

# SHORNE VILLAGE HALL

England & Wales · Charity number 302841

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1963-05-21

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

## Contact

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**Address** Village Hall  
The Street  
Shorne  
Gravesend  
DA12 3EA

**Phone** 01634254755

**Email** [accounts@shornevillagehall.co.uk](mailto:accounts@shornevillagehall.co.uk)

**Website** [www.shornevillagehall.org](http://www.shornevillagehall.org)

## Activities

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**Objects:** VILLAGE HALL FOR THE USE OF THE INHABITANTS OF SHORNE AND THE NEIGHBOURHOOD WITHOUT DISTINCTION OF SEX OR OF POLITICAL RELIGIOUS OR OTHER OPIONIONS AND IN PARTICULAR FOR USE FOR MEETINS LECTURES AND CLASSES AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

**Activities:** The object of the charity is the provision and maintenance of a village hall for the use of the inhabitants of the parish of Shorne, Kent and the neighbourhood thereof The hall provides a large and a small hall, kitchen, car park and associated facilitiesRent is collected for the hire of the hall and funds applied for the insurance, maintenance and repair of the hall and fixtures and fittings.

## Classification

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- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes, Education/training, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

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

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£31,786	£36,191	-	-
2023-12-31	£26,541	£28,575	-	-
2022-12-31	£26,401	£25,245	-	-
2021-12-31	£47,194	£25,912	-	-
2020-12-31	£12,555	£33,746	-	-

## Trustees

Name	Role	Appointed
<b>Henricus Cornelis Harryman</b>	Chair	2025-04-03
Alan Ernest Holt		2022-04-15
Catrin Board		2023-06-01
Christopher David Clarke		2022-04-05
Ian Craig		2024-04-04
JOHN BUGG		2012-03-14
Jean Craig		2022-04-05
MICHAEL FITZSIMONS		2014-03-12
Pauline Clifton		2020-06-02
Robert Ernest Lane		2016-07-12
Susan Manning		2025-08-07

**SHORNE VILLAGE HALL**

England & Wales - Charity number 302841

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# Accounts

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# Trustees' Annual Report for the period

Period start date

Period end date

Day 01 01 2024

31 12 2024

From

To

## Section A Reference and administration details

Charity name

Shorne Village Hall Management Committee

Other names charity is known by

Registered charity number (if any)

302841

Charity's principal address

Village Hall, 16 The Street,

Shorne, Gravesend,

Kent

Postcode

DA12 3EA

### 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	Alan Holt	Chair Trustee		Elected
2	John Bugg	Vice chair Trustee		Shorne Parish Council
3	Robert Lane	Trustee		Shorne Parish Council
4	Pauline Clifton	Trustee		Stages
5	Christopher Clarke	Trustee		Elected
6	William Wooley	Trustee		Early Retirement Club
7	Catrin Board	Trustee		WI
8	Mike Fitzsimons	Trustee		PROBUS
9	Maureen Horsham	Trustee		SHORNARA
10	Jean Craig	Trustee		Shorne Cottage Garden Society
11				
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20				

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

Name	Dates acted if not for whole year
Shorne Paris Council Custodian trustee	

**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 <i>(eg. trust deed, constitution)</i>	Trust Deed dated 15th July 1905
How the charity is constituted <i>(eg. trust, association, company)</i>	Charity is a voluntary association
Trustee selection methods <i>(eg. appointed by, elected by)</i>	Administered by management committee comprised of two Parish Councillors, three elected members and representatives from local organisations

**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.

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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The objectives of the charity are to maintain the village hall for the use of the inhabitants of the Parish of Shorne and surrounding areas.
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The activities undertaken include regular meetings to address issues regarding the maintenance of the hall, including the kitchens and associated facilities. Rent is collected for hire of the hall and funds applied for insurance. The income is used for maintenance and repair of the hall, fixtures and fittings. The Trustees have had regard to the guidance on behalf of the public benefit issued by the Charity Commission and in exercising their powers as Trustees.

**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)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Repairs to the building and maintenance of the heating system have been ongoing. Funding was received from the Parish Council to assist with the kitchen refurbishment and renewal of kitchen equipment that was completed during the year.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

There are sufficient reserves to maintain the hall at this time. Expenditure has been exceeding income and efforts are now focused not only on increasing income but also on improving efficiency in the administration of the hall bookings.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Expenditure this year has been used to repair, maintain and improve the hall facilities.

