

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

**From 1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2020**

**Charity name: Worth Parish Hall**

**Charity registration number: 289486**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	A Village Hall for the use of the inhabitants of Worth without distinction of political religious or other opinions including use for meetings lectures, classes and 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	<p>i).Provision of suitable and safe facilities for community childcare viz.</p> <p>a).Pre-School nursery based in Hall. Daily use</p> <p>b).Worth County Primary School weekly use of the Hall for sports classes, plus other activities.</p> <p>ii). Worth Parish Council meetings.</p> <p>iii). Children's community dance classes four days per week.</p> <p>iv). Maintenance and improvement of the Hall building and facilities enhanced all user's comfort and to substantially improve the energy performance of the building (built c.1909). This year we installed full double glazing throughout (£10,000 National Lottery Community Fund Award part funded the project); LED lighting throughout and replaced the emergency lighting system.</p> <p>v). Active management of the building ensured that permitted usage and related safety and cleaning measures accorded with COVID-19 law and guidance at all times during the year. (£10,000 Covid-19 Business Grant received).</p>
Statement confirming whether the trustees have had regard to the guidance issued by the	Para 1.18	The trustee's paid full regard at all times to the Commission's public benefit guidance when exercising any powers or duties to which the guidance

Charity Commission on public benefit		is relevant.
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grant making did not form any part of our charitable or other activities.
Policy on social investment including program related investment	Para 1.38	Social Investment did not form any part of our charitable or other activities.
Contribution made by volunteers	Para 1.38	General volunteering by both trustees and occasionally other villagers was contributed over the year on an as required basis, predominately to carry out non-technical minor repairs and small-scale redecoration of parts of the premises.
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>i).Successful provision of suitable and safe facilities for community childcare was achieved viz.</p> <p>a.) Busy Bees Pre-School nursery based in Hall. Daily use. Working with the nursery management we ensured that the building and its facilities were well maintained, clean, safe and available at all times when COVID-19 law allowed the group to operate. This nursery group is an important asset for local parents and a significant feeder for children subsequently going on to attend our village primary school.</p> <p>b).Worth County Primary School's weekly use of Hall for sports classes. The Hall is a vital asset for our village primary school when the weather is inclement. The school has no indoor space to undertake weekly sports and</p>

		<p>PE classes and the Hall forms an integral part of this weekly activity. The benefit is to the health and well being of the children.</p> <p>Contd).</p> <p>ii). Worth Parish Council meetings. The provision of suitable, safe facilities to accommodate parish council meetings allowed democratic accountability and participation by residents in local government.</p> <p>iii). Children's community dance classes four days per week. Positive benefits to the health, well being and personal achievements of the children participating.</p> <p>iv). Routine repairs and maintenance are carried out promptly. Improvement of the Hall building and facilities enhanced all users' comfort and substantially improved the energy performance of the building (built c.1909). Full double glazing installed throughout the building this year, resulted in a vast improvement to heat loss and enhanced user experience. LED lighting installed throughout the building this year, resulted in better reliability for users and lower energy and maintenance costs. All emergency lighting replaced with a new LED system gave improved reliability and brighter lighting for users.</p> <p>v). Active management of the building ensured that permitted usage and related safety and cleaning measures were in full accordance with COVID-19 law and guidance at all times during the year.(£10,000 Covid-19 Business Grant received). Benefit to local community by ensuring the Hall remained available to permitted users e.g. children as well as parents of nursery and school age children particularly.</p>
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Throughout 2020 the trustees consistently ensured that the Village Hall was available for the safe use of all permitted groups allowed under COVID-19 law as it evolved during the year.
Performance of fundraising activities against objectives set	Para 1.41	<p>The following main fundraising activities were undertaken this year. We applied for and received :</p> <p>a). £10,000 National Lottery Community Fund Award to part-fund the double glazing of the whole building.</p> <p>b). £10,000 COVID -19 Business Grant</p> <p>c). Hall Hire rental income of £8256.64. Use of this funding for on-going improvements to the fabric and fitments of the building - including</p>

		upgrading of toilets and kitchen.
Investment performance against objectives	Para 1.41	Investment did not form any part of our charitable or other activities.
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Total Spend 2020 £23,523.91</p> <p>2020 Income £29,233.04</p> <p>2020 Expenditure £23,523.91</p> <p>2020 balance £5,709.13</p> <p>2019 balance brought forward £21,985.34</p> <p>Net current balance £27,694.47</p> <p>Reserve Account balance £8,520.85</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	In addition to our Current Account our Charity also maintains a separate Reserve Account. Our policy is to hold sufficient funds in our Reserve Account to allow us to run and maintain the Village Hall for 12 months in the absence of any income. This policy and the sum held in the Reserve Account are formally reviewed annually by the trustees.
Amount of reserves held	Para 1.22	The Reserve Account holds funds of £8,520.85
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	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	<p>Our principal sources of funds for 2020 were:</p> <p>i). £10,000 award from the National Lottery Community fund in March. This was applied for in 2019 and was used to fund the greater part of the double-glazing of the whole Village Hall. The Hall was built c1909 and was mostly single glazed.</p> <p>ii). £10,000 received as a COVID-19 Business Grant in May. This has been/is being used to replace loss of Hall rental income from certain user groups due to COVID-19 lockdown as well as defray vastly increased Hall cleaning costs.</p> <p>iii). Hall Hire rental income of</p>
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		£8256.64. This funding is being considered for on-going improvements to the fabric and fitments of the building – e.g. Upgrading of toilets and kitchen.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Investment did not form any part of our charitable or other activities.
A description of the principal risks facing the charity	Para 1.46	Ongoing uncertainty from medium/long term impact and constraints from COVID-19 restrictions on the availability of the Hall for all current and potential community users. Trustees will continue to actively manage the Charity ensuring the Hall is made safely available as much as possible to permitted users.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Lease and Trust Deed dated 25 October 1983 as amended by Lease and Supplemental Deed dated 24 November 2011 and Lease dated 5 February 2019
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Trust
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	One representative trustee appointed by Worth Parochial Church Council; one representative trustee appointed by Worth Parish Council with a maximum of five representative trustees overall; four elected Trustees elected at the Annual General Meeting and up to a maximum of four co-opted trustees.

