

# ARNOLD HILLS HALL

England & Wales · Charity number 302816

## Details

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**Other names** PENSURST VILLAGE HALL

**Status** Registered

**Legal form** Other

**Registered** 1962-11-22

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** The Village House  
High Street  
Penshurst  
Tonbridge  
TN11 8BT

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**Website** <https://penshurstvillagehall.co.uk/>

## Activities

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**Objects:** (1) THE OBJECT OF THE CHARITY IS THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR USE BY THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR:(A) MEETINGS, LECTURES AND CLASSES, AND(B) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE INHABITANTS AND FOR SUCH OTHER CHARITABLE PURPOSES AS THE COMMITTEE MAY FROM TIME TO TIME DECLARE.(2) SUBJECT TO CLAUSES 5 (1) AND 24, THE LAND IDENTIFIED IN PART 1 OF THE SCHEDULE TO THIS SCHEME MUST BE RETAINED BY THE COMMITTEE FOR USE FOR THE OBJECT OF THE CHARITY.

**Activities:** Village Hall

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Accommodation/housing, Other Charitable Purposes
- **Who:** The General Public/mankind

## Geography

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- **Area of benefit:** PARISH OF PENSHURST AND THE NEIGHBOURHOOD.
- Kent

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£25,721	£24,575	-	-
2023-12-31	£22,652	£20,850	-	-
2022-12-31	£22,689	£24,848	-	-
2021-12-31	£21,053	£23,047	-	-
2020-12-31	£24,995	£14,134	-	-

## Trustees

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Name	Role	Appointed
ALAN MASSEY	Chair	
AMANDA JANE CURRAN		
JEAN ANN FREEMAN		2013-05-28
JUDITH WILSON		
John O'Shea		
Richard Gerard-Sharp		2023-06-01
Rob Rees		2017-01-01

## Linked charities

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- EMILY ARNOLD (302816-1)

**ARNOLD HILLS HALL**

England & Wales - Charity number 302816

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# Accounts

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**Arnold Hills Hall**  
(also known as Penshurst Village Hall)  
Registered with the Charity Commission  
302816

**Minutes of the Annual General Meeting 28<sup>th</sup> April 2025**

The meeting commenced at 7.30pm.

Trustees present were Alan Massey (AM) chairman, John O'Shea (JO) treasurer, Judith Wilson (JW) bookings secretary, Jean Freeman (JF), Mandy Curran (MC) secretary, Richard Gerrard-Sharp (RGS) PPC representative, Robert Rees (RR) PADS representative.

Members of the public present were Vic Freeman, Robert Bareham, Laura Faircloth

**1. Apologies for absence**

No apologies

**2. Conflicts of interest**

None declared

**3. Minutes of the 2024 Annual General Meeting**

Agreed as correct. Proposed by JO and seconded by JF

**4. Matters Arising**

AM reported that:

The new kitchen boiler had been installed by Jim Donald.

PAT testing had been completed. PADS to pay 70% of the costs.

**5. Chairman's Report for the year ending 31<sup>st</sup> December 2024**

AM reported that:

A fire risk assessment had been carried out by Fire Decisions. A detailed report with action plan had been provided with recommendations on how to fulfil our legal fire safety obligations. As a result, the external doors were re-positioned to open outwards for ease of escape. Not all of the emergency lights were up to standard but our electrician Jack Alston has installed and checked new ones. Weekly and monthly checks are now done on a rotational basis by the trustees and logged in the Fire Risk Assessment folder.

The fire risk assessor had also raised the impact of Martyn's Law. This would only affect events in the Village Hall if the attendance was 200 or greater.

The previous plans for the development of the Village Hall had been drawn up by the Studio Hudson Architects and on their advice the plans were presented to Sevenoaks District Council to determine whether the plans would pass for approval. In hindsight, this was an error and local opinion should have been sought before taking that step. New plans have been drawn up by Chris Wickens and these have been on display on the internal and external Village Hall notice boards for the duration of March and April and also on the Village Hall website. An article describing the proposed development and objectives was placed in the March and April copies of Penshurst News. The article also invited comments and to date none have been received.

