

# CLIFFE MEMORIAL HALL

England & Wales · Charity number 302716

## Details

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Other names	CLIFFE VILLAGE HALL
Status	Registered
Legal form	Trust
Registered	1964-01-28
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	26 Station Road Cliffe Rochester ME3 7RX
Phone	01634221718
Email	<a href="mailto:accounts.cliffememorial@hotmail.co.uk">accounts.cliffememorial@hotmail.co.uk</a>
Website	<a href="http://CLIFFEMEMORIALHALL.ORG.UK">CLIFFEMEMORIALHALL.ORG.UK</a>

## Activities

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**Objects:** A VILLAGE HALL.

**Activities:** We provide a hall for hire to the local area. This is open to uniform groups, charities, church, preschool and any groups for the community as well as private functions

## Classification

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- **How:** Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** General Charitable Purposes, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** CLIFFE AND THE NEIGHBOURHOOD
- Kent
- Medway

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-02-28	£79,681	£56,322	-	-
2024-02-29	£54,456	£48,792	-	-
2023-02-28	£51,929	£50,488	-	-
2022-02-28	£38,157	£39,732	-	-
2021-02-28	£21,325	£28,571	-	-

## Trustees

Name	Role	Appointed
Carol Frail		2019-07-01
Cody Loynes		2019-09-01
MRS M HOOPER		
Mrs A Saunders		2014-04-25

**CLIFFE MEMORIAL HALL**

England & Wales - Charity number 302716

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# Accounts

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**CLIFFE MEMORIAL HALL**

**UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 28 FEBRUARY 2025**

**CHARITY REGISTRATION NUMBER 302716**

**CLIFFE MEMORIAL HALL  
CHARITY REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 28 FEBRUARY 2025**

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<b>Charity registration number</b>	302716
<b>Trustees</b>	R Higgins A Keable M Hooper C Loynes C Frail
<b>Committee members</b>	S Sands C Bexton J Townsend
<b>Principal office</b>	Memorial Hall Church Street Cliffe Rochester Kent ME3 7PU
<b>Registered office</b>	26 Station Road Cliffe Rochester Kent ME3 7RX
<b>Independent Examiner</b>	Clayton Stirling & Co 123 Cross Lane East Gravesend Kent DA12 5HA

**CLIFFE MEMORIAL HALL  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 28 FEBRUARY 2025**

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The Trustees present their report and the unaudited financial statements of the charity for the year ended 28 February 2025. The trustees have adopted the provision of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

**Trustees of the charity**

The trustees who have served during the year and since the year end were as follows:

R Higgins	C Frail
A Keable	
M Hooper	
C Loynes	

**Objectives and activities**

The charity owns and manages a hall in Church Street, Cliffe which is available for hire to the local area. This is open to uniform groups, charities, church, preschool and any groups for the community, as well as private functions.

**Public benefit statement**

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**Use of volunteers**

The charity uses volunteers in order to meet its charitable objectives.

**Achievements and performance**

**Summary of main achievements and financial review**

Throughout the year there has been the ever-continuing events to raise funds through the many events and hiring facility at the hall, this included the 80th D Day celebrations, two cream tea events, music festival, tribute bands, firework display held at Pond Hill, our regular coffee hub and bi monthly quiz night to name a few.

Of course, thank you to the council with their support on some of the events. The feedback from the community at the events has been magnificent and many people who attend for a first time are often astounded at the community spirit that exists.

We had a local actor produce a film locally and the Hall allowed him to use the setting for a pretend Olympic darts match, hence the black boarding they put up, which has provided us with a 'free' backdrop to date. We were able, through the community that attend, to provide him with a 'readymade' pretend audience and only through that community friendship we have, could we have done that.

We then had a film showing of the finished article and had 200 people attend, at a very cheap cut down family price of £2.

The Hall Committee, families and friends work tirelessly to maintain both internal and external fittings, along with making all the boards, signs, attraction for events. Fortunately, amongst the 80 and late 70's, we have some good craftsman, but even they are sometimes exhausted after an event, or just general upkeep.

**CLIFFE MEMORIAL HALL  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 28 FEBRUARY 2025**

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Every week a group of us meet up to maintain the hall, or make things for a forthcoming event, or just tidy plates, glasses or take tablecloths home to wash. One of the ladies continually makes bunting at home and you will soon see that displayed for the VE Day event, which our ageing team will put up on the 27th April.

