

## **Trustee Annual Report 2023- Linton Village Institute**

### **Charity Registration Number 302785**

*Linton Village Hall*

*Linton Hill*

*Linton*

*Maidstone*

*Kent*

*ME17 4AW*

### **Trustees**

Shelley Seal

Jane Brooker

Michael Brooker

Raymond Dixon

Karen Dixon

Stephen Fox

Patricia Burden

Anthony Deane

The Charity is set up to manage Linton Village Hall, address above, for the use of the residents of Linton Village and the surroundings. The primary activity of the charity is maintaining the Hall, which is over 130 years old. The cost of maintenance is met largely by the charges which the Trustees require for hire of the Hall. The Hall has two regular Hirers, 'Cherubs' nursery school and Maidstone Wargames Society. Other hirers are usually 'one off', for example children's birthday parties.

Apart from general maintenance as noted in the accounts, the major expenditure in 2023 was the refurbishment of the ladies toilets..

The Hall is managed by the Trustees who meet as a committee approximately every 8 weeks. The Trustees regularly advertise for others to join the committee, for example in the Parish Magazine, but all recent Trustees have joined having been approached directly by an existing member of the committee.

The Trustee committee elects a chairman from their number, for 2023 it was Mrs. Shelley Seal. Other tasks, for example managing the accounts and dealing with one off lets of the hall are distributed between the Trustees.

The Hall income for 2023 was £25,213. The Hall expenditure for 2023 was £19,998. The charity has £64,936 in its bank accounts and no significant outstanding debts.

Paying in book No.	Date	Details	Hiring Fees	Coin Meters	Bank Interest	Deposits Retained	Donations etc.	Total Banked
0257	20 Jan	Electricity Meters		147.00				£147.00
	25 Jan	Cherubs	1,915.00					£1,915.00
	26 Jan	Wargames	618.00					£618.00
	03 Feb	W. Angus 19 Feb	30.00					£30.00
0258	06 Feb	Electricity Meters		173.00				£173.00
	20 Feb	V. Smith	£102.50					£102.50
0259	28 Feb	Electricity Meters		£253.00				£253.00
	01 Mar	Cherubs	£2,374.00					£2,374.00
0260	07 Mar	Electricity meters		£191.00				£191.00
	13 Mar	K.Davidson 23 April	£95.00					£95.00
	14 Mar	J. Howarth	£130.00					£130.00
	15 Mar	T.O'Shea 18 March	£146.00					£146.00
0261	21 Mar	Electricity Meters		£144.00				£144.00
	27 Mar	Bank Interest			£184.77			£184.77
0262	03 Apr	Electricity Meters		£174.00				£174.00
	04 Apr	W. Angus 16 Apr	£30.00					£30.00
	11 Apr	S. Durrant 12 Apr	£30.00					£30.00
	13 Apr	N. Tucker 28 May	£114.00					£114.00
	21 Apr	Cherubs	£2,336.00					£2,336.00
	24 Apr	Maidstone Wargames	£637.00					£637.00
0263	04 May	Electricity Meters		£150.00				£150.00
0264	16 May	Electricity Meters		£98.00				£98.00
	26 May	MBC Hire for election	£300.00					£300.00
	26 May	N. Powney	£48.00					£48.00
	05 Jun	I Bannan	£130.00					£130.00
	09 Jun	Cherubs	£3,264.00					£3,264.00
0265	22 Jun	Electricity Meters		£43.00				£43.00
	26 Jun	Interest			223.43			223.43
	04 Jul	I. Bannan 16 July	80.00					80.00
	14 Jul	N.Powney	48.00					48.00
	24 Jul	Maidstone Wargames	672.00					672.00
0266	28 Jul	Parish Council	400.00					400.00
0266	28 Jul	Electricity Meters		8.00				8.00
	08 Aug	H.Tucker	50.00					50.00
#	14 Aug	R.Bannan 20th Aug (see note on fees)	40.00					40.00
#	16 Aug	D. Yapp 19th Aug	95.00					95.00
	29 Aug	D. Yapp 16 Sept	95.00					95.00
	08 Sep	I Bannan 10+17 Sep	160.00					160.00
	18 Sep	H. Butcher 4 Nov	50.00					50.00
	18 Sep	I Bannan 17 Sep	16.00					16.00
	20 Sep	J. Eldridge 15 Oct	146.00					146.00
	21 Sep	Cherubs	3,360.00					3,360.00
	25 Sep	B. Garrett 29 Oct	95.00					95.00
	26 Sep	Bank interest			347.47			347.47
	11 Oct	H.Butcher 4 Nov	80.00					80.00
0267	31 Oct	Electricity Meters		15.00				15.00
	03 Nov	Munro (via AD account)	98.00					98.00
	03 Nov	Maidstone Wargames	560.00					560.00
0268	06 Nov	Electricity Meters		76.00				76.00
	07 Nov	I Banan 19+26 Nov	176.00					176.00
	14 Nov	Cherubs	3,360.00					3,360.00
	24 Nov	I Bannen -26 Nov	32.00					32.00
0269	01 Dec	Electricity Meters		287.00				287.00
	12 Dec	I. Bannan 17 Dec	80.00					80.00
	13 Dec	Bethany Pratt	64.00					64.00
0270	14 Dec	Electricity Meters		163				163.00
0270	14 Dec	Coffee Morning					23.70	23.70
	27 Dec	Bank Interest			384.27			384.27
	08 Jan	Electricity Meters		71				71.00
			22,056.50	1,993.00	1,139.94	0.00	23.70	25,213.14