## Section F



## Other optional information

## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	Alan Holt	John Bugg
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Vice Chair
<b>Date</b>	31/12/2024	

**Shorne Village Hall Management Committee**

Registered Charity Number 302841

**Receipts & Payment Account for the year 1 January to 31 December 2024**

	2024	2023
<b>Income</b>		
Grants Covid 19		£ -
Grants Furlough Covid 19		£ -
Fundraising/Donations	£ 5,500.00	£ -
Lettings Inside	£ 6,947.00	£ 7,776.59
Lettings Outside	£ 19,144.50	£ 18,723.16
Deposits paid	£ 150.00	
Website income		£ 40.00
Sundry Income	£ 44.24	£ -
Interest on deposit account		£ 1.00
Returned Funds		
	<u>£ 31,785.74</u>	<u>£ 26,540.75</u>
<b>Expenditure</b>		
Cleaner	£ 133.52	
Caretaker	£ 6,654.88	
Booking Secretary	£ 4,589.92	
Treasurer		
Wages Total	£ 11,378.32	£ 10,381.52
HMRC	£ 334.83	£ -
Payroll Co.	£ 273.60	
Accounting charges	£ 625.00	
<b>Total Staff</b>	<u>£ 12,611.75</u>	<u>£ 10,381.52</u>
<b>Major repairs</b>	<u>£ 7,870.50</u>	
Building related expenses	£ 3,748.16	£ 4,377.01
Lighting & Heating	£ 4,062.18	£ 5,795.05
Water	£ 351.97	£ 197.64
Waste & Rates	£ 1,039.35	£ 1,103.77
Equipment purchases	£ 165.00	
Equipment maintenance	£ 1,647.50	
Telephone	£ 529.08	£ 1,004.69
Gardening	£ 910.00	£ 770.00
Returned Deposit		£ 690.00
Administration & Expenses	£ 556.44	£ 804.68
Advertising	£ 100.00	£ 190.00
Insurance	£ 1,826.59	£ 1,647.39
Music licence	£ 312.75	£ 693.26
Website Costs	£ 455.00	£ 604.26
Other	£ 4.98	£ 315.59
<b>Total Overheads</b>	<u>£ 15,709.00</u>	
<b>Total Expenditure</b>	<u>£ 36,191.25</u>	<u>£ 28,574.86</u>
<b>In year excess income over expenditure</b>		
<b>In year loss (excess expenditure over income)</b>	-£ 4,405.51	-£ 2,034.11

Treasurer  
Shorne Village Hall  
Management Committee

Chair  
Shorne Village Hall  
Management Committee

Auditor  
T B Davies DSBM

**Shorne Village Hall Management Committee**  
Registered Charity Number 302841

**Statement of Assets and Liabilities**  
**For the year ending 31 December 2024**

	2024	2023
<b>Cash Funds</b>		
Santander Current Account	£ -	£ -
Santander Deposit Account	£ 202.38	£ 202.38
Co-Operative Bank Current Account	£ 28,881.86	£ 31,942.14
Cash	£ -	£ -
Less creditor payments outstanding	-£1,620.53	-£275.30
	£ 27,463.71	£ 31,869.22

**Assets held for the charity's own use:**  
Village Hall including furniture and effects

**Monetary liabilities:**

Operating creditors including:		
Gardening charge	£ 70.00	
December waste GBC	£ 73.30	£ 64.50
Accounting 2024	£ 225.00	
KCS outstanding invoice	£ 591.68	£ 210.80
H R Smith Electrical Limited	£ 1,214.40	
PPL/PRS credit due	-£553.85	
	£ 1,620.53	£ 275.30

Treasurer  
Shorne Village Hall  
Management Committee

Chair  
Shorne Village Hall  
Management Committee

Auditor  
T B Davies DSBM

## SHORNE VILLAGE HALL MANAGEMENT COMMITTEE

### INDEPENDENT EXAMINER'S AUDIT REPORT for Financial Year to 31 December 2024

I have examined and verified the accounts of Shorne Village Hall Management Committee including the Receipts & Payments Account and Statement of Assets & Liabilities from the documentation provided.