As you can imagine, as with a house, there is always something that needs fixing or maintaining and of course, our energy prices continue to be a huge burden on us.

There was an indoor cream tea event earlier this month and we had 88 people attend and we managed to have a cut-price lovely singing duet and cream tea for just £15 a person. People are set to come to the summer outdoor one, later in year. Costs on that day included electric, food, drink and general costs for the hall, but a profit was made.

But as always, the costs of a village hall continue to amass. It is without a doubt that without the attendance of the community, which is engendered by the great and hard work of all at the hall, we could not exist.

It has been great to have some financial support from the Parish Council for some events and without the yearly grant we have from you, the Hall would not function. Therefore, thank you very much for your continued support.

We are in the process of being about to renovate the existing kitchen, which is now so old. We have fiscally managed the accounts and expenses and hope to be able to start this soon, again, aided by our over aged maintenance team.

Three of us have taken food hygiene courses again, simple things such as these have a cost and we have obtained temporary drinks licences at some events, to try and raise some cash. Never easy and an example being at one music event, one of the team had to dash to Morrisons to buy some more cans of bitter. Such is the comradery of the group, no one moans. do not request petrol money, the event seemed seamless!

The VE Day bunting and flags go up on Sunday 27th, as mentioned, and large signs, painted on 8x4 boards, which we save each year and repaint, in order to save money, will go up too. Money is never wasted and we have so many people assisting us in this, providing their own tools and hardware.

All in all, it has been another fantastic year for the community, but without doubt, the endless support both physically and financially the Hall would go into rack and ruin, like many other halls around the county. I think it is fair to say that the local people are proud of the community spirit that exists and we are proud of what we have achieved. Our youngest helpers are aged 10 and 12 and collect the quiz answers at the quiz nights, along with a 30-year-old who has moved to Cornwall, but still wants to provide us with our social media advertising on line from there, free of charge.

We look forward to the next year and especially the VE Day celebrations, although no doubt our feet wont after all the preparation, the event and then take down on the Sunday.

We thank the Parish Council for the support it has provided, which in some part allows for the community spirit and hall to try and flourish, but of course, I imagine this is exactly what the Parish Council would want, so thank you.

#### **Reserves policy**

It is the Trustees view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility and to enable to the Charity to meet its commitments as they fall due.

#### **Structure governance and management**

##### **Governing document**

Cliffe Memorial Hall is an unincorporated charity registered with the Charity Commission in England and Wales. The governing document is the Trust Deed dated 17th November 1960.

**CLIFFE MEMORIAL HALL  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 28 FEBRUARY 2025**

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**Recruitment and appointment of new trustees**

Appointment of trustees is governed by the trust deed of the charity. The Board of Trustees is authorised to appoint new trustees to full vacancies. Committee members have free access to all activities to ensure that they can be fully aware of the activities and methods of the trust. Advice for trustees published by the Charity Commission is given to new trustees and new guidance is notified and made available at Trustees meetings.

**Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in

The law applicable to charities in England & Wales/Northern Ireland requires the trustees to prepare

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material
- prepare the financial statements on the going concern basis unless it is inappropriate to

The trustees are responsible for keeping proper accounting records that disclose with reasonable

The annual report was approved by the trustees of the charity and signed on its behalf by:

*M Hooper*

**Mrs M Hooper**  
Trustee

Date: 02 July 2025

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
OF CLIFFE MEMORIAL HALL**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 28 February 2025 which are set out on pages 7 to 10

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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 this report in order to enable a proper understanding of the accounts to be reached.

