

CLIFFSEND VILLAGE HALL

Charity No. 302717

TRUSTEE REPORT

for
the period ending 31st December 2023

ADDRESS

Foads Lane Cliffsend Ramsgate CT12 5JH

CONTACT

Email: cliffsendvillagehall@gmail.com

Governing Document and Objectives

Cliffsend Village Hall's governing document is a Trust Deed included in a Conveyance dated 6th June 1968. This Deed established the Village Hall as a Charitable Trust.

The objectives, as set out in the Trust Deed, are the provision of a Village Hall for the benefit of the residents of Cliffsend without distinction of sex, political, religious or other opinions.

The Trustees consider that the main activities of Cliffsend Village Hall are in accordance with the objectives and that they are of public benefit.

Trustees

There are seven Trustees on the Cliffsend Village Hall Committee. The Trustees are:

Sam Pooley	Chairman
Kate Stephens	Secretary
Jim Forrest	Co-Treasurer
Julie Forrest	Co-Treasurer
Natasha Pooley	Bookings and Events
Matt Chinnery	Technology
Michael Galvin	Projects & Maintenance

The Trust Deed sets out the manner of appointing the Trustees, who also constitute the Management Committee of the Village Hall. Trustees are elected each year at the Annual General Meeting. The Management Committee has the power to co-opt further Trustees.

Hall Activities

The aim of the trustees is to provide a hall that is for the benefit of, and enjoyed by, all the residents of Cliffsend and the range of activities reflect this. Major activities include Star Dance for ages 4-15 year olds five days per week in school term time, 3 yoga groups and a Zumba class for fitness and general wellbeing, Arts & Crafts, a very well attended weekly coffee morning for the over 55's and a Sunday Worship Group. The Hall also hosts Quiz nights, Charity Fund Raisers and is a very popular venue for children's parties, meetings, public consultations, and other events.

The Hall Committee, working with the Parish Council, also ran events for Easter, Halloween, Christmas, and other celebrations, all of which were well supported and appreciated by residents.

Hall Projects

Two major projects were completed in 2023 - a new kitchen and a new roof.

The new kitchen has made the hall much more welcoming for private parties and allows a degree of self-catering which was not viable with the old kitchen.

The Hall roof had been a problem for over 20 years, with leaks being pretty much ignored. Remedial repairs to the roof were carried out in 2021 which allowed the hall to reopen after lockdown, but this was a short-term solution, and the Trustees knew the roof would need to be replaced. We also knew that funds would not be available to carry out the work in 2022. Estimates were obtained towards the end of 2022 and funding arranged in early 2023. This included a £15,000 grant from Kent County Council and a £5,000 grant from Cliffsend Parish Council. The total cost for the roof project was just under £37,000 with £17,000 coming from Hall funds. The new roof was completed in September and included new tiles, felt, battens and insulation.

Finance

The Financial Statement for 2023 is attached to this report. The Accounts are prepared on the Receipts and Payments Basis.

The Village Hall is an asset but is not recognised in the Accounts. Title to the property is vested with the Official Custodian for Charities.

Receipts for the year were £42,715 which included £20,000 of grants towards the roof. Payments for the year were £48,740, which include £39,000 of project costs for the kitchen and roof.

We have a core group of hirers whose fees adequately cover the running costs of the Hall and provide a contribution to project funding. Included in this is the rental income from the room at the front of the Hall, which is occupied by a local hairdresser.

Like everyone else, our gas and electricity costs soared at the beginning of the year, and we had to review our hire charges. Increases were kept to a minimum.

The Year Ahead

The one major project outstanding is the refurbishment of the toilets, to include a disabled toilet. This will require building works to be carried out. We have received quotes in the region of £50,000 for the completion of these works. During 2024, we will seek grant funding to support this project and aim to complete the works in the first half of 2025.

Other projects include replacing the central heating boiler and a replacement cctv system.

The Hall has become a very important hub/asset for the village, and we will continue to work hard to ensure the Hall's future for Cliffsend residents.

Sam Pooley (Chairman)

Cliffsend Village Hall Foundation (Charity No. 302717)
Financial Statement for the year ended 31 December 2023

Receipts	2023	2022	(a) Group Income	
Hall User Groups	£13,608.17	£14,132.05 (a)	Star Dance	£4,949.17
Private Hire	£3,703.50	£2,297.20	Arts & Crafts	£860.00
Shop Rent	£3,400.00	£3,142.00	Sunday Worship	£2,797.00
Grants + Other Income	£21,896.12	£5,355.30	Auction	£1,672.00
Donations	£0.00	£0.00	Fitness Classes	£2,446.00
Bank Interest	£107.21	£18.35	Police Panto	£660.00
			Cliffsend Parish Council	£224.00
Totals:	£42,715.00	£24,944.90		

Total: £13,608.17

Payments	2023	2022
Utilities	£3,762.80	£2,566.72
Business Rates	£98.56	£230.37
Cleaning	£1,461.00	£1,381.50
Music Licence	£0.00	£162.00
Insurance Premium	£1,535.23	£1,422.64
Major Projects	£39,446.75	£12,149.50 (b)
Materials for DIY Projects	£375.97	£862.40
Equipment Purchases	£604.71	£0.00
Servicing + Repairs	£172.30	£313.20
Printing, Stationery + Wifi	£450.26	£517.18
General Supplies/Products	£734.84	£586.68
Events & Fundraising	£0.00	£479.79
Subscriptions	£35.00	£95.00
Bank Charges	£63.20	£66.24
Totals:	£48,740.62	£20,833.22

(b) Projects	
Kitchen	£2,588.75
Roof	£36,858.00
Total:	£39,446.75

Excess of		
Receipts over Payments	£6,025.62	£4,111.68

Statement of Assets and Liabilities

Funds Available January 01	£19,519.31	£15,407.63
Refundable Deposits Held	£100.00	£400.00
Cash at Bank December 31	£13,593.69	£19,919.31
Funds Available December 31	£13,493.69	£19,519.31

Accounts Prepared by

Mr J D Forrest

Signed:

J D Forrest

Date:

08/02/2024

Mrs J Forrest

Signed:

Jule Forrest

Date:

08/02/2024

Accounts Reviewed by

Mr G Fricker

Signed:

G Fricker

Date:

22/2/24

Chairman, Cliffsend Parish Council

To: The Trustees
Cliffsend Village Hall
Charity Number 302717

From: Gary Fricker
Councillor
Cliffsend Parish Council

Date: 22nd February 2024

Subject: Independent Review of Cliffsend Village Hall 2023 Accounts

I have completed a review of the Financial Statement, the accounting records and the various controls that are in place for managing the Charity's finances.

All income and receipts are properly recorded, both electronically and in hard copy. The use of cash has been eliminated and all payments to the hall are made directly into the bank account.

All payments made by the hall are supported by invoices and made via Internet Banking, thereby providing an audit trail.

Appropriate records are kept on a spreadsheet, as well as hard copy, at the transaction level. The spreadsheet is reconciled weekly with the current account via Internet Banking and on a monthly basis against the bank statements. Each item on the bank statement is checked and an annotated hard copy is kept on file.

Based on the review, I can confirm that income and expenditure are properly accounted for and that adequate accounting records are held.



Gary Fricker
Chairman, Cliffsend Parish Council