

# SWANLEY WAR MEMORIAL INSTITUTE

England & Wales · Charity number 302854

## Details

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**Other names** FIVE WENTS MEMORIAL HALL

**Status** Registered

**Legal form** Other

**Registered** 1963-05-13

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

## Contact

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**Address** 51 St. Davids Road  
Hextable  
Swanley  
Kent  
BR8 7RJ

**Phone** 01322 667748

**Email** [kengrist2@outlook.com](mailto:kengrist2@outlook.com)

**Website** [www.fivewentshall.com](http://www.fivewentshall.com)

## Activities

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**Objects:** TO MAINTAIN A VILLAGE INSTITUTE AT SWANLEY FOR THE PROMOTION OF THE PHYSICAL AND MENTAL RECREATION AND SOCIAL, MORAL, INTELLECTUAL AND RELIGIOUS DEVELOPMENT OF THE INHABITANTS OF SWANLEY, HEXTABLE AND THE NEIGHBOURHOOD WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS.

**Activities:** The Memorial Institute exists for the benefit of the Residents of the Local Community of Swanley, Swanley Village and Hextable

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Religious Activities, Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** SWANLEY, HEXTABLE AND THE NEIGHBOURHOOD
- Kent

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£25,843	£21,016	-	-
2024-08-31	£24,954	£16,007	-	-
2023-08-31	£22,475	£20,401	-	-
2022-08-31	£16,819	£13,550	-	-
2021-08-31	£11,315	£16,735	-	-

## Trustees

Name	Role	Appointed
ALAN WOODS		
Jackie Ryland		2024-03-23
KENNETH GRIST		
Lynne Clarke		2018-09-11
Nicholas Kay		2024-12-01
Sasha Tadman		2024-03-13
Steven Firth		2022-11-15
Susan Ellis		2024-04-08

**SWANLEY WAR MEMORIAL INSTITUTE**

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# Accounts

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# SWANLEY WAR MEMORIAL INSTITUTE

## Trustees Annual Report

Accounting Year ended 31 August 2025

The Trustees of the above Charity own the building named Five Wents Hall and hire this out each year to local resident individuals and groups for their Events. It is extensively used in the week during School Terms by a Pre. School Play Group and on Saturday mornings by an organisation providing Ballet Classes. Owing to its popularity it is not always possible to hire the Hall on specific dates.

The Trustees did not need to raise donations from the General Public or apply for Grants from Funding Associations to make costly improvements to the Building during the year. The income has been solely from the Hirers.

The expenditure during the year was on normal running costs and general maintenance.

Ken Grist

Chair of Trustees

## SWANLEY WAR MEMORIAL INSTITUTE

### Statement of Account 1st September to 31st August

2025

2024

<b>Receipts</b>	Regular Users	£ 20,030.00		£ 20,413.00
	Casual Hire	£ 5,813.00		£ 4,541.00
	Bank Interest	£ 217.05		£ 209.22
	EDF Fit Benefit	£ 330.68		£ 300.88
<b>Total Receipts</b>		£ 26,390.73		£ 25,464.10

### Payments

Secretarial Salary	£ 1,625.00		£ 580.00
Insurance Premiums	£ 1,175.18		£ 1,156.10
Waste Disposal/Duty of Care	£ 399.00		£ 522.50
Rates	£ 341.33		£ 142.21
Gas	£ 1,315.61		£ 1,771.00
Electricity	£ 1,218.03		£ 799.00
Water	£ 479.07		£ 759.32
Gas Boiler Service	£ 180.00		£ 120.00
Consumables	£ 125.00		£ 184.71
Cleaners	£ 3,768.01		£ 3,393.43
Cleaning Materials/Accessories	£ 108.02		£ 95.01
Electric Maintenance	£ 436.39		£ 840.00
General Maintenance	£ 1,223.98		£ 4,001.02
New Kitchen Appliances	£ 2,168.93		
New Chairs	£ 775.68		
Other Fixtures and Fittings	£ 952.43		£ 152.94
PRS Licence	£ 299.45		£ 269.70
Window Cleaning	£ 30.00		£ 50.00
Fire Protection	£ 117.49		£ 122.54
Flower Baskets	£ 335.94		£ 330.00
External Work	£ 3,006.98		£ 312.00
Admin	£ 242.93		£ 89.32
Ind. Examination Fee	£ 216.00		£ 216.00
Website	£ 476.45		£ -
Sundry	£ -		£ 101.08
		£ 21,016.90	£ 16,007.88

### Total Payments

£ 21,016.90

£ 16,007.88

£5,373.83

£ 9,456.22

### Excess Receipts over Payments

### Bank Balances

Opening Balance 1 September			
Cooperative Community Direct Current	£ 22,873.45		£13,626.45
Cooperative Corporate I Instant Access Account	£ 13,862.53		£13,653.31
	£ 36,735.98		£27,279.76
Cash Flow In	£ 5,373.83		£ 9,456.22
Cash Flow Out			
Adjustment	£ 0.01		
	£ 42,109.82		
Closing Balance at 31 August			
Cooperative Community Direct Current Account	£ 28,030.24		£ 22,873.45
Cooperative Corporate I Instant Access Account	£ 14,079.58		£ 13,862.53
	£ 42,109.82		£ 36,735.98

Note. Key Deposits still held £145

Accounts prepared by:  
Hon Treasurer  
Ken Grist  
10 09 25

Independent Examination by Sergeant Partnership  
18. 11. 25

Analysis of Casual Hirers

Date

Meetings

Anniversaries

Childrens Parties

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Any Other Function

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Date	Playgroup	Hexley Players	Hexara
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Totals	£	6,285.00	£	1,475.00	£	1,105.00
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Regular Users

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SLOG	WI Groups	Moose	Garland Dance
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£ 1,275.00 £ 725.00 £ 300.00 £ 1,215.00

RBL

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£ 200.00

# INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SWANLEY WAR MEMORIAL INSTITUTE

## Independent examiner's report to the trustees of Swanley War Memorial Institute

I report to the charity trustees on my examination of the accounts of Swanley War Memorial Institute (the Charity) for the year ended 31 August 2025.

### Responsibilities and basis of report

As the charity trustees of the Charity 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 Charity's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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 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.



Joanne Brown FCCA

Sargeant Partnership Limited  
Chartered Accountants  
5 White Oak Square  
London Road  
Swanley  
Kent  
BR8 7AG

Date: 18 NOVEMBER 2025