*J T Durell*

J T Durell FCA  
Clayton Stirling & Co (12 Limited)  
Chartered Accountants

123 Cross Lane East  
Gravesend  
Kent  
DA12 5HA

Date        12 August 2025

**CLIFFE MEMORIAL HALL  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 28 FEBRUARY 2025**

	2025		2024	
	Unrestricted funds		Unrestricted funds	
<b>INCOME AND ENDOWMENTS FROM:</b>	£	£	£	£
<b>Donations and legacies</b>				
Donations	6,056		787	
<b>Charitable activities</b>				
Hall bookings	33,548		27,564	
Events	33,078		16,605	
<b>Other</b>				
Grants - Medway Council	-		2,000	
Grants - Cliffe Parish Council	7,000		7,500	
<b>Total income</b>		79,681		54,456
 <b>EXPENDITURE ON CHARITABLE ACTIVITIES</b>				
Events costs	22,258		11,741	
Wages	13,268		11,324	
Rates and water	1,349		2,642	
Light and heat	5,264		5,592	
Repairs, renewals and replacements	2,505		5,393	
Insurance	2,258		2,266	
Waste removal	3,449		2,853	
Cleaning materials and hall cleaning	1,915		3,698	
Advertising	1,228		755	
Accountancy fees	506		483	
Printing, postage and stationery	535		384	
Telephone	523		497	
Depreciation	1,264		1,164	
<b>Total expenditure</b>		56,322		48,792
<b>Net income/(expenditure)</b>		23,359		5,664
Accumulated Fund B/F		553,303		547,639
 <b>Accumulated Fund C/F</b>		576,662		553,303

**CLIFFE MEMORIAL HALL  
BALANCE SHEET  
FOR THE YEAR ENDED 28 FEBRUARY 2025**

	2025		2024	
	£	£	£	£
<b>FIXED ASSETS</b>				
Hall premises	1,099,435		1,099,435	
Furniture and equipment	4,637		4,279	
Computer equipment	146		282	
		1,104,218		1,103,996
<b>CURRENT ASSETS</b>				
Current account	50,159		27,023	
Debtors and prepayments	952		924	
Cash in hand	372		372	
	51,483		28,319	
<b>CURRENT LIABILITIES</b>				
Sundry creditors	516		489	
	516		489	
<b>NET CURRENT ASSETS</b>		50,968		27,830
<b>NET ASSETS</b>		1,155,185		1,131,826
<b>FUNDS OF THE CHARITY</b>				
Unrestricted funds		576,662		553,303
Revaluation Reserve		578,523		578,523
		1,155,185		1,131,826

The financial statements on pages 6 to 9 were approved by the trustees, and authorised for issue and signed on their behalf by:

*M Hooper*

Date 2 July 2025

**MRS. M. HOOPER**

**Trustee**

Signed on behalf of the committee

**CLIFFE MEMORIAL HALL**

England & Wales - Charity number 302716

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# Accounts

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**CLIFFE MEMORIAL HALL  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 29 FEBRUARY 2024**

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Our bookings have gone down in private functions, as the trend moves from 'do it yourself' functions to those wanting to book a castle or hotel to do everything. This means that our yearly income would not cover our expenditure without the Parish Council grant and also our continued fund raising. These are doing well, with the quiz and coffee mornings bringing in a regular income as well as the music functions, Christmas Fair, and cream teas that we put on, all to raise much funding for the hall to continue running, and help with maintenance cost too. The hall has been the hub of Cliffe Events including the Santa's parade, Fireworks, Jubilee, Coronation Day and this year D Day commemorative family Fun Day.

The old ceiling lighting has had its day in the large hall, and we looked at replacing with new LED ones, and this was booked during the Easter holidays, which has now been successfully done, hiring a scaffolding and a generous time spent by our volunteers, once again saving the hall excess expenditure. We are still looking at replacing the large hall Kitchen, but with Jubilee, Coronation and Fire Work Night that we had arranged for last year and still got the D Day this year in June, it has gone on the back boiler. Hopefully after June, can bring it back into the Jobs to be done, which we will continue to raise funds to help.

The drains caused mayhem with blockages and thankfully this has all been professionally dealt with and should have no more problems for a time. We currently run a Wednesday workshop of volunteers for hall maintenance, i.e. painting and repairs, this is also used for community events props and signage.

I am proud of the committee and volunteers that we have, who keep the hall for all to enjoy. With the regular hirers offering to the village - yoga, dance, uniform group, pilates, disabled football, Gospel Church, nursery school and more, we hope there will always be plenty to offer to everyone.

**Reserves policy**

It is the Trustees view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility and to enable to the Charity to meet its commitments as they fall due.

**Structure governance and management**

**Governing document**

Cliffe Memorial Hall is an unincorporated charity registered with the Charity Commission in England and Wales. The governing document is the Trust Deed dated 17th November 1960.

**Recruitment and appointment of new trustees**

Appointment of trustees is governed by the trust deed of the charity. The Board of Trustees is authorised to appoint new trustees to full vacancies. Committee members have free access to all activities to ensure that they can be fully aware of the activities and methods of the trust. Advice for trustees published by the Charity Commission is given to new trustees and new guidance is notified and made available at Trustees meetings.