At this point Robert Bareham wished to make comments:

-Kieron (1, Latymers) had apparently made an email comment using the booking email, this had not been seen but JW would check again.

-John (Corsewall, Latymers) had complained about the gents light being left on. It was felt a timer could be used for these lights plus any external lighting on the new extension with a fully accessible toilet could be facing the road and not the garden.

-Thanked the trustees for presenting the plans to the village.

-Would have liked more narrative with the plan, costs, timescale and so forth. RR explained the order in which things had to be done and therefore that would not have been possible.

-Would have previously objected to a door opening from the hall into the garden but now has no objections to the current, proposed plan. MC confirmed that this was the view of Robert Bareham only.

-Would the current ladies toilet be upgraded, AM replied not at present. It was confirmed that men and women could use the fully accessible toilet.

-Could the ladies toilet be made suitable for fully accessible use – JW replied that expert opinion had been sought and this was not possible. MC felt the Penshurst News article had been clear that all options had been considered along with expert advice and that any queries could have been directed to AM as suggested in the article.

-How would development progress be communicated to the village – MC said that mechanism would be discussed at the next development meeting.

AM then continued with his Chairman's Report:

The Warders lease was coming up for renewal. RGS asked if rent could be backdated, JO replied yes.

The upgrading of the kitchen and gents toilet – this would hopefully commence in the next few months, using the £40,000 being held by PPC.

RR asked Robert Bareham to confirm that he himself had no objection to the fully accessible toilet/new hall door plans, that Kieron (1, Latymers) had sent an email as yet unseen and that John (Corsewall, Latymers) was unhappy about the gents toilet lighting. This was confirmed by Robert Bareham. JF asked why the aforementioned were not present at the meeting to discuss their concerns; a face to face discussion being more beneficial than via email.

## **6. Treasurer's Report and presentation of Audited Accounts for the year ending 31<sup>st</sup> December 2024, to include the Risk Register**

JO presented the final but not audited accounts and had sent all trustees a copy, one will be attached with the minutes. Key comments from JO were:

The accounts were just about breaking even, the expenditure would have been less but there had been some discretionary spending.

Himself and JW needed to discuss increasing the hiring rate. JW added that she had compared our rates to other local halls and we were very reasonable in comparison.

The Warders rent, when the review had been agreed would also increase.

1% interest was being gained on some investments whilst the COIF interest was higher. JO suggested that the trustees revisit moving some funds into COIF.

£84,000 in funds would be easily available plus the £40,000 being held by the PPC.

RGS asked if RR had confirmed with PPC the conditions of use for the £40,000. RR replied that the money could not be used for planning/application costs but should be allowed for the kitchen and gents toilets. AM felt the work on the kitchen and gents

toilets could start in June.

The income was approximately £25,000 and Jo gave an overview of income.

PADS owed money and Warders at the end of the year.

Expenses included blinds and portable heaters.

A very approximate budget had been drawn up but could be changed.

## **7. Booking Secretary's Report**

JW reported that:

Hires that took place during the year:-

*Weekly or Bi-weekly (in term time)*

Art Classes for Adults

Pilates Classes

Yoga Classes

Dance Classes

Craft and Natter Group

New for the year – Martial Arts Kickboxing classes for children and adults.

*Monthly / Bi-Monthly / Twice a Year or Once a Year*

Gong Meditation

PC Meetings

Penshurst Amateur Dramatic Society Rehearsals and Performances

Cricket Club Functions

Persian Rug Sale

Craft Fairs / Vintage Market

New Year Cross Country Run Meet

Elections

Art in Action – new for the year

*Private Hires*

Children's Parties

General Parties

Wedding Receptions

Funeral Wakes

*Other*

- T&Cs were reviewed and updated in 2024
- Hall Hire charges were held throughout 2024 and have remained the same since 2017.  
These are to be reviewed in May 2025 with an increase planned for later in the year.
- All Bookings, Invoices and Refunds through Hallmaster working much better.
- Website working well with a link to Hallmaster.
- A5 advertisement leaflets placed in the Hall, Village Shop and Post Office and the Church.