Despite the significant in-year loss, the assets of Shorne Village Hall Management Committee are currently held in two bank accounts and are sufficient to meet all the liabilities of Shorne Village Hall Management Committee at this time.

#### Notes and Recommendations:

1. The current Treasurers has created spreadsheets for the early part of the financial year from the bank statements and other information as it has come to hand. For the later part of the year the financial records for expenditure are clear, accurate and supported by relevant documentation.
2. Some suppliers should be requested to provide detailed schedules of payments to be made in respect of annual contracts paid by monthly direct debits and supporting detail for each month should be sought to substantiate payments moving forward. (e.g. Porrit, On-the-Web and Everflow. The format from Ansvar would be excellent).
3. Payroll is well managed although there is no evidence of approval of additional/overtime payment authorisation and an annual reconciled HMRC payment schedule would be advisable.
4. There is no apparent use of cash within the organisation.
5. Debit cards are held by three Trustees. Records do not clearly show the Trustee making the payment and why. As previously noted, it is good practice to have a liability document signed by each to confirm they only use the cards when agreed by the Chair and Treasurer, always obtain relevant detailed receipts/invoices to support the debit slip, never use cards for personal purchases and they may be held personally liable for any unauthorised/unverified transactions.
6. For the 2024 financial year it has not been possible to verify income paid into the bank against any other documentation. The new spreadsheet monitoring process put in place for 2025 will address this issue providing it is kept up to date with regular monitoring and reconciliation.

7. Regular Income & Expenditure reports have been provided by the Treasurer to Shorne Village Hall Management Committee to enable Trustees to be effective in their role.
8. To meet the requirements of the Charities Commission it would be advantageous to have a set agenda item each year in the Autumn meeting with time given to reviewing the key policies and their adoption duly minuted with updated policies signed at that time. The core policies included should include Finance Policy, GDPR, Health & Safety and Risk Management in order that a compliance statement may be included in the audit report.

**Signed:**

Mrs T B Davies DSBM

**27 May 2025**

**SHORNE VILLAGE HALL**

England & Wales - Charity number 302841

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# Accounts

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# Trustees' Annual Report for the period

		Period start date			Period end date		
<b>From</b>	01	01	2023	<b>To</b>	31	12	2023

## Section A Reference and administration details

**Charity name**

Shorne Village Hall Management Committee

**Other names charity is known by**

**Registered charity number (if any)**

302841

**Charity's principal address**

Village Hall, 16 The Street,  
Shorne, Gravesend,  
Kent  
**Postcode** DA12 3EA

### 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	Alan Holt	Chairperson		Elected
2	John Bugg	Vice-Chairperson		Shorne Parish Council
3	Pauline Doyle	Treasurer/secretary		Elected
4	Robert Lane	Trustee		Shorne Parish Council
5	Mavis Jones	Trustee		Shorne Flower Arrangers
6	Pauline Clifton	Trustee		Stages
7	Carol Stevens	Trustee		Elected
8	Christopher Clarke	Trustee		Elected
9	William Woolley	Trustee		Early Retirement Club
10	Mike Fitzsimmons	Trustee		PROBUS
11	Susan Muckley	Trustee		Shorne WI
12	Nick Trice	Trustee		Short Mat Bowls
13	Ted Hurst	Trustee		St Peters & St Pauls Church
14	Maureen Horsham	Trustee		SHORNARA
15	Jean Craig	Trustee		Shorne Cottage Garden Society
16	Bill Judkins	Trustee		Dickens Lodge
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
Shorne Parish Council	

**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)	Trust Deed dated 15 <sup>th</sup> July 1905
How the charity is constituted (eg. trust, association, company)	Charity is a voluntary association
Trustee selection methods (eg. appointed by, elected by)	Administered by management committee comprised of two Parish Councillors, three elected members and representatives from local organisations

**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.

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**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

The objectives of the charity are to maintain the village hall for the use of the inhabitants of the Parish of Shorne and surrounding areas.
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**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)**

The activities undertaken include regular meetings to address issues regarding the maintenance of the hall, including the kitchens and associated facilities.  
Rent is collected for hire of the hall and funds applied for insurance.  
The income is used for maintenance and repair of the hall, fixtures and fittings.  
The Trustees have had regard to the guidance on behalf of the public benefit issued by the Charity Commission and in exercising their powers as Trustees.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

Repairs to the building and maintenance of the heating system have been ongoing.  
Kitchen refurbishment and renewal of kitchen equipment is planned for next year and funding has been applied for.

