



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month January	Year 2021		Day 31	Month December	Year 2021

## Section A Reference and administration details

**Charity name** Farningham Village Hall

**Other names charity is known by**

**Registered charity number (if any)** 293265

**Charity's principal address** Farningham Village Hall , High Street Farningham  
Farningham  
Kent  
**Postcode DA4 0DH**

### 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	Viv Parker	Chair		
2	Mick Turpin	Treasurer		
3	Daryl Burns			
4	Carol Salmon			
5	Terry Payne			
6				
7				
8				
9				
10				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Farningham Parish Council	

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

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)


## Section B Structure, governance and management

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Deed of Arrangement of FVH /Committee of Management (Made on 27.9.1938 between FPC and the named group called "the Committee" )
How the charity is constituted (eg. trust, association, company)	General management and control of the hall and arrangements for its use are vested in the Committee
Trustee selection methods (eg. appointed by, elected by)	Local Government Electors of Farningham have right to appoint 3 members at AGM Parish Council " " " 2 membs Women's Institute " " " 2 membs Other organisations mentioned have right to appoint 1 memb. Committee also has power to co-opt not more than 3 membs to represent interests in Farningham not represented by any organisations

## Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The Hall shall be used for the purposes of physical and mental recreation and social moral and intellectual development through the medium of reading and recreation rooms, library, lectures classes recreation and entertainment or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Farningham in County of Kent without distinction of sex, of political or other opinions .

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The village hall provides a very full range of recreational, educational, social, health, fitness and entertainment community activities throughout the week and year for a wide variety of people and groups from within the local community.

Regular activities include rehearsals and performances by the Axstane Players; Chair Yoga ; Farningham Parish Council meetings ; Farningham Guitar Club; Linda’s Line Dancing; Pilates; Farningham and Eynsford Local History Society, Zumba and various Women’s Institute Committees and activities.

There is a weekly Tea Dance event for senior citizens and a weekly session for Tiny Tots. The hall is also used for many one-off events throughout the year including weddings, parties, horticultural shows, quiz nights, church fetes, charitable society meeting, concerts, auctions, special talks etc.

Many of the people attending the events are elderly and vulnerable.  
Many of them are alone, and maybe lonely, and their activity at the hall may be the social highlight of their week. These events also offer an excellent possibility for enabling others at the sessions to note and respond to any signs of ill health, need, or regular absence in persons known to live alone and thereby help monitor and provide for needs within the community.

We also have young children attending Tiny Tots every week and this helps them build a good basis of socialisation and basic skills ready for a first school experience.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

See above in section C - listing main activities offered in the Hall

**Brief statement of the charity's policy on reserves****Farningham Village Hall Reserves Policy  
( 30.4.19)****Scope**

This policy defines what is meant by reserves, and sets out the reasons why Farningham Village Hall should maintain reserves.

It discusses the level of reserves to be held, and when the level should be reviewed.

**What are reserves?**

Charity accounting has the concept of “funds”, of which there are two primary classes:-

- Funds that are unrestricted in their use, which can be spent for any charitable purposes of a charity decided upon by the Village Hall trustees
- Funds that are restricted in use, which can only be lawfully used for a specific charitable purpose. This would be a grant or funds raised for a specific purpose (e.g. new heating installation)

Reserves are “that part of a charity’s unrestricted funds that is freely available to spend on any of the charity’s purposes”, in other words money that is not required to meet the charity’s anticipated running costs. Reserves can strengthen a charity’s resilience against, for example, drops in income or the demands of a new project.

**The Level of Reserves**

This policy sets reserves at a level which ensures that Farningham Village Hall’s core activity could continue during a period of unforeseen difficulty.