JO asked if Gong meditation and reflexology classes were reduced. JW replied that reflexology had stopped for the time being and Dawn from Gong meditation had been unwell.

RGS asked how much notice would be given to regular hirers about hire cost increases. JW replied one term ahead.

**8. Election of members**

All trustees were continuing in their roles, there were no new trustees.  
Laura Faircloth confirmed she had stepped down. RR thanked her for her work.  
RR/AM felt it would be useful to have someone from Latymers on the committee.  
Robert Bareham said he would keep this in mind.

**9. Chairman’s Report on repairs/improvements/maintenance for 2024**

AM reported that:  
Jack Alston had completed some electrical work.  
John Wansbury had completed a range of painting and maintenance work.  
Himself and Mrs Massey had completed various items of work.

**10. Any other business**

RR asked if Hallmaster could tell you the total number of hours the hall had been hired for. JW/AM were unsure.  
JF thanked AM for the purchase of two new kettles.  
Vic Freeman asked about the water leak. MC explained that it had been reported by numerous people. AM reported that John Wansbury had complained as it was washing onto his wall.

Robert Bareham, Laura Faircloth and Vic Freeman were all thanked for attending the meeting.

The meeting concluded at 8.10pm

Signed.....

Dated.....

# Arnold Hills Hall Penshurst Financial Report 2024

**Accounts for year ended 31st December 2024**



Filename: transaction file 2024\_v2

**Status : FINAL (when signed)**

**Type: Detailed A/Cs for management committee**

**Prepared by: John O'Shea (Treasurer)**

**Date : 13th October 2025**

**Audience: committee & summary to charity commission**

**Commentary from the Treasurer**

The enclosed 2024 P&L for the Arnold Hills Hall charity (302816) does show a slim net surplus of £1150, therefore a signal of sustainability risk. It should be noted that the Warders contract which is likely to be unvalued has come to an end and will probably increase (potentially backdated).

Budget/forecasts compared to 2024 actual income of £25k out turned 13% (£2k) positive; also the outturn costs of £24.5k were adverse to budget by 4% largely due to higher repair and utility costs. The forecasts for 2025 are £21.5k for income and £22.5k for expenditure; it is also assumed the development costs will be fully offset by the Parish Council fund (£40k).

Average income seems to be stable at £22-£25k roughly half coming from Warders Surgery; this compares with the minimum (i.e. excluding discretionary/capital items) average annual costs of ~£20k, therefore £3-£5K surplus should be anticipated; though it is not realistic to think that no discretionary/capital expenditure is feasible over the medium/long term. Hire charges for the hall should be reviewed in 2025 to ensure the long term financial position is sustainable; this should include a review of Warders rental of £11,100/pa that was originally set back in 2018, noting this rental contract has come to an end.

Available funds remain healthy at £123,618 which does include (albeit conditional) £40,000 held by the Parish Council. The COIF investment grew 2% in the year and also paid a dividend of £326; whilst the NS&I returns remain lacklustre at 1%. Consideration should be given to moving some funds from NS&I to COIF or elsewhere to take advantage of better rates in the market.

Due to late payments timing debtors include Warder and PADs totalling £6090 also creditors of £660; both debtors and creditors were settled in January.

A summary of the 2024 financial position is to be submitted to the Charities Commission before the deadline of end October 2025. Publicly available information associated with ARNOLD HILLS HALL (302816) can be found on [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission).

**Key risks include**

1. Sustainability of charity due to over reliance on Warders income. (LOW)
2. Adequacy of insurance coverage in case of a catastrophic event. (MEDIUM)
3. Poor returns on investments which erode the reserves (due to not keeping up with inflation). (MEDIUM)
4. Maintaining sufficient funding to cover major investments such as renewal of heating system. (LOW)

John O'Shea (Treasurer)

September 2025

# ARNOLD HILLS HALL PENSHURST

## Bank current account account & cash reconciliation for year ended 31st December 2024

current account only - also see national savings

current account only

Account 71346112, sort 60-21-28

Source: bank statements

Year	Statement period	statement	opening	withdrawn	paid in	close balance	
2023	30/11/2023	29/12/2023	12_23	£ 14,660.63	-£786.46	£ 7,047	£ 20,921.17
2024	30/11/2024	27/12/2024	12_24	£ 16,693.27	-£1,075.51	£ 1,624	£ 17,241.76
after 27th December				£ 17,241.76	-£1,603.29	£ 200	£ 15,838.47