**CLIFFE MEMORIAL HALL  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 29 FEBRUARY 2024**

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**Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in

The law applicable to charities in England & Wales/Northern Ireland requires the trustees to prepare

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material
- prepare the financial statements on the going concern basis unless it is inappropriate to

The trustees are responsible for keeping proper accounting records that disclose with reasonable

The annual report was approved by the trustees of the charity and signed on its behalf by:

*M Hooper*

**Mrs M Hooper**  
Trustee

Date: 31 August 2024

**CLIFFE MEMORIAL HALL  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 29 FEBRUARY 2024**

	2024		2023	
	Unrestricted funds		Unrestricted funds	
<b>INCOME AND ENDOWMENTS FROM:</b>	£	£	£	£
<b>Donations and legacies</b>				
Donations	787		1,430	
<b>Charitable activities</b>				
Hall bookings	27,564		26,357	
Events	16,605		16,475	
<b>Other</b>				
Grants - Medway Council	2,000		2,667	
Grants - Cliffe Parish Council	7,500		5,000	
<b>Total income</b>		54,456		51,929
 <b>EXPENDITURE ON CHARITABLE ACTIVITIES</b>				
Events costs	11,741		11,331	
Wages	11,324		7,925	
Subscriptions	-		60	
Rates and water	2,642		2,800	
Light and heat	5,592		3,490	
Repairs, renewals and replacements	5,393		9,966	
Insurance	2,266		2,348	
Waste removal	2,853		3,001	
Cleaning materials and hall cleaning	3,698		6,158	
Advertising	755		252	
Accountancy fees	483		474	
Printing, postage and stationery	384		460	
Telephone	497		218	
Software	-		90	
Other legal and professional	-		330	
Depreciation	1,164		1,585	
 <b>Total expenditure</b>		48,792		50,488
 <b>Net income/(expenditure)</b>		5,664		1,441
Accumulated Fund B/F		547,639		546,198
 <b>Accumulated Fund C/F</b>		553,303		547,639

**CLIFFE MEMORIAL HALL  
BALANCE SHEET  
AS AT 29 FEBRUARY 2024**

	2024		2023	
	£	£	£	£
<b>FIXED ASSETS</b>				
Hall premises	1,099,435		1,099,435	
Furniture and equipment	4,279		4,348	
Computer equipment	282		418	
		1,103,996		1,104,201
<b>CURRENT ASSETS</b>				
Current account	27,023		21,972	
Debtors and prepayments	924		2,182	
Cash in hand	372		282	
	28,319		24,436	
<b>CURRENT LIABILITIES</b>				
Deferred income	-		2,000	
Sundry creditors	489		475	
	489		2,475	
<b>NET CURRENT ASSETS</b>		27,830		21,961
<b>NET ASSETS</b>		1,131,826		1,126,162
<b>FUNDS OF THE CHARITY</b>				
Unrestricted funds		553,303		547,639
Revaluation Reserve		578,523		578,523
		1,131,826		1,126,162

The financial statements on pages 6 to 9 were approved by the trustees, and authorised for issue and signed on their behalf by:

*Signed M Hooper*

Date 31 August 2024

**MRS. M. HOOPER**

**Trustee**

Signed on behalf of the committee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
OF CLIFFE MEMORIAL HALL**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 29 February 2024 which are set out on pages 7 to 10

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('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 giving me cause to believe that in any material respect:

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

*J T Durell*

J T Durell FCA  
Clayton Stirling & Co (12 Limited)  
Chartered Accountants

123 Cross Lane East  
Gravesend  
Kent  
DA12 5HA

Date 02 September 2024

**CLIFFE MEMORIAL HALL**

England & Wales - Charity number 302716

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# Accounts

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**CLIFFE MEMORIAL HALL**

**UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 28 FEBRUARY 2023**

**CHARITY REGISTRATION NUMBER 302716**

**CLIFFE MEMORIAL HALL  
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FOR THE YEAR ENDED 28 FEBRUARY 2023**

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**CLIFFE MEMORIAL HALL  
CHARITY REFERENCE AND ADMINSTRATIVE DETAILS  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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<b>Charity registration number</b>	302716
<b>Trustees</b>	C Frail R Higgins (appointed July 2022) M Hooper C Loynes A Moore (resigned June 2022) S Sands A Saunders C Sutton J Townsend M West
<b>Principal office</b>	Memorial Hall Church Street Cliffe Rochester Kent ME3 7PU
<b>Registered office</b>	26 Station Road Cliffe Rochester Kent ME3 7RX
<b>Independent Examiner</b>	Clayton Stirling & Co 123 Cross Lane East Gravesend Kent DA12 5HA

**CLIFFE MEMORIAL HALL  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

#### **Trustees of the charity**

The trustees who have served during the year and since the year end were as follows:

C Frail	S Sands
A Higgins	A Saunders
M Hooper	C Sutton
C Loynes	J Townsend
A Moore	M West
R Higgins	

#### **Objectives and activities**

The charity owns and manages a hall in Church Street, Cliffe which is available for hire to the local area. This is open to uniform groups, charities, church, preschool and any groups for the community, as well as private functions.

