



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2023		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 th 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.

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

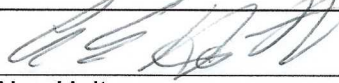
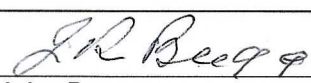
Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Alan Holt	John Bugg
Position (eg Secretary, Chair, etc)	Chairperson	Vice-Chairperson
Date	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
Income			
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			
	£ 47,194.05	£ 26,401.33	£ 26,540.75
Payments			
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
Total Staff	£ 13,382.20	£ 10,718.76	£ 10,381.52
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
	£ 25,912.50	£ 25,245.13	£ 28,574.86
In year excess income over expenditure		£ 1,156.20	
In year loss (excess expenditure over income)			-£ 2,034.11

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
Cash Funds			
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