**Section E****Financial review****Brief statement of the charity's policy on reserves**

There are sufficient reserves to maintain the hall at this time. Expenditure is however currently exceeding income, so plans will be put in place to address this and increase income in order to maintain sufficient reserves.

**Details of any funds materially in deficit****Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:


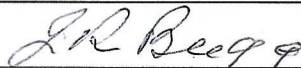
- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Expenditure this year has been used to repair, maintain and improve the hall facilities.

**Section F****Other optional information****Section G****Declaration**

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Alan Holt	John Bugg
<b>Position (eg Secretary, Chair, etc)</b>	Chairperson	Vice-Chairperson
<b>Date</b>	31/12/2023	

**Shorne Village Hall Management Committee**  
Registered Charity Number 302841

**Receipts and Payments Accounts – For the year 1 January to 31 December 2023**

	2021	2022	2023
<b>Income</b>			
Grants Covid 19	£ 19,359.29	£ -	£ -
Grants Furlough Covid 19	£ 3,986.75	£ -	£ -
Fundraising/Donations	£ 150.00	£ 163.44	£ -
Lettings Inside	£ 8,228.00	£ 15,074.00	£ 7,776.59
Outside	£ 15,249.75	£ 10,988.88	£ 18,723.16
Website income	£ 220.00	£ 175.00	£ 40.00
Sundry Income	£ -	£ -	£ -
Interest on deposit account	£ 0.26	£ 0.01	£ 1.00
Returned Funds			
	<u>£ 47,194.05</u>	<u>£ 26,401.33</u>	<u>£ 26,540.75</u>
<b>Payments</b>			
Cleaner	£ 4,380.31		
Caretaker	£ 1,685.11		
Booking Secretary	£ 4,295.01		
Treasurer	£ 2,239.27		
Wages Total	£ 12,599.70	£ 10,718.76	£ 10,381.52
HMRC	£ 245.60	£ -	£ -
Payroll Co.	£ 536.90		Admin expense
Other Staff	£ -	Admin expense	expense
<b>Total Staff</b>	<u>£ 13,382.20</u>	<u>£ 10,718.76</u>	<u>£ 10,381.52</u>
Building related expenses	£ 3,577.33	£ 5,247.67	£ 4,377.01
Major repairs	£ -		
Lighting & Heating	£ 3,652.62	£ 3,097.42	£ 5,795.05
Water	£ 1,376.36	£ 196.15	£ 197.64
Waste & Rates	£ 634.33	£ 762.00	£ 1,103.77
Telephone	£ 373.48	£ 731.03	£ 1,004.69
Gardening	£ 150.00	£ 350.00	£ 770.00
Returned Deposit	£ 241.50	£ 670.00	£ 690.00
Administration & Expenses	£ 211.74	£ 775.87	£ 804.68
Advertising	£ 95.00	£ 190.00	£ 190.00
Insurance	£ 1,484.94	£ 1,392.97	£ 1,647.39
Music licence	£ 313.00	£ 693.26	£ 693.26
Website Costs	£ 420.00	£ 420.00	£ 604.26
Other			£ 315.59
	<u>£ 25,912.50</u>	<u>£ 25,245.13</u>	<u>£ 28,574.86</u>
<b>In year excess income over expenditure</b>		<b>£ 1,156.20</b>	
<b>In year loss (excess expenditure over income)</b>			<b>-£ 2,034.11</b>

Signed:

14 May 2024

**Shorne Village Hall Management Committee**  
Registered Charity Number 302841

**Statement of Assets and Liabilities**  
**For the year ending 31 December 2023**

	2021	2022	2023
<b>Cash Funds</b>			
Santander Current Account	£ 31,639.38	£ 589.79	£ -
Santander Deposit Account	£ 141.89	£ 201.90	£ 202.38
Co-Operative Bank Current Account	£ -	£ 33,668.80	£ 31,942.14
Cash	£ -	£ -	£ -
Less creditor payments outstanding		-£1,792.05	-£275.30
	<u>£ 31,781.27</u>	<u>£ 32,668.44</u>	<u>£ 31,869.22</u>