COIF Investments (Emily Arnold bequest)

ref: 416990001T

UNITS	value/unit	Value	diff	Dividends	cum funds
2021 accounts		£8,214.72	£1,024.44	£ 211.65	£1,446.06
2022 accounts		£7,259.72	-£ 955.00	£ 232.41	£1,678.47
2023 accounts		£7,938.00	£ 678.28	£ 295.49	£1,973.96
2024 accounts		£8,117.32	£ 179.32	£ 326.24	£2,300.20

Filename: transaction file 2023\_v3

National savings account(NS&I)

financial period	interest	balance	interest
yearend dec 2021	£ 364.37	£50,974.20	
yearend dec 2022	£ 47.44	£51,021.64	0.1%
yearend dec 2023	£ 433.68	£51,455.32	0.9%
<b>yearend dec 2024</b>	<b>£ 476.64</b>	<b>£51,931.96</b>	0.9%

Account number : 138414656

Bank Reconciliation

	movements	balance
Opening bank balance 1st Jan 2024		£20,921.17
income table total	£ 24,918.49	
costs table total	-£ 24,571.64	
acrued income	-£ 6,090.00	
acrued costs	£ 660.45	
Closing bank balance 31st December2024	-£ 5,082.70	£15,838.47
Movement		-£ 5,082.70

Total funds available at the end of December 2024

	2024	2023	2022	2021	2020	2019
Netwest current account	£ 15,838	£ 20,921	£ 21,798	£ 16,767	£ 27,141	£ 870
N&SI investment account	£ 51,932	£ 51,455	£ 51,022	£ 50,974	£ 50,610	£ 50,605
COIF dividend on a/c	£ 2,300	£ 1,974	£ 1,678	£ 1,446	£ 1,234	£ 1,024
COIF investments	£ 8,117	£ 7,938	£ 7,260	£ 8,215	£ 7,190	£ 6,756
	£ 78,188	£ 82,288	£ 81,758	£ 77,402	£ 86,176	£ 59,255
Net debtors/creditors	£ 5,429.55	£ -	£ -	£ 8,443	-£ 2,445	£ 15,098
	£ 83,618	£ 82,288	£ 81,758	£ 85,844	£ 83,731	£ 74,353
Funds held with Parish Council	£ 40,000	£ 40,000	£ 40,000	£ 40,000	£ 40,000	£ 40,000
<b>Total funds</b>	<b>£ 123,618</b>	<b>£122,288</b>	<b>£121,758</b>	<b>£125,844</b>	<b>£123,731</b>	<b>£114,353</b>

