

# Trustees' Annual Report for the period

Period start date				Period end date			
From	01	01	2023	To	31	12	2023

## Section A Reference and administration details

Charity name War Memorial Hall at Platt

Other names charity is known by Platt War Memorial Hall

Registered charity number (if any) 302897

Charity's principal address Platt Memorial Hall

1 Platinum Way

Platt, Sevenoaks, Kent

Postcode TN15 8FH

### 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 Vallance	Chairman		
2	David Cox	Treasurer		
3	David Crackles	Secretary		
4	Barry Baker			
5	John Acton			
6	Phil Lonkhurst			
7	Anthony Sales			
8	Richard Searle			
9	Scott Wishart			
10	Graham Darby		Incapacitated all year through serious illness	
11	Jackie Owens			
12	Sue Butterfill			
13	John Cox			
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

### 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 sealed 10<sup>th</sup> January 1933

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Co-opted to the management committee then formally appointed at the next AGM. Term of office 3 years renewable on completion.

### 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.

Trustees are encouraged to attend a 'taster' meeting at which the responsibility of a trustees is explained, and questions answered.

Trustees are generally drawn from those living in the area of benefit and also users of the hall and its facilities.

## Section C Objectives and activities

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

The trust deed requires that the trustees permit the memorial hall to be used by the inhabitants of the area to benefit as a reading and recreation room and also for lectures, meetings and entertainment and for other purposes as the committee think advisable and for the provision of food and refreshment.



**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 hall is used by local societies for talks (interest and education), indoor sports such as short mat bowls and badminton. It is also used for yoga and Pilates, karate, keep fit classes and meetings of the local brownies.

It is also used for children's parties, adult parties, art classes, wedding receptions, association meetings, amateur dramatics, fundraising events and workshops, exhibitions, and as a polling station for local and national elections.

The Parish Council use the hall for their regular meetings and the local school use the facilities for their outdoor activities. The hall is also used for band and music group practice and live performances. Pre-school activities are also provided as a commercial enterprise.

The Environment Agency and other commercial organisations have used the hall for regional meetings taking advantage of the hall's location, ease of road and rail access, and its facilities including a well-equipped kitchen and good car parking.

**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**

The Hall has again been well supported and used during the year with an increase in hire income. A small increase in hire charges was made in the year although this was not made to local organisations.

Expenditure has been well controlled with most expense lines at a similar level to the previous year. One major expense made during the year was the redecorating of both halls, entrance hall and toilets. This was needed as the hall is very well used and beginning to look slightly tired after over 6 years of use.

Having refreshed both halls a purchase of new stronger radiator covers was made as well as a scaffold tower to enable easier and safer replacement of lights and cleaning of gutters.

After expenditure the surplus of income after expenditure amounted £6,459 compared to £9,721 in 2022.

The management of the Hall is made by the Committee of Trustees who continue to meet on a bi-monthly basis.

Graham Darby was not active as a Trustee having been incapacitated through serious illness and passed away on 21<sup>st</sup> January 2024. The Committee of Trustees are grateful for his commitment and services to the Memorial Hall over many years.

## Section E

## Financial review

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

The charity has sufficient funds to meet all foreseeable expenditures and a reasonable reserve to cover operational and maintenance costs.

**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.

## 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)	DAVID MICHAEL VALLANCE	DAVID RAYMOND COX
Position (eg Secretary, Chair, etc)	CHAIRMAN	TREASURER
Date	11-3-2024	



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

WAR MEMORIAL HALL AT PLATT

On accounts for the year  
ended

31<sup>st</sup> DECEMBER 2023

Charity no  
(if any)

302897

Set out on pages

7 to 8

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2023.

Responsibilities and  
basis of report

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 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:

*Sarah Allewell*

Date:

20 /03/2024

Name:

Sarah Allewell

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

ACA  
ICAEW

Address:

Rookery Dene  
Long Mill Lane  
Platt  
Sevenoaks  
Kent  
TN15 8NA



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**WAR MEMORIAL HALL AT PLATT**

No (if any)  
**302897**

## Receipts and payments accounts

**CC16a**

For the period  
from

Period start date  
1st January 2023

To

Period end date  
31st December 2023

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hire of Hall	47,881	-	-	47,881	44,252
Fund raising events	-	-	-	-	-
Other income	50	-	-	50	1,528
Grants	-	-	-	-	1,152
Donations	50	-	-	50	1,025
Refundable Bonds	1,900	-	-	1,900	2,780
Interest	166	97	-	263	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>50,047</b>	<b>97</b>	<b>-</b>	<b>50,144</b>	<b>50,737</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>50,047</b>	<b>97</b>	<b>-</b>	<b>50,144</b>	<b>50,737</b>
<b>A3 Payments</b>					
Fund raising event costs and refunds	-	-	-	-	-
Utilities	4,243	-	-	4,243	2,929
Cleaning & maintenance	4,953	-	-	4,953	4,603
Insurance & Licences	2,317	-	-	2,317	1,914
Fire & safety	1,557	-	-	1,557	-
Donations	1,100	-	-	1,100	1,283
Garden maintenance	3,064	-	-	3,064	2,709
Welfare & sundries	986	-	-	986	3,189
Bookings clerk	5,667	-	-	5,667	6,585
Caretaking	1,190	-	-	1,190	1,633
Maintenance & service	12,472	-	-	12,472	3,496
Consultancy	-	-	-	-	787
Refundable Bonds	3,150	-	-	3,150	2,200
<b>Sub total</b>	<b>40,699</b>	<b>-</b>	<b>-</b>	<b>40,699</b>	<b>31,328</b>
<b>A4 Asset and investment purchases, (see table)</b>					
New hall buildings	-	-	-	-	3,301
Fixture & fittings	2,986	-	-	2,986	6,387
Equipment	-	-	-	-	-
<b>Sub total</b>	<b>2,986</b>	<b>-</b>	<b>-</b>	<b>2,986</b>	<b>9,688</b>
<b>Total payments</b>	<b>43,685</b>	<b>-</b>	<b>-</b>	<b>43,685</b>	<b>41,016</b>
<b>Net of receipts/(payments)</b>	<b>6,362</b>	<b>97</b>	<b>-</b>	<b>6,459</b>	<b>9,721</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>51,403</b>	<b>21,903</b>	<b>-</b>	<b>73,306</b>	<b>63,585</b>
<b>Cash funds this year end</b>	<b>57,765</b>	<b>22,000</b>	<b>-</b>	<b>79,765</b>	<b>73,306</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Natwest Bank - Bookings Account	20,675	-	
	Natwest Bank - Restricted funds Account		7,000	
	Lloyds Bank - Expenses Account	2,090	-	
	NatWest Bank - 95 day notice account	35,000	15,000	
	<b>Total cash funds</b>	<b>57,765</b>	<b>22,000</b>	<b>-</b>

(agree balances with receipts and payments account(s))



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	New Hall site	Restricted	208,000	245,000
	New Hall Building	Restricted	881,679	1,066,879
	Fixtures & Fittings	Restricted	26,570	15,599
	Equipment	Unrestricted	17,336	11,334
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	DAVID VALLANCE	13.3.2024
	DAVID COX	11-3-2024