**Assets held for the charity's own use:**  
Village Hall including furniture and effects

**Monetary liabilities:**

Operating creditors including:

December salary payments	£ 1,083.50		
Gardening charge	£ 70.00		
Woodfloor repairs	£ 385.00	KCS	£ 210.80
December waste GBC	£ 63.55		£ 64.50
Advertising charge	£ 190.00		
	<u>£ 1,792.05</u>		<u>£ 275.30</u>

Treasurer  
Shorne Village Hall  
Management Committee

Chair  
Shorne Village Hall  
Management Committee

Auditor  
T B Davies DSBM

## SHORNE VILLAGE HALL MANAGEMENT COMMITTEE

### INDEPENDENT EXAMINER'S AUDIT REPORT for Financial Year to 31 December 2023

I have examined and verified the accounts of Shorne Village Hall Management Committee including the Receipts & Payments Account and Statement of Assets & Liabilities from the documentation provided.

Despite the in-year loss, the assets of Shorne Village Hall Management Committee are currently held in two bank accounts and are sufficient to meet all the liabilities of Shorne Village Hall Management Committee at this time.

#### Notes and Recommendations:

1. Financial records have been maintained by the Treasurer in a spreadsheet format which is of a clear and accurate manner supported by relevant supporting documentation.
2. Some suppliers have not provided detailed schedules of payments to be made in respect of annual contracts paid by monthly direct debits and supporting detail for each month should be sought to substantiate payments moving forward. (e.g. Porrit, Everflow & Ansvar).
3. Cash handling is no longer an issue as none is handled in the new processes.
4. Debit cards are held by three Trustees. It is good practice to have a liability document signed by each to confirm they only use the cards when agreed by the Chair and Treasurer, always obtain relevant detailed receipts/invoices to support the debit slip, never use cards for personal purchases and they may be held personally liable for any unauthorised/unverified transactions.
5. There is currently no reconciliation of payments made against outside hire bookings. The process for regular village associations has been greatly improved.
6. To meet the requirements of the Charities Commission it would be advantageous to have a set agenda item each year in the Autumn meeting with time given to reviewing the key policies and their adoption duly minuted with updated policies signed at that time. The core policies included should include Finance Policy, GDPR, Health & Safety and Risk Management.

**Signed:**

Mrs T B Davies DSBM

**13 May 2024**

**SHORNE VILLAGE HALL**

England & Wales - Charity number 302841

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# Accounts

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**Minutes of Annual General Meeting of Shorne Village hall management Committee**  
**Held on 7<sup>th</sup> April 2022 at 7.30 pm.**

**Present**

Mr J Bugg (Vice-Chair - Shorne Parish Council)  
Mrs P Doyle (Treasurer and acting Secretary)  
Mr B Lane (Shorne Parish Council)  
Mrs S Muckley (Shorne & Thong WI)  
Mrs E Hopkins (Shorne Cottage Garden Society)  
Ms P Clifton (Stages)  
Mr A Holt (elected)  
Mr C Clarke (Elected)  
Mr N Trice (Shorne Matt Bowls)  
Mr B Judkins (Dickens Lodge)  
Mrs M Horsham (Shornara)  
Mrs J Craig (Replacing Mrs Hopkins for Shorne Cottage Garden Society)  
Mr Allan Chandler (Caretaker)  
Mrs M Smails (Public member)

**Apologies for Absence**

Mr M Fitzsimons (Chairman - Probus)  
Mrs E Woolley (Shornara)  
Rev T Hurst (St Peters & St Pauls Church)  
Mr B Woolley (Early Retirement Club)  
Mrs M Jones (Shorne Flower Arrangers)  
Mrs C Stevens

1. Approval of Minutes of the AGM held on 9th June 2021, these were proposed by Mr Bugg and seconded by Ms Hopkins. All agreed.
2. Matters arising from the Minutes – Nothing arising.
3. Chairman's Report –:

(Mr J Bugg spoke as Vice-Chairman for Mr Fitzsimmons who sent apologies.) He began by stating that it had been a challenging year due to the pandemic. The hall came very close to permanent closure and was only saved by furloughing of staff and local and central grants.

