

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**

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

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

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

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**

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

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	
INCOME AND ENDOWMENTS FROM:	£	£	£	£
Donations and legacies				
Donations	6,056		787	
Charitable activities				
Hall bookings	33,548		27,564	
Events	33,078		16,605	
Other				
Grants - Medway Council	-		2,000	
Grants - Cliffe Parish Council	7,000		7,500	
Total income		79,681		54,456
EXPENDITURE ON CHARITABLE ACTIVITIES				
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	
Total expenditure		56,322		48,792
Net income/(expenditure)		23,359		5,664
Accumulated Fund B/F		553,303		547,639
Accumulated Fund C/F		576,662		553,303

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

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

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