

# Trustees' Annual Report for the period

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From	1st	April	2020	To	31st	March	2021

## Section A

## Reference and administration details

Charity name **Hernhill Village Hall and Playing Fields Committee**

Other names charity is known by

Registered charity number (if any) **302762**

Charity's principal address  
The Playing Field  
Hernhill  
Nr. Faversham, Kent

Postcode **ME13 9JG**

### 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	David Mann	Treasurer	Whole Year	Residents not represented elsewhere
2	Sandi Rawlins	Secretary	Whole Year	PCC
3				
4	Peter Rawlins	Chairman	Whole Year	Dawes Comm Ass Hernhill Primary School & PCC
5	Stephen Boshier	Trustee	Whole Year	Three Horseshoes Cricket Club
6	Alice Smith - Trenchard	Trustee	Whole Year	Residents not Represented Elsewhere
7	Beryl Chipperton	Trustee	Whole Year	Dawes Comm Association
8	Trish Chapman	Trustee	Whole Year	Horticultural Society
9	Joy Pritchard	Trustee	Whole Year	PCC
10	Kelsey Roffey	Trustee	Whole Year	Dawes Comm Association
11	Dawn Gorham	Trustee	Whole Year	Residents not represented elsewhere
12				
13				
14				
15				
16				



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

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution dated 29<sup>th</sup> August 1952

How the charity is constituted  
(eg. trust, association, company)

Trust Administered by the Committee of Management

Trustee selection methods  
(eg. appointed by, elected by)

Nominated by Village organisations plus 3 Residents Representatives

**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.

The Trustees have taken note of the new GDPR regulations that came into effect on 25<sup>th</sup> May 2018 and produced a Policy for users of the Charities facilities included in its Conditions of Hire which are available to everyone on its website.

The following statements are in response to the Charities (Protection and Social Investment) Act 2016 which came into force on 1<sup>st</sup> Nov 2016 for Charities reporting in 2018. It does not apply directly to our Charity as we are too small to need to comply officially but we do so on a voluntary basis.

The Charity does not generally use fundraising activities to fund its operations but uses the hire of its facilities for this purpose. It also receives donations from other organisations / individuals from time to time which it ensures are raised / given by proper / legal means.

The Charity is not bound by or part of any voluntary scheme for regulation of its fundraising so has not failed to comply with those requirements.

As the Charity does not operate specific fundraising activities it does not monitor such activities as part of its day to day operation, but should that situation change it would ensure correct monitoring was in place.



<p>The Charity has received no complaints about its fundraising activities.</p> <p>We have not needed to take action to protect vulnerable or other members of the public from actions of our fundraising.</p>
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## Section C Objectives and activities

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>The property is for the physical and mental training and recreation and social and moral and intellectual development through the medium of recreations and entertainment or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Hernhill in the county of Kent and its immediate vicinity without distinction of sex or political or religious or other opinion.</p>
<p><b>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)</b></p>	<p>Provision of playing fields for all sports activities and social enjoyment as well as a Village Hall for use by Village residents and external hirers.</p>
<p><b>Additional details of objectives and activities (Optional information)</b> You may choose to include further statements, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policy on grantmaking;</li> <li>• policy programme related investment;</li> <li>• contribution made by volunteers.</li> </ul>	

## Section D Achievements and performance



Section D	Achievements and performance
<p><b>Summary of the main achievements of the charity during the year</b></p>	<p>The Trustees have maintained the Buildings and Playing Fields throughout the year and made them available for hire in line with Government Covid Restrictions that applied from time to time.</p> <p>Trustees have further reviewed and updated the hiring conditions to protect the Trustees and Charity interests.</p> <p>The Committee has registered with the ICO to comply with its obligations under the new Data Protection rules that came into effect on 25<sup>th</sup> May 2018 to ensure it remains compliant. Its Reg No is ZA339614 effective 10<sup>th</sup> April 2018.</p> <p>The Trustees have issued and revised guidelines / restrictions on the Halls use following the outbreak of Coronavirus in line with guidelines issued by all relevant bodies and is monitoring this as the situation develops.</p> <p>The Charity has sufficient funds to support its responsibilities for in excess of 1 year, should the situation continue, with no income streams during that period.</p> <p>The Charity has been unable to hold its normal Committee meetings of last years AGM during the last year due to Coronavirus restrictions but the Committee has been kept up to date with all actions undertaken during this period.</p>

Section E	Financial review
<p><b>Brief statement of the charity's policy on reserves</b></p>	<p>The Trustees keep sufficient reserve funds to maintain the building and to meet any unforeseen repairs.</p>
<p><b>Details of any funds materially in deficit</b></p>	
<p><b>Further financial review details (Optional information)</b></p> <p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives including any ethical investment policy adopted.</li> </ul>	