# Linton Village Hall

Registered Charity no. 302785

## Income & Expenditure Summary 2023

- Year to: £# 8-Jan-24

<b>Income</b>	Hiring Fees	£22,056.50
	Coin Meters	£1,993.00
	Bank Interest	£1,139.94
	Deposits Received	£0.00
	Other	£23.70
	<b>Total Income</b>	<b>£25,213.14</b>
<b>Expenditure</b>	Maintenance & Repairs	£12,382.25
	Equipment & Supplies	£237.04
	Cleaning	£1,317.44
	Utilities	£3,715.32
	Insurance & Fees	£1,111.35
	Deposits Returned	£739.00
	Other	£495.85
	<b>Total Expenditure</b>	<b>£19,998.25</b>
<b>Reconciliation</b>	Bank Balance B/F	£59,721.24 @ 8 Jan 2023
	+ Income to date	£ 25,213.14
	- Expenditure to date	£ 19,998.25
	+ Cheques not yet presented	£ -
	- Deposits not yet credited	£ -
	Capital reserve	
	<b>Available Funds C/F</b>	<b>£ 64,936.13</b>
	Bank balances per statement:	
	CafCash current account	£3,174.85
	CafGold savings account	£61,761.28
	Total	£64,936.13

Signed:

-----

A. Deane

Hon. Treasurer

-----

Date

-----

-----

## Linton Village Hall Accounts 2023- Notes

Mrs S.Horgan cleaned at an hourly rate of £12.50

Up to March we also paid Mrs.S.Horgan £25/month to cover expenses related to sorting out lets for the Ha  
e.g. showing potential hirers round the hall, arranging delivery and collection of keys  
checking the Hall after lets and arranging repayment of deposits. After March Mrs. J.Brooker took over this  
From July to Sept. C. Gracie took over the Hall cleaning. Cost £15/hr.  
After Sept. L.Taylor took over the cleaning but this was intermittent

II,

s role.