He thanked the previous treasurer, Sarah Poole for her help in obtaining the grants that kept us afloat. There was a problem on Sarah's retirement in that we needed to address the way in which the hall was managed. This led to the appointment of three new trustees and an improved method of the way the hall is run.

He thanked the new trustees, Pauline Doyle, Christopher Clarke and Alan Holt and also the staff for their sterling service that they have offered since the reopening.

Carol, our secretary has unfortunately broken her leg and is likely to be away for some considerable time. Pauline Doyle has stepped in to take both roles of treasurer and secretary. He thanked her for taking this on.

Unfortunately, we lost the services of our cleaner Claire Burchell, which was a blow, however, she still retains a connection to the hall via her help in our publicity drive. She helped greatly in a search for her replacement.

He also thanked Andrea, the booking secretary, stating that she works extremely hard on our behalf. Bookings appear to be holding up, however, Covid is still proving to be a hold on some people wishing to book.

He stated that there had been problems with the heating and damp n the large hall floor. The heating is now working satisfactorily with a new maintenance contract in place. It is hoped that we can relay the large hall floor in the not too distant future. The assumed cause of the problem has been cured by the redirection of the rainwater pipe to the surface water drain at the front of the hall.

Finally, Sarah Poole had asked to remind everyone that tickets for the Jubilee Ball are now on sale.

#### 4. Treasurer's Report – Statement for the year

Mrs Doyle stated that she had only been acting as Treasurer since the middle of December 2021, so was still establishing herself in the role. She had reviewed the accounts from the previous year which had been maintained by Mrs Poole.

Mrs Doyle stated that at the end of 2020 the account balance was £13,311.38. However, due to the hard work of Sarah Poole in obtaining various grants during the lockdown period, and Andreas continuing efforts to engage bookings once we reopened, we had a balance of £31,991.01 as of 31<sup>st</sup> December 2021.

From January 2022 to date there have been 21 children's parties/ functions (with 2 events refunded due to Covid cancellations)

At this time there are 24 children's parties and 8 functions booked between April-November 2022.

#### 5. Appointment/Confirmation of Representative Members of the Committee (max 17)

Mr B Lane (Shorne Parish Council)  
Mr J Bugg (Shorne Parish Council)  
Mrs S Muckley (Shorne & Thong WI)  
Mrs J Craig (Shorne Cottage Garden Society)  
Mrs M Jones (Shorne Flower Arrangers)  
Mrs M Halsham (Shornara)  
Ms Clifton (Stages)  
Mr B Woolley (Early Retirement Club)  
Rev T Hurst (St Peters & St Pauls Church)  
Mr M Fitzsimons (Probus)

Mr N Trice (Short Mat Bowls)  
Mr B Judkins (Dickens Lodge)

All Trustees confirmed which organisation they represented and completed a Trustee Eligibility Declaration form.

6. Nomination and Election of Elected Members of the Committee (max 3)

Mrs P Doyle, Mr C Clarke and Mr A Holt were nominated by Mr J Bugg. Their appointments were unanimously agreed and unopposed

7. Appointment of any Co-opted Members of the Committee (optional - max 2)

There were no nominations from the community to be on the committee.

8. Any other business:

Mrs M Smails stated that she was aware that work had been completed on the gardens outside of the hall. She explained that she had been involved in the design and planting of the hall and asked if it was possible to have some involvement in the future planting. In addition, she offered £200 towards the new planting of the area. Mr Bugg thanked her for her kind generosity and stated that he would arrange a meeting with her to discuss the planting.

The meeting closed at 19.50  
The next AGM meeting will be held in April 2023 at 19.30 in the Small Hall.

Signed by Mr A Holt (Chairman).....

Dated:.....