## Section F

## Other optional information

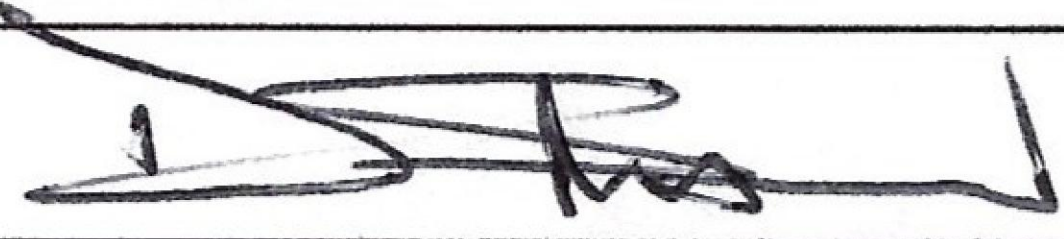
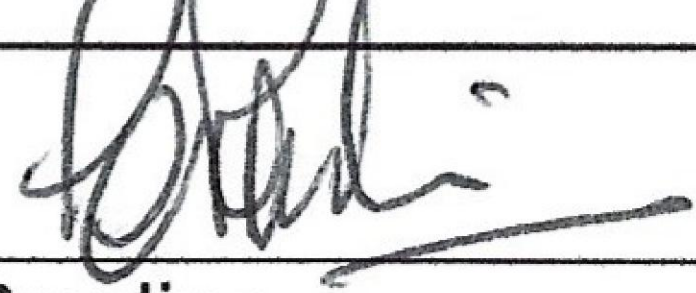
Whilst there is no legal requirement for the Trustees to complete this document we feel in the interest of open management and to provide a record of decisions / actions it should be completed, but without the Charity Commission logo.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David Stephen Mann	Peter Rawlins
Position (eg Secretary, Chair, etc)	Treasurer	Chairman

Date 16 / 6 / 21



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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Hernhill Village Hall and Playing Fields Committee

302762

## Receipts and payments accounts

CC16a

For the period  
from

1st April 2020

To

31st March 2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Private Hire Income	3,855	-	-	3,855	12,079
Parochial Church Council	-	-	-	-	-
Shoes Cricket Club	-	-	-	-	165
Dawes Community Centre	190	-	-	190	894
Parish Council	-	-	-	-	185
Horticultural Society	-	-	-	-	156
Fundraising	-	-	-	-	-
Fete Committee Donation	-	-	-	-	1,735
Playing Field Hire	187	-	-	187	950
KCC Licence Agreement	2,383	-	-	2,383	1,735
DCA Car Park Contribution	-	-	-	-	861
Interest	228	-	-	228	227
Donations	-	-	-	-	-
Government Grants (Covid)	21,051	-	-	21,051	-
Other	50	-	-	50	63
<b>Sub total (Gross income for AR)</b>	<b>27,944</b>	<b>-</b>	<b>-</b>	<b>27,944</b>	<b>19,050</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>27,944</b>	<b>-</b>	<b>-</b>	<b>27,944</b>	<b>19,050</b>
<b>A3 Payments</b>					
Repairs and Maintenance	9,545	-	-	9,545	2,551
Cleaning Materials	98	-	-	98	152
Cleaning Costs	1,260	-	-	1,260	1,555
Insurances	1,070	-	-	1,070	1,029
Services	887	-	-	887	1,541
Alterations and Decorations	-	-	-	-	50
Replacement Items	378	-	-	378	692
Grounds Upkeep	-	-	-	-	4,688
Subscriptions and Licences	210	-	-	210	111
Playground Upkeep	1,497	-	-	1,497	725
St Michaels Church Donation	2,000	-	-	2,000	-
Other	30	-	-	30	55
<b>Sub total</b>	<b>16,975</b>	<b>-</b>	<b>-</b>	<b>16,975</b>	<b>13,149</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>16,975</b>	<b>-</b>	<b>-</b>	<b>16,975</b>	<b>13,149</b>
<b>Net of receipts/(payments)</b>	<b>10,969</b>	<b>-</b>	<b>-</b>	<b>10,969</b>	<b>5,901</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>40,434</b>	<b>-</b>	<b>-</b>	<b>40,434</b>	<b>34,533</b>
<b>Cash funds this year end</b>	<b>51,403</b>	<b>-</b>	<b>-</b>	<b>51,403</b>	<b>40,434</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	National Savings	34,057	-	-
	Natwest Bank	17,296	-	-
	Hernhill Bookings Acct Bal	50	-	-
	<b>Total cash funds</b>	<b>51,403</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Buildings and Land valued June 2007	125,000	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

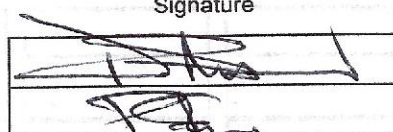
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature



Print Name

David Stephen Mann  
Peter Rawlins

Date of approval

16/6/21  
16/6/21



# Independent examiner's report on the accounts

Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name

Hernhill Village Hall & Playing Field Committee

**On accounts for the year  
ended**

31<sup>st</sup> March 2021

**Charity no  
(if any)**

302762

**Set out on pages**

1&2

(remember to include the page numbers of additional sheets)

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year 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 Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity 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 the 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 (other than that disclosed below \*)

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

\* Please delete the words in the brackets if they do not apply.

**Signed:**

*[Signature]*

**Date:**

17 MAY 2021

**Name:**

Prinil Lankaraj

**Relevant professional  
qualification(s) or body  
(if any):**

NAC - MANAGEMENT SCIENCE

**Address:**

39 GRANGE ROAD, CHESTERFIELD, WHITEHALE, LEICHT, CT5 3JA



Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

In connection with my examination, no material has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep proper accounting records and to prepare accounts which accord with the accounting records have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*[Signature]*

17 MAY 2021