#### **Public benefit statement**

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Use of volunteers**

The charity uses volunteers in order to meet its charitable objectives.

#### **Achievements and performance**

##### **Summary of main achievements and financial review**

Another year and I am proud of what we have achieved this year. Our committee have worked tirelessly in their time and effort to ensure the hall is open for everyone to use, and none more so than when we were asked by the Parish Council to organise a Jubilee Celebration for the village.

We asked for volunteers to help at our Wednesday 'job' mornings in the main hall. We gained three more trustee committee members as they enjoyed participating in all we did, and their contribution to work, ideas and joining us at meetings is invaluable and much appreciated. The whole village came out and supported the event and we raised money for the hall by the stalls we put on.

We also combined forces to put on a Firework/bonfire night and again this was so well attended that we ran out of food! The most important thing was that it has promoted the village spirit, which has been slow to recuperate after Covid. Following that, we also done a Santa walk around the village, and the children's faces were a joy to see.

The committee strive to continue to be raising funds and the Band nights are a sell-out. We are now in the process of organising a Coronation and cannot thank the committee enough for attending our workshops and meetings, their extreme hard work, time and effort.

We were also approached if our hall can be used by a local actor who has written a script for a film. As it was going to be during half term week, we obviously said yes. The transformation to the hall was remarkable inside and after the filming, we were allowed to keep some of the props, being a new front to the stage & boarding.

Ongoing with the hall maintenance, we have been continuously having problems with the sewage pipes becoming blocked behind the small hall, which upon a more detailed camera footage, was due to tree roots invading and dislodging the old clay pipe structure. The tree roots are from outside the boundary fencing and we are awaiting confirmation that the owners' insurance will cover the charge of +£4000 to insert a membrane down the pipework to repair and strengthen.

We have two projects that we are aiming to do, one is a new kitchen, to which we are obtaining quotes for the different jobs and costs of equipment, and the other is the Small Hall needing to be decorated.

**CLIFFE MEMORIAL HALL  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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I can only thank the committee once again, I believe the village acknowledges what we do, and the turnout from the village to our functions have been amazing. The hall is achieving what it was built for, to bring the people together and never to forget those that are no longer with us, who we are so proud for what they did for us.

**Reserves policy**

It is the Trustees view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility and to enable to the Charity to meet its commitments as they fall due.

**Structure governance and management**

**Governing document**

Cliffe Memorial Hall is an unincorporated charity registered with the Charity Commission in England and Wales. The governing document is the Trust Deed dated 17th November 1960.

**Recruitment and appointment of new trustees**

Appointment of trustees is governed by the trust deed of the charity. The Board of Trustees is authorised to appoint new trustees to full vacancies. Committee members have free access to all activities to ensure that they can be fully aware of the activities and methods of the trust. Advice for trustees published by the Charity Commission is given to new trustees and new guidance is notified and made available at Trustees meetings.

**Trustees' responsibilities statement**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales/Northern Ireland requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity and signed on its behalf by:

  
.....  
**Mrs M Hooper**  
Trustee

Date: 20/11/23

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

## OF CLIFFE MEMORIAL HALL

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 28 February 2023 which are set out on pages 7 to 10

### Responsibilities and basis of report

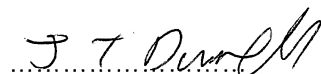
As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

### 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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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 this report in order to enable a proper understanding of the accounts to be reached.