Paying in book No.	Date	Details	Hiring Fees	Coin Meters	Bank Interest	Deposits Retained	Donations etc.	Total Banked
0257	20 Jan	Electricity Meters		147.00				£147.00
	25 Jan	Cherubs	1,915.00					£1,915.00
	26 Jan	Wargames	618.00					£618.00
	03 Feb	W. Angus 19 Feb	30.00					£30.00
0258	06 Feb	Electricity Meters		173.00				£173.00
	20 Feb	V. Smith	£102.50					£102.50
0259	28 Feb	Electricity Meters		£253.00				£253.00
	01 Mar	Cherubs	£2,374.00					£2,374.00
0260	07 Mar	Electricity meters		£191.00				£191.00
	13 Mar	K.Davidson 23 April	£95.00					£95.00
	14 Mar	J. Howarth	£130.00					£130.00
	15 Mar	T.O'Shea 18 March	£146.00					£146.00
0261	21 Mar	Electricity Meters		£144.00				£144.00
	27 Mar	Bank Interest			£184.77			£184.77
0262	03 Apr	Electricity Meters		£174.00				£174.00
	04 Apr	W. Angus 16 Apr	£30.00					£30.00
	11 Apr	S. Durrant 12 Apr	£30.00					£30.00
	13 Apr	N. Tucker 28 May	£114.00					£114.00
	21 Apr	Cherubs	£2,336.00					£2,336.00
	24 Apr	Maidstone Wargames	£637.00					£637.00
0263	04 May	Electricity Meters		£150.00				£150.00
0264	16 May	Electricity Meters		£98.00				£98.00
	26 May	MBC Hire for election	£300.00					£300.00
	26 May	N. Powney	£48.00					£48.00
	05 Jun	I Bannan	£130.00					£130.00
	09 Jun	Cherubs	£3,264.00					£3,264.00
0265	22 Jun	Electricity Meters		£43.00				£43.00
	26 Jun	Interest			223.43			223.43
	04 Jul	I. Bannan 16 July	80.00					80.00
	14 Jul	N.Powney	48.00					48.00
	24 Jul	Maidstone Wargames	672.00					672.00
0266	28 Jul	Parish Council	400.00					400.00
0266	28 Jul	Electricity Meters		8.00				8.00
	08 Aug	H.Tucker	50.00					50.00
#	14 Aug	R.Bannan 20th Aug (see note on fees)	40.00					40.00
#	16 Aug	D. Yapp 19th Aug	95.00					95.00
	29 Aug	D. Yapp 16 Sept	95.00					95.00
	08 Sep	I Bannan 10+17 Sep	160.00					160.00
	18 Sep	H. Butcher 4 Nov	50.00					50.00
	18 Sep	I Bannan 17 Sep	16.00					16.00
	20 Sep	J. Eldridge 15 Oct	146.00					146.00
	21 Sep	Cherubs	3,360.00					3,360.00
	25 Sep	B. Garrett 29 Oct	95.00					95.00
	26 Sep	Bank interest			347.47			347.47
	11 Oct	H.Butcher 4 Nov	80.00					80.00
0267	31 Oct	Electricity Meters		15.00				15.00
	03 Nov	Munro (via AD account)	98.00					98.00
	03 Nov	Maidstone Wargames	560.00					560.00
0268	06 Nov	Electricity Meters		76.00				76.00
	07 Nov	I Banan 19+26 Nov	176.00					176.00
	14 Nov	Cherubs	3,360.00					3,360.00
	24 Nov	I Bannen -26 Nov	32.00					32.00
0269	01 Dec	Electricity Meters		287.00				287.00
	12 Dec	I. Bannan 17 Dec	80.00					80.00
	13 Dec	Bethany Pratt	64.00					64.00
0270	14 Dec	Electricity Meters		163				163.00
0270	14 Dec	Coffee Morning					23.70	23.70
	27 Dec	Bank Interest			384.27			384.27
	08 Jan	Electricity Meters		71				71.00
			22,056.50	1,993.00	1,139.94	0.00	23.70	25,213.14

