

**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.

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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**

|   | <b>2024</b>               |          | <b>2023</b>               |          |
|---|---------------------------|----------|---------------------------|----------|
|   | <b>Unrestricted funds</b> |          | <b>Unrestricted funds</b> |          |
| <b>INCOME AND ENDOWMENTS FROM:</b>          | <b>£</b>                  | <b>£</b> | <b>£</b>                  | <b>£</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**

|                             | <b>2024</b> |           | <b>2023</b> |           |
|-----------------------------|-------------|-----------|-------------|-----------|
|                             | £           | £         | £           | £         |
| <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:

- 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 02 September 2024