- The Village Hall should always have sufficient money in the current account to meet daily needs. In practice, the balance in this account varies from about £2,000 to £8,000 according to current commitments and the position in the contract booking invoicing cycle.
- The majority of the reserves, however, are held in a deposit account (100 days notice). The amount held is roughly equivalent to, or slightly higher than, one years expenditure, and is currently £20,000. This sum of money is to cover major repairs and loss of income in the event of losing 2 or 3 large user groups.

**Reviewing the Policy**

The Management Committee agree an annual budget plan that is reviewed and updated at periodic meetings. The calculation of the required level of reserves is an integral part of this process, and any changes will be reflected in this policy.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	VIV Parker	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	12.05.22	

# Farningham Village Hall

Charity Number 293265

## Receipts and payments accounts - 2021

For the period from 01/01/2021 To 31/12/2021

### A - Receipts and payments

Unrestricted Funds This year 2021 to the nearest £	Restricted Funds <sup>1</sup> This year 2021 to the nearest £	Total Last year 2020 to the nearest £
--	---	--

#### Receipts

Non Contract Hire - Non Residents				
	Ordinary	6,030		(374)
	Weddings	1,418		658
Non Contract Hire - Residents				
	Ordinary	1,207		127
	Weddings	0		
<b>Sub total Non Contract hire</b>		8,654		410
Contract Hire - Non Residents		2,396		2,842
Contract Hire - Residents		1,796		3,475
<b>Sub total Contract hire</b>		4,192		6,316
<b>Sub total Hall hire</b>		12,847		6,726
Fundraising		0		228
Donations		17,817		12,197
Bank Interest		184		290
<b>Sub total (Gross income for AR)</b>		30,848	0	19,441

#### Payments

Broadband		234		254
Cleaning & Materials		304		682
Contracted Services		6,800		7,300
Electric		503		487
Fundraising		0		200
Gas		1,054		1,215

Insurance		550		1,321
Postage & Stationery		35		17
Publicity		270		-
Repairs & Maintenance		1,535		4,428
Subs & Licences		197		489
Sundry		916		97
Trade Waste		181		420
Water		440		423
<b>Sub total</b>		13,019	0	17,334

**Net of receipts/(payments)**

**Cash funds last year end**

**Cash funds this year end**

**Total restricted & unrestricted**

17,828	0	2,107
28,653	529	27,074
46,481	529	29,182
	47,010	

## B Assets and liabilities at the end of the period

### Cash funds

#### Details

**This year  
2021  
to the nearest £**

Bank Current Account	26,091
Charity 100 Day Notice Account	20,919
	-
<b>Total cash funds</b>	47,010

(agree balances with receipts and payments account(s))

### Assets retained for the charity's own use <sup>2</sup>

Hall Contents	20,000
---------------	--------

### Liabilities

Deposits Held	250
---------------	-----

## C Notes

**1 Restricted Funds** refers to the donation made in respect of David Gomm.

**2 Assets** include the hall contents and the adjoining Market Meadow. The figures shown for hall contents represent the index-linked insurance cover as updated for 2021.



Signed by one or two trustees on behalf  
of all the trustees

Signature 1

--

Print Name

--

Date of approval

--

Signature 2

--

Print Name

--

Date of approval

--

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE**

**FARNINGHAM VILLAGE HALL**

**Registered Charity No. 293265**

I report on the Accounts of the Farningham Village Hall for the year ended 31st December 2021.

**Respective responsibilities of the Trustees and Examiner**

The Association's Trustees are responsible for the preparation of the Accounts. They consider that an audit is not required for this period 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 Commissioners (under Section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

**Basis of the Independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Association 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 you as 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 matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the following requirements have not been met:
  - a) to keep accounting records in accordance with Section 130 of the Charities Act;
  - b) to prepare Accounts which accord with the accounting records; and
  - c) to comply with the accounting requirements of the Charities Act and the regulations made thereunder
2. which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Name:  Alan Copleston BA FCA

Address: 9 West End, Kemsing, Sevenoaks, Kent TN15 6PX

Date: 17<sup>th</sup> March 2022