## Expenditure 2023

Cheque No.	Date	Details	Maintenance, Improvements & Repairs	Equipment & Supplies	Cleaning	Utilities	Insurance & Fees	Deposits Returned	Other	Total
	16-Jan	Bank Charges							£5.00	£5.00
	16-Jan	J. Howarth deposit refund						£50.00		£50.00
DD	18-Jan	E-on electricity				£369.86				£369.86
	21-Jan	Water- Everflow				£20.72				£20.72
SO	1-Feb	S. Horgan- Expenses							£25.00	£25.00
	3-Feb	S. Horgan- cleaning			£100.00					£100.00
	15-Feb	Bank charges							£5.00	£5.00
	16-Feb	E-on electricity				£373.21				£373.21
	20-Feb	J. Brooker- cleaning materials		£20.00						£20.00
	27-Feb	Water- Everflow				£22.94				£22.94
	1-Mar	S.Horgan- expenses							£25.00	£25.00
	15-Mar	Bank charges							£5.00	£5.00
	16-Mar	E-on electricity				£261.10				£261.10
	17-Mar	Britelite - new window	£513.00							£513.00
	18-Mar	T Shea deposit refund						£50.00		£50.00
	21-Mar	Insurance- Allied Westminster					£1,111.35			£1,111.35
	27-Mar	Interest							-£1.32	-£1.32
	27-Mar	Water- Everflow				£22.14				£22.14
	3-Apr	J.Brooker		£87.92						£87.92
SO	3-Apr	J.Brooker							£25.00	£25.00
	11-Apr	K Smith deposit refund						£50.00		£50.00
	13-Apr	M Brooker repairs- invoice 11 Apr	£109.00							£109.00
	17-Apr	J. Brooker- Gift Token to D. Sendles							£50.00	£50.00
	17-Apr	Bank charges							£5.00	£5.00
	18-Apr	E-on Electricity				514.62				£514.62
	18-Apr	R. Draper grass cutting	40.00							£40.00
	25-Apr	Water- Everflow				27.14				£27.14
	25-Apr	K. Davidsbn- deposit refund						50.00		£50.00
	2-May	S. Horgan -cleaning March + April			287.50					£287.50
SO	2-May	J. Brooker							25.00	£25.00
	9-May	R. Wellington- booking cancellation							72.00	£72.00
	15-May	Bank Charges							5.00	£5.00
	16-May	R. Draper - garden	120.00							£120.00
	17-May	E-on electricity				226.67				£226.67
	22-May	A. Deane- Gift for Mrs. Forder							19.94	£19.94
	22-May	J. Howarth- Deposit refund						50.00		£50.00
	25-May	Water- Everflow				23.80				£23.80
SO	1-Jun	J. Brooker- expenses							25.00	£25.00
	14-Jun	T. Chapman- gardening	30.00							£30.00
	15-Jun	Bank Charges							5.00	£5.00
	21-Jun	E-on electricity				402.72				£402.72
	21-Jun	J. Brooker- purchases 16 June		111.42						£111.42
	23-Jun	A. Harris- Building Survey	938.40							£938.40
	26-Jun	Bank Interest							-1.39	-£1.39
	26-Jun	Water- Everflow				24.59				£24.59
	3-Jul	T. Chapman- gardening	30.00							£30.00
SO	3-Jul	J. Brooker- expenses							25.00	£25.00
	6-Jul	G. Spice- cleaning			67.50					£67.50
	12-Jul	S. Horgan- cleaning			150.00					£150.00
	17-Jul	Bank charges							5.00	£5.00
	17-Jul	G. Spice- cleaning			60.00					£60.00
	21-Jul	E-on electricity				347.78				£347.78
	25-Jul	Everflow- water				24.59				£24.59
	26-Jul	T. Chapman- gardening	30.00							£30.00
	31-Jul	G. Spice- cleaning			60.00					£60.00
SO	1-Aug	J.Brooker-expenses							25.00	£25.00
	14-Aug	T. Chapman- grass cutting	30.00							£30.00
	15-Aug	Bank charges							5.00	£5.00
	15-Aug	G. Spice- cleaning			60.00					£60.00
	21-Aug	D. Yapp						50.00		£50.00
	22-Aug	E-on electricity				274.10				£274.10
	24-Aug	T. Chapman- grass cutting	30.00							£30.00
	25-Aug	Everflow- water				23.80				£23.80
	1-Sep	J.Brooker- expenses							25.00	£25.00
	11-Sep	Parkhouse Interiors- ladies toilets refurb	9,100.00							£9,100.00
	11-Sep	G. Spice- cleaning			90.00					£90.00
	15-Sep	Bank charges							5.00	£5.00
	18-Sep	D.Yapp						50.00		£50.00
	21-Sep	E-on electricity				245.22				£245.22
	21-Sep	Kent Fire Extinguishers	60.00							£60.00
	25-Sep	Everflow- water				24.59				£24.59
	26-Sep	Bank interest							-2.63	-£2.63
	2-Oct	T. Chapman grass cutting	30.00							£30.00
SO	2-Oct	J. Brooker- expenses							25.00	£25.00
	9-Oct	S.Seal- smoke alarm	10.66							£10.66
	10-Oct	M. Brooker- repairs	407.00							£407.00
	16-Oct	Bank charges							5.00	£5.00
	18-Oct	J. Eldridge deposit refund						50.00		£50.00
	24-Oct	JMR Forgemasters- new handrail	615.84							£615.84
	25-Oct	Everflow- water				23.80				£23.80
	25-Oct	H. Butcher hire refund						130.00		£130.00
	27-Oct	T. Chapman- grass cutting	30.00							£30.00
	31-Oct	B. Garrett (Kaviar Carpentry) deposit						35.00		£35.00
SO	1-Nov	J. Brooker- expenses							25.00	£25.00
	9-Nov	Bibby Finance-Waste Collection			18.00					£18.00
	14-Nov	M.Brooker- repairs	258.35							£258.35
	14-Nov	C. Mansfield- deposit refund						50.00		£50.00
	15-Nov	Bank charges							5.00	£5.00
	22-Nov	L. Taylor cleaning- Sep- Nov			270.00					£270.00
	22-Nov	Deposit refund S. Tucker						50.00		£50.00
	27-Nov	Everflow- water				24.59				£24.59
SO	1-Dec	J Brooker- expenses							25.00	£25.00
	5-Dec	Bibby Finance-Waste Collection			77.16					£77.16
	14-Dec	J. Brooker		17.70						£17.70
	14-Dec	Beth Pratt- Rebate						64.00		£64.00
	15-Dec	Bank charges							5.00	£5.00
	19-Dec	E-on electricity				412.75				£412.75
	27-Dec	Interest							-0.75	-£0.75
	27-Dec	Everflow- water				24.59				£24.59
SO	2-Jan	J.Brooker- expenses							25.00	£25.00
	5-Jan	Bibby Finance-Waste Collection			77.28					£77.28
	5-Jan	I. Bannan- key refund						10.00		£10.00
			12,382.25	237.04	1,317.44	3,715.32	1,111.35	739.00	495.85	19,998.25