## Shorne Village Hall Management Committee

Registered Charity Number 302841

### Receipts and Payments Accounts – For the year 1 January to 31 December 2022

	£	2,021.00	£	2,022.00
<b>Income</b>				
Grants Covid 19	£	19,359.29	£	-
Grants Furlough Covid 19	£	3,986.75	£	-
Fundraising/Donations	£	150.00	£	163.44
Lettings	Inside	£ 8,228.00	£	15,074.00
	Outside	£ 15,249.75	£	10,988.88
Website income	£	220.00	£	175.00
Sundry Income	£	-	£	-
Interest on deposit account	£	0.26	£	0.01
	<b>£</b>	<b>47,194.05</b>	<b>£</b>	<b>26,401.33</b>
<b>Payments</b>				
Cleaner	£	4,380.31		
Caretaker	£	1,685.11		
Booking Secretary	£	4,295.01		
Treasurer	£	2,239.27		
Wages Total	£	12,599.70	£	10,718.76
HMRC	£	245.60	£	-
Payroll Co.	£	536.90		Admin expense
Other Staff	£	-	£	-
<b>Total Staff</b>	<b>£</b>	<b>13,382.20</b>	<b>£</b>	<b>10,718.76</b>
Maintenance & Stores	£	3,577.33	£	5,247.67
Major repairs	£	-		
Lighting & Heating	£	3,652.62	£	3,097.42
Water	£	1,376.36	£	196.15
Waste & Rates	£	634.33	£	762.00
Telephone	£	373.48	£	731.03
Gardening	£	150.00	£	350.00
Returned Deposit	£	241.50	£	670.00
Administration & Expenses	£	211.74	£	775.87
Advertising	£	95.00	£	190.00
Insurance	£	1,484.94	£	1,392.97
Music licence	£	313.00	£	693.26
Website Costs	£	420.00	£	420.00
	<b>£</b>	<b>25,912.50</b>	<b>£</b>	<b>25,245.13</b>
<b>In year excess income over expenditure</b>			<b>£</b>	<b>1,156.20</b>

#### Notes to above 2022 account:

Changing of main bank account, Treasurer and Booking Secretary have changed some allocation categories within the above summary

**Signed:**

T B Davies DSBM, Auditor

**Accepted on behalf of Shorne Village Hall Management**

At meeting held on (Date)

**Chair**

**SHORNE VILLAGE HALL MANAGEMENT COMMITTEE**

**INDEPENDENT EXAMINER'S AUDIT REPORT  
for Financial Year to 31 December 2022**

I have examined and verified the accounts of Shorne Village Hall Management Committee and created the required Receipts & Payments Account and Statement of Assets & Liabilities from the documentation provided.

The assets of Shorne Village Hall Management Committee are currently held in three bank accounts and are sufficient to meet all the liabilities of Shorne Village Hall Management Committee at this time.

It should be noted that Shorne Village Hall Management Committee returns should have been filed with the Charities Commission by the end of October 2023 and every effort should be made to ensure late filing does not occur in the future. I have attached to this report a summary of actions which should be undertaken to ensure that the internal management of the accounts is timely, accurate and informative as well as simplifying the processes.

At the Committee Meeting where the accounts and finalising the legal returns are adopted the Committee should review and sign the Finance Policy.

**Signed:**

Mrs T B Davies DSBM

**10 August 2022**

## **Recommendations to Shorne Village Hall Management Committee in response to the 2022 Financial Year End Audit**

### **Control of Bank Accounts:**

1. Final closure of the Santander current account which still has a credit balance of £589.79 showing at the time of audit
2. In view of the low balance in the Santander savings account of £201.90 this be closed.
3. Payments made must be supported by a relevant invoice which has been signed by the Treasurer and the Chair Vice Chair (the finance delegated Trustees noted in the Finance Policy) before any BACS payment or cheque is issued. This is particularly important now that more payments are being made by the committee by BACS (prior to which two signatories would have signed the cheques).

### **Expenditure Payments:**

Regrettably the monthly spreadsheets were incomplete and had missing items for expenditure and there was no evidence of authorisation of payments.

Action: As noted above, two signatories should sign the invoice or claim for payment and copy payslips prior to payment.

Claims for reimbursement were not clear.

Action: Use of appropriate expenses claim form.

The Finance Policy is strong but is not adhered to.

An example of this is a quotation was received from Olio Limited for exterior rainwater works with a value of £685 in November 2021. This was not discussed or approved at a committee meeting. Further, a payment was made to Olio in March 2022 for £718 and no invoice is available or reason for increase in charge.