## Reference and Administrative details

Charity name	Worth Parish Hall
Other name the charity uses	Worth Village Hall
Registered charity number	289486
Charity's principal address	The Street, Worth, Deal Kent CT14 0DE



## 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	Ian Austin	Chair		
2	Mike Lambourne	Vice-chair		
3	John Mennell			
4	Simon Webb	Treasurer	Jan - July 2020	
5	Jonathan Brown	Treasurer	Aug - Dec 2020	
6	Colin Clark			Worth Parish Council
7	Carol Attenborough			Worth Parochial Church Council
8	Michele Parnell			
9	Katy Chance		Aug - Dec 2020	
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**Additional information (optional)****Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**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

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**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)**

Ian W. Austin

M.J.Lambourne

**Full name(s)**

IAN WILLIAM AUSTIN

MICHAEL JOHN LAMBOURNE

**Position (eg  
Secretary, Chair, etc)**

CHAIR

TREASURER

**Date**

6th JULY 2021

**WORTH PARISH HALL MANAGEMENT COMMITTEE**  
**Registered Charity No. 289486**

**SUMMARY OF FINANCIAL TRANSACTIONS AND STATEMENT OF  
ASSETS AND LIABILITIES**

**Year ending 31 December 2020**

**INCOME AND EXPENDITURE (Based on Receipts and Payments  
accounting)**

<b>Receipts</b>	<b>2020</b>	<b>2019</b>
Hire of Hall	8256.64 (1)	10977.18
Equipment	NIL	NIL
Meters 1264.50	926.40	(1)
Donations	NIL	1.50
Miscellaneous 914.10	20050.00 (2)	
<b>Total Receipts</b> <b>13157.28</b>	<b>29233.04</b>	
<b>Expenditure</b>		
Cleaning materials and services	2975.51	1367.66
Utilities	2990.51	2881.80
Maintenance	16633.10	1188.09
Miscellaneous 1391.00	924.79	
Insurance	NIL	921.04
<b>Total Expenditure</b>	<b>23523.91</b>	<b>7749.52</b>

<b>Balance (Receipts minus expenditure)</b>	<b>5709.13</b>
<b>5407.76</b>	

## NOTES

- (1) Reductions from 2019 due to COVID restrictions requiring full or partial Hall closure
- (2) Includes two grants of £10000 each – from the Lottery Fund and Dover District Council

## Bank Reconciliation

Current Account Opening Balance as at 31 December 2019  
21409.83

Add Unbanked Receipts	934.50
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Deduct Uncashed Cheques	62.66
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Net Opening Balance  
22281.67

Closing Balance as at 31 December 2020  
27452.74

Add Unbanked Receipts	902.20
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Deduct Uncashed Cheques	365.14
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Net Closing Balance as at 31 December 2020  
27989.80

<b>2020 Balance</b>	<b>5708.13</b>
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**Current Account Balance C/F**  
**27452.74**

## STATEMENT OF ASSETS AND LIABILITIES as at 31 December 2020

### ASSETS

## **CASH**

### **CURRENT ACCOUNT**

Net Closing Balance as at 31 December 2020 (2019) plus unbanked receipts minus uncashed cheques:

**£27989.80** (£22281.67)

### **BUSINESS RESERVE ACCOUNT**

Balance as at 31 December 2020 (2019)  
(£8513.35)

**£8520.85**

### **FIXTURES AND FITTINGS**

**The Committee has custody of numerous items of furniture, fittings, electrical appliances and other minor items consistent with the day-to-day operations of the Hall. These items collectively, given their age and condition, are not considered to have any significant value.**

### **LIABILITIES**

**Other than the uncashed cheques issued by the Committee as at 31 December 2020 (£365.14), there are no liabilities.**

### **DECLARATIONS**

**The Trustees declare that they have approved the above Summary of Financial Transactions and Statement of Assets and Liabilities for the year ending 31 December 2020**

**Signed by two trustees on behalf of all the Trustees:**

**SIGNATURE            Ian.W.Austin**

**FULL NAME            IAN WILLIAM AUSTIN**

**POSITION**

**CHAIR**

**DATE**

**6<sup>th</sup> JULY 2021**

**SIGNATURE**

**M.J.Lambourne**

**FULL NAME**

**MICHAEL JOHN LAMBOURNE**

**POSITION**

**TREASURER**

**DATE**

**6 JULY 2021**



**Section A**

**Independent Examiner's Report**

**Report to the  
trustees/ members  
of**

Charity Name

WORTH PARISH HALL MANAGEMENT COMMITTEE

**On accounts for the  
year ended**

31 December 2020

**Charity  
no (if  
any)**

289486

**Set out on pages**

1 - 4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's  
statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~\*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts do 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.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

**Signed:** M.C.Welham

**Date:** 7/7/2021



**Name:** M.C WELHAM

**Relevant  
professional  
qualification(s) or  
body (if any):**

**Address:** Street Farmhouse, The Street, Worth, Deal, Kent, CT14 0DE

## Section B

## Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**