## Summary payments (costs) for yearend 31st Dec2024

	2018	2019	2020	2021	2022	2023	2024	Budget 2024	Budget var	% var	Budget 2025
PADS	£ 605	£ 912	£200	£ 1,100	£ 200	£ 629	£ 1,606	£ 1,000	£ 606	61%	£ 1,000
Art in June							£ 400		£ 400		£ 750
kick boxing (marshall arts)							£ 750				£ 400
Quilters			£112		£ 49				£ -		£ 400
Craft & Natter							£ 364		£ 364		£ 400
Pilates/Physio				£ 780	£ 1,133	£ 1,297	£ 1,080	£ 1,300	£- 220	-17%	£ 2,000
Scallywags/playgroup	£ 339	£ 211		£ 190	£ 86				£ -		£ 2,000
Dance (JW)	£ 5,324	£ 4,967	£2,206	£ 2,024	£ 2,935	£ 2,132	£ 2,029	£ 2,000	£ 29	1%	£ 2,000
rugs	£ 100	£ 100	£100		£ 150	£ 200	£ 200	£ 200	£ -	0%	£ 200
Antiques	£ 700	£ 700							£ -		£ 200
Flowershow	£ 100	£ 100		£ 100		£ 130		£ 130	£- 130	-100%	£ 400
Regular markets	£ 430	£ 280			£ 750	£ 200		£ 200	£- 200	-100%	£ 400
Irish dance	£ 512	£ 770	£593	£ 768	£ 522	£ 456		£ 450	£- 450	-100%	£ 200
PC, PCC & SDC	£ 104	£ 306		£ 219	£ 166	£ 322	£ 452	£ 400	£ 52	13%	£ 200
Ready steady sport	£ 520	£ 396	£250	£ 216	£ 264				£ -		
Penshurst School	£ 139			£ 30	£ 35				£ -		
Yoga	£ 40	£ 18							£ -		
Cricket	£ 120	£ 131	£16	£ 40	£ 120	£ 250	£ 40	£ 200	£- 160	-80%	
GONG				£ 229	£ 263	£ 263	£ 75	£ 300	£- 225	-75%	
Gentle				£ 200	£ 470	£ 552	£ 72	£ 500	£- 428	-86%	
other regulars						£ 664	£ 414	£ 700	£- 286	-41%	£ 500
Table top sale							£ 499		£ 499		
Private	£ 2,916	£ 4,545	£559	£ 2,919	£ 4,219	£ 5,130	£ 8,262	£ 3,500	£ 4,762	136%	£ 7,000
returned deposits +refunds	£- 1,080	£- 1,080	£-253	£- 1,056		£- 1,400	£- 2,425	£- 1,400	£- 1,025	73%	£- 2,055
Warders	£11,100	£11,825	£11,100	£11,100	£11,050	£11,100	£11,100	£11,100	£ -	0%	£11,100
	£23,048	£24,181	£14,884	£18,857	£22,410	£21,923	£24,918	£21,980	£ 2,938	13%	£21,495
<b>Non trading activity</b>											
Asset sale											
Write -off			£-104								
Donation	£ 500	£ 200									
Grant			£10,000	£1,620	£3,400						
Grant					£-3,400						
Interest on investments	£ 361	£ 402	£5	£ 364	£ 47	£434	£ 476.64				
COIF	£ 203	£ 208	£210	£ 212	£ 232	£295	£ 326.24				
	24,112	24,991	£24,995	21,053	22,689	£22,652	£25,721				

Filename: transaction file 2024\_v2

## Summary payments (costs) for yearend 31st Dec2024

	2018	2019	2020	2021	2022	2023	2024	Budget 2024	Budget var	Budget var	Budget 2025
Fuel oil	£ 3,779	£ 2,879	£ 2,946	£ 3,276	£ 4,646	£4,588	£3,960	£5,000	£1,040	21%	£4,500
Insurance	£ 3,135	£ 3,138	£ 2,690	£ 2,745	£ 2,882	£3,031	£3,056	£3,050	£-6	0%	£3,100
Gardening	£ 395	£ 675	£ 780	£ 1,145	£ 1,025	£345	£1,485	£700	£-785	-112%	£1,200
Cleaning	£ 5,660	£ 6,022	£ 4,205	£ 3,554	£ 4,969	£4,843	£4,342	£5,000	£658	13%	£4,500
cleaning materials	£ 787	£ 590	£ 269	£ 189	£ 290	£430	£409	£400	£-9	-2%	£400
Utilities	£ 1,639	£ 1,642	£ 2,130	£ 1,765	£ 3,686	£1,708	£4,254	£2,000	£-2,254	-113%	£4,200
maintenance/Repair	£ 4,317	£ 2,483	£ 1,367	£ 1,181	£ 2,434	£1,042	£3,766	£1,000	£-2,766	-277%	£1,000
professional fees		£ 6,726							£0		£1,500
**Prior year 2017 accrual		£- 1,500							£0		
other	£ 475	£ 503	£ 43	£ 1,041	£ 47	£185	£590	£300	£-290	-97%	£600
Sevenoaks Council	£ 479	£ 488	£ 70	£ 214	£ 495	£628	£658	£700	£42	6%	£400
Website (new reporting category)							£610		£-610		£600
	£20,666	£23,647	£14,500	£15,110	£20,473	£16,799	£23,130	£18,150	£-4,980	-27%	£22,000
Development (incl. surgery)		£ 550		£ 2,957	£ 1,642	£6,414	£1,191	£7,000	£5,809	83%	£35,000
Grant funding											£-35,000
Used prior year accrual		£- 550					£-1,950		£0		
New facilities/construction	£ 678		£ 119	£ 5,475	£ 3,302	£132	£801	£1,000	£199	20%	£1,000
	£21,344	£23,647	£14,618	£23,541	£25,417	£21,396	£25,122	£26,150	£1,028	4%	£23,000
recoveries (shown as payments)	£-564	£-565	£-484	£-494	£-569	£-546	£-550.12	£-570	£-20	3%	£-570
Net Total expenditure	£20,780	£23,082	£14,134	£23,047	£24,848	£20,850	£24,572	£25,580	£1,008	4%	£22,430