### **Lettings Income:**

The system for recording lettings, their invoicing and payments is too disconnected. In order to create a set of meaningful accounts the income figures have come primarily from the deposits into the Bank account over the year as the paper trail is ineffective. In particular the trail for regular internal users invoicing and payment is extremely poor and difficult to link payments to rentals.

As previously recommended a spreadsheet accessible to Bookings Secretary and Treasurer would be extremely advantageous and allow for late payment or disputes to be pursued.

**Committee Monitoring:**

A short income and expenditure account should be presented at each committee meeting highlighting any particular issues and allowing meaningful discussion.

To meet the requirements of the Charities Commission it would be advantageous to have a set agenda style adding in at various times in the year the required reviews of the statutory policies.

**SHORNE VILLAGE HALL**

England & Wales - Charity number 302841

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# Accounts

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## Section E

## Financial review

Brief statement of the charity's policy on reserves

We have sufficient funds in reserve at this time to maintain the hall.

Details of any funds materially in deficit

Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The expenditure this year has been used to maintain and improve the hall facilities.

## Section F

## Other optional information

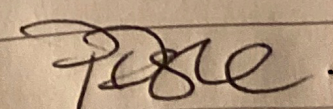
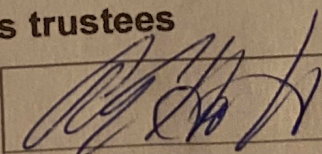
## Section G

## 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)

Alan Holt

Pauline Doyle

Position (eg Secretary, Chair, etc)

Chairperson

Treasurer/secretary

Date

01/10/2022

## Shorne Village Hall Management Committee

Registered Charity Number 302841

### Receipts and Payments Accounts - For the year 1 January to 31

	<b>2020</b>
<b>Income</b>	
Grants Covid 19	£11,334.00
Grants Furlough Covid 19	£125.57
Fundraising/Donations	£486.00
Lettings	£7,369.00
	Inside
	Outside
Website income	£215.00
Sundry Income	£0.00
Interest on deposit account	£0.00
	<b>£24,501.07</b>
<b>Payments</b>	
Cleaner	£2,009.84
Caretaker	£1,465.09
Booking Secretary	£3,296.24
Treasurer	£3,135.49
HMRC	£212.00
Payroll Co.	£162.00
Other Staff	£225.00
<b>Total Staff</b>	<b>£10,505.66</b>
Maintenance & Stores	£6,988.53
Covid-19 Opening	£1,345.90
Major repairs:	£2,400.00
Lighting & Heating	£5,570.50
Water	£788.53
Waste & Rates	£589.22
Telephone	£1,216.92
Gardening	£350.00
Returned Deposit	£794.50
Administration & Expenses	
Advertising	
Advert, Post, St/ry, Expenses	£446.37
Ins & PRS	£2,172.03
Insurance	
Music licence	
Website Costs	£578.35
	<b>£33,746.51</b>

**In year excess income over expenditure**

**Notes to above 2021 account:**

Two payments for cleaner salaries for November & December 2020 were paid in February 2021

Treasurer's salary is for the period January to August 2021 only

Caretakers December salary 2021 is not included above - paid in January 2022

**1 December 2021**

**2021**

£19,359.29

£3,986.75

£150.00

£8,228.00

£15,249.75

£220.00

£0.00

£0.26

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**£47,194.05**

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£4,380.31

£1,685.11

£4,295.01

£2,239.27

£245.60

£536.90

£0.00

**£13,382.20**

£3,577.33

£0.00

£0.00

£3,652.62

£1,376.36

£634.33

£373.48

£150.00

£241.50

£211.74

£95.00

£1,484.94

£313.00

£420.00

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**£25,912.50**

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**£21,281.55**





**Section A**

**Independent Examiner's Report**

**Report to the trustees/ members of**

Charity Name  
Shorne Village Hall Management Committee

**On accounts for the year ended**

31 December 2021

**Charity no (if any)**

0302841

**Set out on pages**

1

1(remember to include the page numbers of additional sheets)

**Responsibilities and basis of report**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2021.

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").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 material 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.

**Signed:**

**Date:**

10 August 2022

**Name:**

Mrs T B Davies

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

DSBM

**Address:**

15 Court Lodge, Shorne, Gravesend, Kent DA12 3EQ

**Section B Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