J T Durell FCA  
Clayton Stirling & Co (12 Limited)  
Chartered Accountants

123 Cross Lane East  
Gravesend  
Kent  
DA12 5HA

Date 22 November 2023

**CLIFFE MEMORIAL HALL  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

	2023		2022	
	Unrestricted funds		Unrestricted funds	
<b>INCOME AND ENDOWMENTS FROM:</b>	£	£	£	£
<b>Donations and legacies</b>				
Donations	1,430		-	
<b>Charitable activities</b>				
Hall bookings	26,357		22,598	
Events	16,475		5,559	
<b>Other</b>				
Grants - Medway Council	2,667		-	
Grants - Cliffe Parish Council	5,000		10,000	
<b>Total income</b>		51,929		38,157
 <b>EXPENDITURE ON CHARITABLE ACTIVITIES</b>				
Events costs	11,331		3,192	
Wages	7,925		5,850	
Subscriptions	60		60	
Rates and water	2,800		1,948	
Light and heat	3,490		2,351	
Repairs, renewals and replacements	9,966		6,401	
Insurance	2,348		2,928	
Waste removal	3,001		1,856	
Cleaning materials and hall cleaning	6,158		6,558	
Advertising	252		367	
Accountancy fees	474		473	
Printing, postage and stationery	460		310	
Telephone	218		211	
Software	90		230	
Sundries	-		109	
Other legal and professional	330		-	
Depreciation	1,585		6,888	
 <b>Total expenditure</b>		50,488		39,732
 <b>Net income/(expenditure)</b>		1,441		(1,575)
Accumulated Fund B/F		546,198		547,773
 <b>Accumulated Fund C/F</b>		547,639		546,198



**CLIFFE MEMORIAL HALL  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2023**

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**1 Accounting policies**

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

Cliffe Memorial Hall meets the definition of a public benefit entity under FRS 102. The accounts have been prepared under the historic cost convention as modified by the revaluation of certain fixed assets.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

**Income and endowments**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

The charity receives government grants in respect of Covid grants. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

**Tangible fixed assets and depreciation**

Tangible assets are included at cost less depreciation and impairment. Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Freehold property	Nil
Fixtures, fittings and equipment	10% straight line basis
Computer equipment	20% straight line basis

**CLIFFE MEMORIAL HALL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 28 FEBRUARY 2023**

**1 Accounting policies (continued)**

**Funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**2 Tangible fixed assets**

	<b>Freehold Property £</b>	<b>Fixtures, fittings and equipment £</b>	<b>Computer equipment £</b>	<b>Total £</b>
<b>Cost or valuation</b>				
At 1 March 2022	1,099,435	77,175	599	1,177,209
Additions	-	76	80	156
At 28 February 2023	<u>1,099,435</u>	<u>77,251</u>	<u>679</u>	<u>1,177,365</u>
<b>Depreciation</b>				
At 1 March 2022	-	71,439	140	71,579
Charge for the year	-	1,464	121	1,585
At 28 February 2023	<u>-</u>	<u>72,903</u>	<u>261</u>	<u>73,164</u>
<b>Net book value</b>				
At 28 February 2023	<u>1,099,435</u>	<u>4,348</u>	<u>418</u>	<u>1,104,201</u>
At 28 February 2022	<u>1,099,435</u>	<u>5,736</u>	<u>459</u>	<u>1,105,630</u>

**3 Fund reconciliation**

**Unrestricted funds**

	<b>Balance at 1 March 2022</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance at 28 February 2023</b>
Unrestricted	546,198	51,929	(50,488)	547,639
Revaluation reserve	578,523	-	-	578,523
	<u>1,124,721</u>	<u>51,929</u>	<u>(50,488)</u>	<u>1,126,162</u>

The revaluation reserve represents the increase between the cost of the freehold land and buildings and the the valuation shown in note 2.

**CLIFFE MEMORIAL HALL**

England & Wales - Charity number 302716

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# Accounts

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**CLIFFE MEMORIAL HALL**

**UNAUDITED ACCOUNTS**

**FOR THE YEAR ENDED 28 FEBRUARY 2022**

**CHARITY REGISTRATION NUMBER 302716**

**CLIFFE MEMORIAL HALL  
CONTENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2022**

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Balance Sheet	8
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**CLIFFE MEMORIAL HALL  
CHARITY REFERENCE AND ADMINISTRATIVE DETAILS  
FOR THE YEAR ENDED 28 FEBRUARY 2022**

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<b>Charity registration number</b>	302716
<b>Trustees</b>	C Frail M Hooper C Loyne A Moore A Saunders M West
<b>Principal office</b>	Memorial Hall Church Street Cliffe Rochester ME3 7PU
<b>Registered office</b>	26 Station Road Cliffe Rochester ME3 7RX
<b>Independent Examiner</b>	Clayton Stirling & Co 123 Cross Lane East Gravesend Kent DA12 5HA

**CLIFFE MEMORIAL HALL  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 28 FEBRUARY 2022**

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The Trustees present their report and the unaudited financial statements of the charity for the year ended 28 February 2022. The trustees have adopted the provision of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published in October 2019.

