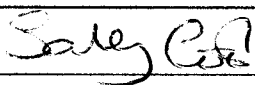

	Week Three
	Week Two
	Week One

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 HOUNSELL
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: .....  .....

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>£</u>	<u>UNRESTRICTED</u> <u>FUNDS</u> <u>2023</u> <u>£</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
<u>TOTAL RECEIPTS</u>	<u>33466</u>	<u>44804</u>
<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
<u>TOTAL PAYMENTS</u>	<u>30440</u>	<u>56691</u>
<u>NET SURPLUS/(DEFICIT)</u>	3026	(11887)
<u>OPENING BALANCES AT BANK &amp; CASH IN HAND</u>	<u>13578</u>	<u>25465</u>
<u>CLOSING BALANCES AT BANK &amp; CASH IN HAND</u>	<u>16604</u>	<u>13578</u>

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>

**INVESTMENTS**

NOTE	<u>18963</u>	<u>17511</u>
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**FIXED ASSETS**

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**

**INVESTMENTS**

	<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