Filename: transaction file 2024\_v2

## Arnold Hills Hall Penshurst

### Income & expenditure account

#### For year ending 31st December 2024

Income		2024	2023	2022	2021	2020	2019	2018
		<i>notes</i>						
Standing Rent	Warders	£11,100 <i>a</i>	11,100	11,050	11,100	11,100	11,825	11,100
Regular Hirings	Dance (JW)	£2,029	2,132	2,935	2,024	2,206	4,967	5,324
	Pilates & Physio	£1,080	1,297	1,133	780	-	-	
	Antiques				-	-	700	700
	PADS	£1,606	629	200	1,100	200	912	605
	Flowershow	£0	130		100	-	100	100
	rugs	£200	200	150	-	100	100	100
	Scallywags/playgroup			86	190	-	211	339
	Markets	£0	200	750		-	280	430
	Irish Dance	£0	456	522	768	593	770	512
	ready steady sport			264	216	250	396	520
	other regular	£3,066 <i>b</i>	2,050	1,102	718	128	455	403
		Regular hires	£19,081	18,193	18,191	16,994	14,577	20,716
Occasional Hirings		£5,837 <i>c</i>	3,730	4,219	1,863	307	3,465	2,916
Donations				-	-	-	200	500
GRANT					1,620	10,000		
Investment income		£ 802.88 <i>d</i>	729	280	576	215	610	564
Write off (prior year)						104		286
<b>Total Income</b>		<b>£25,721</b>	<b>22,652</b>	<b>22,689</b>	<b>21,053</b>	<b>24,995</b>	<b>24,991</b>	<b>23,826</b>
<b>Expenditure</b>								
Cleaning and Gardening		£6,236 <i>e</i>	5,618	6,284	4,888	5,253	7,288	6,842
Fuel Oil		£3,960 <i>f</i>	4,588	4,646	3,276	2,946	2,879	3,779
Insurance		£3,056 <i>g</i>	3,031	2,882	2,745	2,690	3,138	3,135
General repairs & Maintenance		£3,766 <i>h</i>	1,042	2,434	1,181	1,367	2,483	4,317
Utilities		£4,254 <i>i</i>	1,708	3,686	1,765	2,130	1,642	1,639
Local Authority		£658 <i>j</i>	628	495	214	70	488	479
other / professional fees		£1,200 <i>k</i>	185	1,688	1,041	43	5,729	475
Doctors Acid event								
Jubilee Grant				3,400				
Jubilee Grant				- 3,400				
Insurance Warders		-£550.12 <i>l</i>	546	569	494	484	565	564
<b>Total expenditure</b>		<b>£22,580</b>	<b>16,254</b>	<b>21,546</b>	<b>14,616</b>	<b>14,015</b>	<b>23,082</b>	<b>20,102</b>
<b>Improvements (capital/discretionary items)</b>		<b>£1,992 <i>m</i></b>	<b>4,596</b>	<b>3,302</b>	<b>8,432</b>	<b>119</b>	<b>-</b>	<b>678</b>
<b>Surplus of Income over expenditure</b>		<b>£1,150</b>	<b>1,802</b>	<b>2,159</b>	<b>1,994</b>	<b>10,861</b>	<b>1,909</b>	<b>3,046</b>

