



CHARITY COMMISSION
FOR ENGLAND AND WALES

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> |

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| | | 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 |

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| | | least £5000 in hand as a reserve. |
| Amount of reserves held | Para 1.22 | £18154 plus investments £19159 |
| 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 (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 |

| | | |
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| | | 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:

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|--|-----------|---|
| 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> <p>Fire Safety – Roy Mann Maintenance -All trustees Garage Safari - Sally Cook Farmers' Market – Roy Mann, Barry Mansfield, Sally Cook Books – Roy Mann Promotion – All Administration – Kath Hounsell</p> |
| 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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| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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 | | |
| | | |
| | | |
| | | |

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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| |
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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 | |
| Position (eg Secretary, Chair, etc) | CHAIR | |
| Date | 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> |
|---|--|--|
| <u>RECEIPTS</u> | | |
| 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> |
| <u>TOTAL RECEIPTS</u> | <u>32226</u> | <u>33466</u> |
| <u>PAYMENTS</u> | | |
| 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> |
| <u>TOTAL PAYMENTS</u> | <u>30666</u> | <u>30440</u> |
| <u>NET SURPLUS</u> | 1560 | 3026 |
| <u>OPENING BALANCES AT BANK & CASH IN HAND</u> | <u>16604</u> | <u>13578</u> |
| <u>CLOSING BALANCES AT BANK & CASH IN HAND</u> | <u>18164</u> | <u>16604</u> |

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> |
|--|--|--|
| <u>CASH FUNDS</u> | | |
| Bank Accounts | 18062 | 16281 |
| Cash In Hand | <u>102</u> | <u>323</u> |
| | <u>18164</u> | <u>16604</u> |
| <u>INVESTMENTS</u> | | |
| NOTE | <u>19159</u> | <u>18963</u> |
| <u>FIXED ASSETS</u> | | |
| 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> |

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