**Trustees of the charity**

The trustees who have served during the year and since the year end were as follows:

C Frail  
M Hooper  
C Lóynes  
A Moore  
A Saunders  
M West

**Objectives and activities**

The charity owns and manages a hall in Church Street, Cliffe which is available for hire to the local area. This is open to uniform groups, charities, church, preschool and any groups for the community, as well as private functions.

**Public benefit statement**

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

**Use of volunteers**

The charity uses volunteers in order to meet its charitable objectives.

**Achievements and performance**

**Summary of main achievements**

To keep the hall running and at its best, the Committee continues to strive to keep up-to-date where needed. The main expenditure this year includes the sound system installation, a new boiler, as well as an exterior composite door being replaced alongside the usual painting and general maintenance work. We are proud of all that has been done in this year and I would like to thank all the committee members and volunteers who have given up their time to achieve this.

The Committee have always taken the responsibility of keeping the hall open, to be used by locals and surrounding areas, seriously, and will strive to give the community the Hall that was built to provide for their use, and to remember those that lost their lives for us. It is a lovely hall, providing a large and a small hall for use, with secure garden areas and I am proud to be just one of the individuals who will continue to keep it open.

**Financial review**

We are lucky enough to provide what the surrounding area needs as a function room for weddings and parties, being the size of the hall, holding 250 people at a wedding. We do still have regular hirers, and as we lose one, another applies. Our newest hirer is a group of disabled people who want to play ball in their wheelchairs. How nice is that. We are also striving to keep the hall as clean, fresh and welcoming, continually doing the repairs and replacing as and when needed. We are now looking at putting in a new kitchen, as the old one is looking its age. This will be fulfilled during a break in our hirer calendar for next year. Grants will be applied for, and as well as the quiz evenings that we hold to raise money, we have started a community hub, held once a month, which is proving a great success, numbers attending going up to 75, which is marvellous for people to come, not only from Cliffe, but from surrounding areas too. Our Parish Council also gave us a grant of £10,000 which helps to maintain the hall expenditure.

**CLIFFE MEMORIAL HALL  
TRUSTEES ANNUAL REPORT  
FOR THE YEAR ENDED 28 FEBRUARY 2022**

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**Reserves policy**

It is the Trustees view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility and to enable to the Charity to meet its commitments as they fall due.

**Structure governance and management**

**Governing document**

Cliffe Memorial Hall is an unincorporated charity registered with the Charity Commission in England and Wales. The governing document is the Trust Deed dated 17th November 1960.

**Recruitment and appointment of new trustees**

Appointment of trustees is governed by the trust deed of the charity. The Board of Trustees is authorised to appoint new trustees to full vacancies. Committee members have free access to all activities to ensure that they can be fully aware of the activities and methods of the trust. Advice for trustees published by the Charity Commission is given to new trustees and new guidance is notified and made available at Trustees meetings.

**Trustees' responsibilities statement**


The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales/Northern Ireland requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity and signed on its behalf by:

  
.....  
Mrs M Hooper  
Trustee

Date: 26/10/2022

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
OF CLIFFE MEMORIAL HALL**

---

I report to the charity trustees on my examination of the accounts of the charity for the year ended 28 February 2022 which are set out on pages 7 to 10

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('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 giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do 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 this report in order to enable a proper understanding of the accounts to be reached.