Filename: transaction file 2024\_v2

**notes to Income & expenditure statement**

- a. Warders income consist of annual rent of £11,100. This excludes Warders share of annual building insurance - see note M.
- b. Other regular include: PC, SDC, GONG, Gentle, Cricket club, kick boxing Craft & Natter, Art in June etc PLUS £499 from tabletop sale.
- c. Occasional private hirers totalled 59 in 2024 (32='23, 68='22, 20='21, 14='20, 38='19, 41='18, 26='17)
- d. Investment income is generated through COIF charities investment fund containing 400 shares paying regular dividend income, added to this is NS&I annual interest
- e. Regular cleaning at £4042 (£4229), Materials £409 (£430), Windows £300 (£450) and Gardening £1485 (£345).
- f. Fuel oil purchased (est)4781 @82p ('23= 5544ltrs , '21= 4901, '20 =6691, '19=4745, '18= 6263, '17= 4854, '16=7162); ave. cost was 83p ('21=67p, '20= 44p, '19= 61p, '18= 60p, '17= 55p/ltr)
- g. Insurance supplier is Allied Westminster. Policy VH 88/0047440/BS68584 [incl buildings, contents, Public+Employers+legal liability, see policy for other T&C's].
- h. Costs incl. Kent domestic £1566 (23=£149, '22=£451, '21=£147, '20 =£236, '19= £94, '18 £506); Fire action ltd £337 ('23=£470, '22=£378, '21=£824, '20=£499, '19= £679, '18 £844).
- i. Utilities consist of EDF £138 (refund), Cattlewater £784, Bus'Stream £522, Hallmaster £239, Go-daddy £216, BT £62, Plusnet £23.
- j. Local Authority charges from Sevenoaks include council tax £478 ('23=£448, '22=£425, '21=£108, '20=£nil, '19=£418, '18 £409, '17 £398) and Licence fee £180 (was £70 upto 2022).
- k. Other includes Website £610.
- l. Warders buildings insurance annual share treated as a cost recovery.
- m. Discretionary/assets include architect (Wickens) £1191; Blinds £750.

Mr John O'Shea  
Hon. TreasurerMr Richard Cserjen (FCMA)  
Hon. Auditor

# Arnold Hills Hall Penshurst

## Balance Sheet

### As at 31st December 2024

Assets	2024	2023	2022	2021	2020	2019	2018
Fixed assets at valuation or cost	£ 21,148.0	£ 21,148	£ 21,148	£ 21,148	£ 21,148	£ 21,148	£ 23,098
Investments (national savings)	£ 51,932.0	£ 51,455	£ 51,022	£ 50,974	£ 50,610	£ 50,605	£ 50,203
(COIF shares)	£ 8,117.3	£ 7,938	£ 7,260	£ 8,215	£ 7,190	£ 6,756	£ 5,730
Cash in Bank (current account)	£ 15,838.5	£ 20,921	£ 21,798	£ 16,767	£ 27,141	£ 870	£ 13,156
(Deposit account)							£ -
COIF dividend (held on account)	£ 2,300.2	£ 1,974	£ 1,678	£ 1,446	£ 1,234	£ 1,024	£ 816
Debtors 2019 (insurance recovery)						£ 565	
Debtors (note 5)	£ 6,090.00		£ -	£ 8,172	£ 631	£ 11,865	£ 3,578
Debtors error				£ 971			
Debtors prior years			£ -	£ 200		£ 2,279	
Pre-payment						£ 460	£ 416
Income received in advance					£ 525		
Less Creditors - current yr payments uncleared at yearend	£ 660.45	£ -	£ -	£ 900	£ 600	£ 138	£ 497
Less Creditors - prior years			£ 1,950	£ 1,950	£ 1,950	£ 1,950	£ 4,000
Less Creditors - prior years					£ 100		
<b>Total assets</b>	<b>£ 104,766</b>	<b>£ 103,436</b>	<b>£ 100,956</b>	<b>£ 105,042</b>	<b>£ 104,779</b>	<b>£ 93,485</b>	<b>£ 92,500</b>
<b>Capital Account</b>							
Capital brought forward	£ 103,436	100,956	105,042	104,779	93,485	92,500	89,613
ADD: surplus for year normal operations	£2,339	5,669	863	6,437	868	1,099	2,946
ADD: capital type spend items	£-1,992	4,596	3,302	8,432	119	-	678
ADD: GRANTS/donations received				1,620	10,000	200	500
ADD : Write off					104		286
ADD: Investment income							
National savings (bank interest)	£ 476.64	434	47	364	5	402	361
(COIF dividend)	£ 326.24	295	232	212	210	208	203
Add historic write-offs							
ADD: Investment gains/(loses)	£ 179.32	678	955	1,024	434	1,026	162
ADD: Revaluation gains/(losses) - other						1,950	
Reconciliation difference			1	8			2
chq error			971	971			
	£ 104,766	£ 103,436	£ 100,956	£ 105,042	£ 104,779	£ 93,485	£ 92,500
<b>balance difference (should be zero)</b>	£ -	£ -	£ -	£ 0.00	£ 0.00	£ -	

