



# Trustees' Annual Report for the period

Period start date

Day 01 01 2024

Period end date

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				
12				
13				
14				
15				
16				
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 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 (eg. trust deed, constitution)	Trust Deed dated 15th 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. 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
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		
	<b>£ 31,785.74</b>	<b>£ 26,540.75</b>
<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>	<b>£ 12,611.75</b>	<b>£ 10,381.52</b>
<b>Major repairs</b>	<b>£ 7,870.50</b>	
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>	<b>£ 15,709.00</b>	
<b>Total Expenditure</b>	<b>£ 36,191.25</b>	<b>£ 28,574.86</b>
<b>In year excess income over expenditure</b>		
<b>In year loss (excess expenditure over income)</b>	<b>-£ 4,405.51</b>	<b>-£ 2,034.11</b>

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
	<u>£ 27,463.71</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:

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	
	<u>£ 1,620.53</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 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**