*J T Durell*

J T Durell FCA  
Clayton Stirling & Co (12 Limited)  
Chartered Accountants

123 Cross Lane East  
Gravesend  
Kent  
DA12 5HA

Date *29<sup>th</sup> October 2022*

**CLIFFE MEMORIAL HALL  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 28 FEBRUARY 2022**

	2022		2021	
	Unrestricted funds		Unrestricted funds	
<b>INCOME AND ENDOWMENTS FROM:</b>	£	£	£	£
<b>Donations and legacies</b>				
Donations	-		1,431	
<b>Charitable activities</b>				
Hall bookings	22,598		7,394	
Events	5,559		-	
<b>Other</b>				
Grants - Medway Council	-		10,000	
Grants - Cliffe Parish Council	10,000		2,500	
<b>Total income</b>		<u>38,157</u>		<u>21,325</u>
 <b>EXPENDITURE ON CHARITABLE ACTIVITIES</b>				
Events costs	3,192		241	
Wages	5,850		7,091	
Subscriptions	60		43	
Rates and water	1,948		2,387	
Light and heat	2,351		1,850	
Repairs, renewals and replacements	6,401		1,561	
Insurance	2,928		2,950	
Waste removal	1,856		1,726	
Cleaning materials and hall cleaning	6,558		2,250	
Travel and subsistence	-		56	
Advertising	367		290	
Accountancy fees	473		450	
Printing, postage and stationery	310		185	
Telephone	211		221	
Software	230		182	
Sundries	109		67	
Depreciation	6,888		7,021	
<b>Total expenditure</b>		<u>39,732</u>		<u>28,571</u>
<b>Net expenditure</b>		(1,575)		(7,246)
Accumulated Fund B/F		547,773		555,019
 <b>Accumulated Fund C/F</b>		<u>546,198</u>		<u>547,773</u>

**CLIFFE MEMORIAL HALL  
BALANCE SHEET  
AS AT 28 FEBRUARY 2022**

	2022		2021	
	£	£	£	£
<b>FIXED ASSETS</b>				
Hall premises	1,099,435		1,099,435	
Furniture and equipment	5,736		12,504	
Computer equipment	459		579	
		1,105,630		1,112,518
<b>CURRENT ASSETS</b>				
Current account	18,169		12,368	
Debtors and prepayments	1,327		1,752	
Cash in hand	68		108	
		19,564		14,228
<b>CURRENT LIABILITIES</b>				
Sundry creditors	473		450	
		473		450
 <b>NET CURRENT ASSETS</b>		19,091		13,778
 <b>NET ASSETS</b>		1,124,721		1,126,296
 <b>FUNDS OF THE CHARITY</b>				
Unrestricted funds		546,198		547,773
Revaluation Reserve		578,523		578,523
		1,124,721		1,126,296

The financial statements on pages 6 to 9 were approved by the trustees, and authorised for issue and signed on their behalf by:

Signed MEH Date 26/10/22 2022  
**MRS. M. HOOPER**  
 Trustee

Signed on behalf of the committee

**CLIFFE MEMORIAL HALL  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 28 FEBRUARY 2022**

---

**1 Accounting policies**

**Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

Cliffe Memorial Hall meets the definition of a public benefit entity under FRS 102. The accounts have been prepared under the historic cost convention as modified by the revaluation of certain fixed assets.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

**Income and endowments**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

The charity receives government grants in respect of Covid grants. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

**Tangible fixed assets and depreciation**

Tangible assets are included at cost less depreciation and impairment. Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Freehold property	Nil
Fixtures, fittings and equipment	10% straight line basis
Computer equipment	20% straight line basis

**CLIFFE MEMORIAL HALL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 28 FEBRUARY 2022**

**1 Accounting policies (continued)**

**Funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**2 Tangible fixed assets**

	Freehold Property £	Fixtures, fittings and equipment £	Computer equipment £	Total £
<b>Cost or valuation</b>				
At 1 March 2021	1,099,435	77,175	599	1,177,209
Additions	-	-	-	-
At 28 February 2022	<u>1,099,435</u>	<u>77,175</u>	<u>599</u>	<u>1,177,209</u>
<b>Depreciation</b>				
At 1 March 2021	-	64,671	20	64,691
Charge for the year	-	6,768	120	6,888
At 28 February 2022	<u>-</u>	<u>71,439</u>	<u>140</u>	<u>71,579</u>
<b>Net book value</b>				
At 28 February 2022	<u>1,099,435</u>	<u>5,736</u>	<u>459</u>	<u>1,105,630</u>
At 28 February 2021	<u>1,099,435</u>	<u>12,504</u>	<u>579</u>	<u>1,112,518</u>

**3 Fund reconciliation**

**Unrestricted funds**

	Balance at 1 March 2021	Income	Expenditure	Balance at 28 February 2022
Unrestricted	547,773	38,157	(39,732)	546,198
Revaluation reserve	578,523	-	-	578,523
	<u>1,126,296</u>	<u>38,157</u>	<u>(39,732)</u>	<u>1,124,721</u>

The revaluation reserve represents the increase between the cost of the freehold land and buildings and the valuation shown in note 2.