Filename: transaction file 2024\_v2

**notes to Balance Sheet**

- Penshurst village Hall building itself does not appear as a fixed asset. The building valued for re-building in the insurance policy which is subject to indexation.
- Assets revalued by Gorrings in 2019 (previously 2010), paintings value reduced. Paintings + fixtures and fittings are valued on Insurance policy.
- 400 units in COIF fund increased by ~2% to £8117 . In addition a dividend was payable of £326 (23= £197).
- Amounts attributed to Penshurst village hall that are held by the Parish Council totalling £40k are not represented in this balance sheet.
- Debtors include Warders £5500 and PADs £540 - both paid in full in January.
- Creditors - £660 value at yearend due to timing , all paid in January.
- NS&I interest was calculated in 2024 based on published rates of 0.9%.
- Charities Investment Fund (COIF or CCLA) - #400 units ( ref:416990001T) - unit price increase delivered an increase in valuation - these are similar to shares so can fluctuate in value.

Mr John O'Shea  
Hon. Treasurer

Mr Richard Cserjen (FCMA)  
Hon. Auditor

## Accounts oversight report

The enclosed 2024 P&L for the Arnold Hills Hall charity (302816) does shows a slim net surplus of £1150, therefore a signal of sustainability risk. It should be noted that the Warders contract which is likely to be unvalued has come to an end and will probably increase (potentially backdated).

Budget/forecasts compared to 2024 actual income of £25k out turned 13% (£2k) positive; also the outturn costs of £24.5k were adverse to budget by 4% largely due to higher repair and utility costs. The forecasts for 2025 are £21.5k for income and £22.5k for expenditure; it is also assumed the development costs will be fully offset by the Parish Council fund (£40k).

Average income seems to be stable at £22-£25k roughly half coming from Warders Surgery; this compares with the minimum (i.e. excluding discretionary/capital items) average annual costs of~ £20k, therefore £3-£5K surplus should be anticipated; though it is not realistic to think that no discretionary/capital expenditure is feasible over the medium/long term. Hire charges for the hall should be reviewed in 2025 to ensure the long term financial position is sustainable; this should include a review of Warders rental of £11,100/pa that was originally set back in 2018, noting this rental contract has come to an end.

Available funds remain healthy at £123,618 which does include (albeit conditional) £40,000 held by the Parish Council. The COIF investment grew 2% in the year and also paid a dividend of £326; whilst the NS&I returns remain lacklustre at 1%. Consideration should be give to moving some funds from NS&I to COIF or elsewhere to take advantage of better rates in the market.

Due to late payments timing debtors include Warder and PADs totalling £6090 also creditors of £660; both debtors and creditors were settled in January.

A summary of the 2024 financial position is to be submitted to the Charities Commission before the deadline of end October 2025. Publicly available information associated with ARNOLD HILLS HALL (302816) can be found on [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission).

### Key risks include

1. Sustainability of charity due to over reliance on Warders income. (LOW)
2. Adequacy of insurance coverage in case of a catastrophic event. (MEDIUM)
3. Poor returns on investments which erode the reserves (due to not keeping up with inflation). (MEDIUM)
4. Maintaining sufficient funding to cover major investments such as renewal of heating system. (LOW)

John O'Shea (Treasurer)

September 2025