# Linton Village Hall

Registered Charity no. 302785

## Income & Expenditure Summary 2023

- Year to: £# 8-Jan-24

<b>Income</b>	Hiring Fees	£22,056.50
	Coin Meters	£1,993.00
	Bank Interest	£1,139.94
	Deposits Received	£0.00
	Other	£23.70
	<b>Total Income</b>	<b>£25,213.14</b>
<b>Expenditure</b>	Maintenance & Repairs	£12,382.25
	Equipment & Supplies	£237.04
	Cleaning	£1,317.44
	Utilities	£3,715.32
	Insurance & Fees	£1,111.35
	Deposits Returned	£739.00
	Other	£495.85
	<b>Total Expenditure</b>	<b>£19,998.25</b>
<b>Reconciliation</b>	Bank Balance B/F	£59,721.24 @ 8 Jan 2023
	+ Income to date	£ 25,213.14
	- Expenditure to date	£ 19,998.25
	+ Cheques not yet presented	£ -
	- Deposits not yet credited	£ -
	Capital reserve	
<b>Available Funds C/F</b>		<b>£ 64,936.13</b>
Bank balances per statement:		
CafCash current account		£3,174.85
CafGold savings account		£61,761.28
Total		£64,936.13

Signed:

A. Deane

Hon. Treasurer

Date

## Linton Village Hall Accounts 2023- Notes

Mrs S.Horgan cleaned at an hourly rate of £12.50

Up to March we also paid Mrs.S.Horgan £25/month to cover expenses related to sorting out lets for the Ha  
e.g. showing potential hirers round the hall, arranging delivery and collection of keys  
checking the Hall after lets and arranging repayment of deposits. After March Mrs. J.Brooker took over this  
From July to Sept. C. Gracie took over the Hall cleaning. Cost £15/hr.  
After Sept. L.Taylor took over the cleaning but this was intermittent

II,

s role.