



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st Jan 2024 Period start date To 31st Dec 2024 Period end date

Charity name: Upchurch Village Hall

Charity registration number: 302873

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the purposes of physical and mental training and recreation and social moral spiritual and intellectual development.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Activities for social and mental wellbeing organised by local groups for social gatherings, sporting activities and intellectual development and entertainment. Also used by Local Parish Council for regular meetings and other activities affecting the village.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All trustees have regard to guidance issued by the charity commission and receive an induction/onboarding.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	No grant making activities are undertaken
Policy on social investment including program related investment	Para 1.38	No social investment.
Contribution made by volunteers	Para 1.38	All trustees are volunteers from the local organisations, as defined by the trust deeds, and contribute to the charity activities for free.
Other		N/A

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The charity achieves its objectives by providing the venue and facilities for local groups and organisations as set out in the trust deeds.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Objectives achieved through ongoing facilities provided by the village hall
Performance of fundraising activities against objectives set	Para 1.41	No fundraising activities undertaken in this financial year.
Investment performance against objectives	Para 1.41	The village hall maintains a reserve as required by the charity commission and a surplus as set out in its policies.
Other		N/A

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Net income £7925.67
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held for operating the hall for at least 3 months in the event no hiring income is available. It also retains reserves for the regular replacement of certain assets.
Amount of reserves held	Para 1.22	£22,000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Organisations hiring the hall.
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	Los of revenue due to organisations failing to hire the Village hall as a venue for their activities.
Other		N/A

Structure, Governance and Management

Description of charity's trusts:		N/A
Type of governing document (trust deed , royal charter)	Para 1.25	Trust Deed
How is the charity constituted? (e.g. unincorporated association , CIO)	Para 1.25	Unincorporated
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	As defined by the Trust Deeds

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	An induction policy provides the procedure for induction.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Chairman, Treasurer, Secretary and general members.
Relationship with any related parties	Para 1.51	N/A
Other		N/A

Reference and Administrative details

Charity name	Upchurch Village Hall
Other name the charity uses	
Registered charity number	302873
Charity's principal address	Rear of the Crown Pub, The street, Upchurch. Sittingbourne, Kent. ME9 7EU

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	David Steward	Chair		
2	Edward Murphy	Trustee		
3	Sandra Tutt	Secretary		
4	Deborah Martin	Treasurer		
5	Brenda Groves	Trustee		
6	Carol Boakes	Trustee		
7	Alison Lewin	Trustee		
8	Dave Dorsett	Trustee		
9	Bryn Howells	Trustee		
10	Jack Leech	Trustee		
11	Christine Stevens	Trustee		
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	The Chrity Commission
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	As per the Trust Deeds

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A


Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	David Steward	
Position (eg Secretary, Chair, etc)	Chair	
Date	13/07/25	

Management Report

Upchurch Village Hall

For the period ended 31 December 2024

Prepared on

7 June 2025

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Statement of Activity

January - December 2024

	Total
INCOME	
Cleaning Fee	100.00
Cupboard Hire Revenue	784.00
Gas Meter Takings	504.00
Lettings - Regular	4,333.00
Lettings - Village Organisations	3,294.00
Lettings Casual Hirers	5,979.50
Lettings Regular outside village	2,742.00
Lettings Regular Village	7,689.00
Other Revenue	1,871.28
Services	4,251.00
Total Income	31,547.78
TOTAL	31,547.78
EXPENDITURES	
Business Licenses and Permits	339.64
Computer and Internet Expenditures	320.00
Janitorial Expenditure	725.01
Professional Fees	297.00
Telephone Expenditure	35.00
Total Expenditures	1,716.65
NET OPERATING INCOME	29,831.13
OTHER INCOME	
Interest income	324.39
Total Other Income	324.39
OTHER EXPENDITURES	
Advertising & Marketing	105.57
Audit & Accountancy fees	362.40
Cleaning	50.00
Electric	3,933.60
Gas	1,905.71
Insurance	2,106.75
Pest Control	212.17
Refurbishment	1,576.48
Repairs & Maintenance	3,602.37
Salaries - Cleaner	5,894.00
Waste Collection	1,622.71
Water rates	858.09
Total Other Expenditures	22,229.85
NET OTHER INCOME	-21,905.46
NET INCOME/(EXPENDITURE)	£7,925.67

Statement of Financial Position

As of December 31, 2024

	Total
FIXED ASSET	
Tangible assets	
Buildings - Freehold Property	30,502.00
Buildings and Improvements	9,468.00
Furnishings - First Cost	768.00
General Equipment - FC	729.00
Grant For New Sound & Loop System	-1,469.92
Grants For New Building Work	-93,150.00
Heating Project 2017	8,340.00
Heating Project 2017 Funding	-8,340.00
Less Accumalated Depreciation On Furnishings -First Cost	-768.00
Less Accumulated Depreciation on General Equipment	-729.00
Less Accumulated Depreciation On New Sound & Loop System	-489.98
New Building Project 1998/99	111,014.25
New Sound & Loop System	1,959.90
Sound System Upgrade	511.80
Sound System Upgrade Donation	-511.80
Total Tangible assets	57,834.25
Total Fixed Asset	57,834.25
CASH AT BANK AND IN HAND	
Current	12,020.93
Fundraising Accounts	9,502.90
Reserves Account	21,187.28
Total Cash at bank and in hand	42,711.11
DEBTORS	
Accounts Receivable	87.00
Total Debtors	87.00
CURRENT ASSETS	
Cash Clearing Account	-792.60
Other Debtors	-208.75
Petty Cash	165.98
Total Current Assets	-835.37
NET CURRENT ASSETS	41,962.74
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	
Trade Creditors	
Accounts Payable	702.35
Total Trade Creditors	702.35
Current Liabilities	
Cover Charges	1,646.25
Fundraising Donations Received	-5,513.75
Grants received	19,596.85
Suspense	11,538.00
Total Current Liabilities	27,267.35

	Total
Total Creditors: amounts falling due within one year	27,969.70
NET CURRENT ASSETS (LIABILITIES)	13,993.04
TOTAL ASSETS LESS CURRENT LIABILITIES	71,827.29
CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR	
General Maintenance Reserve	5,430.90
Total Creditors: amounts falling due after more than one year	5,430.90
TOTAL NET ASSETS (LIABILITIES)	£66,396.39
CHARITY FUNDS	
Retained Earnings	58,470.72
Surplus/(Deficit)	7,925.67
Total Charity funds	£66,396.39

Independent examiner's report to the trustees of Upchurch Village Hall

I report to the trustees on my examination of the accounts of Upchurch Village Hall (the Trust) for the year ended 31 December 2024.

Responsibilities and basis of report

As the charity trustees of the Trust 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust 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.

Signed:



Name: MALCOLM JOHN TREDGETT

Relevant professional qualification or membership of professional bodies (if any):

Address: 38 MARSTON CLOSE WANDERSHALE KENT ME6 9BY

Date: 30th JUNE 2025,