

KING EDWARD VII INSTITUTE

England & Wales · Charity number 305234

Details

Other names GROOMBRIDGE VILLAGE HALL

Status Registered

Legal form Other

Registered 1963-02-08

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

Contact

Address Rotherdene
Withyham Road
Groombridge
Tunbridge Wells
TN3 9QT

Phone 01892864689

Email treasurer@groombridgevillagehall.org.uk

Website www.groombridgevillagehall.org.uk

Activities

Objects: VILLAGE HALL.

Activities: The charity provides the Groombridge Village Hall to meet the needs of the local community and especially all who hire the hall, participate in activities taking place, and attend events there. We aim to provide for an increased and wider range of activities for all ages, with a view to combating social exclusion and without distinction of political, religious or other opinion.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Economic/community Development/employment
- **Who:** The General Public/mankind

Geography

- **Area of benefit:** DISTRICT OF GROOMBRIDGE IN THE ANCIENT PARISH OF WITTHAM
- East Sussex
- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£83,986	£93,921	-	-
2024-07-31	£51,946	£65,490	-	-
2023-07-31	£54,740	£65,827	-	-
2022-07-31	£46,955	£48,785	-	-
2021-07-31	£40,187	£41,272	-	-

Trustees

Name	Role	Appointed
Anthony Arnold Howell		2023-11-15
Deborah Miller		2024-11-15
Kathleen Ellen Phillips		2019-11-27
Richard Lewis Thirkell		2023-07-19
TONY BOSSONS ACA		2008-11-07

KING EDWARD VII INSTITUTE

England & Wales - Charity number 305234

Accounts

THE KING EDWARD VII INSTITUTE GROOMBRIDGE

GROOMBRIDGE VILLAGE HALL



**Report of the Trustees and Financial
Statements for the year ended 31st July 2025**

Registered Charity No: 305234

**The King Edward VII Institute Groombridge
Groombridge Village Hall
Station Road,
Groombridge, Tunbridge Wells,
TN3 9QX www.groombridgevillagehall.org.uk**

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Reference and administrative details of the Charity, its Trustees and Advisors

Name: The King Edward VII Institute Groombridge

Known as: Groombridge Village Hall

Registered Charity No: 305234

Address: Station Road, Groombridge, Tunbridge Wells, TN3 9QX

Correspondence Address: Treasurer, Rotherdene, Withyham Rd, Groombridge, Tunbridge Wells, TN3 9QT. email: treasurer@groombridgevillagehall.org.uk

Trustees:

Tony Bossons (Hon. Treasurer), Kathleen Phillips, Richard Thirkell, Tony Howell, Debbie Miller (appointed 20 November 2024). The following resigned during the year; Rebecca Allan, David Homewood.

In accordance with the deeds, the Chairperson is elected at each Trustees meeting. All Trustees are automatically members of the Management Committee and two of them are also elected officers of this committee - Mr Bossons as Treasurer and Mr Thirkell as Clerk.

Management Committee:

Elected members.

Susan Homewood (Chairperson)
Jane Lazarus (Minutes Secretary)
Tony Bossons (Hon. Treasurer)
Ian Draper

Tony Howell (Health & Safety, Caretaking & Cleaning, Fabrics)
Richard Marshall
Duncan Sanders (Booking Secretary)

In addition, there are several non-elected user representatives who attend the Committee Meetings. Representatives, include the Parish Council, The Pre-School, W.I., Tai Chi, the History Society, Horticultural Society, Senior Fitness, Bridge, Good Companions, the Groombridge Amateur Dramatic Society, Badminton and Table Tennis, etc.

Independent Examiner:

Mr Peter Lawne

Bankers: HSBC, 105 Mount Pleasant, Tunbridge Wells, TN1 1QP

1. Introduction

The Trustees present their report together with the financial statements for the year ended 31 July 2025.

2. Charity Objectives

The Charity provides the Groombridge Village Hall to meet the needs of the local Community to hire the hall, participate in activities taking place, and attend events there. We aim to provide for a wide range of activities for all ages, with a view to combating social exclusion and without distinction of political, religious, or other opinion.

To satisfy our purpose we provide a flexible, modern, clean, and attractive building supported by a responsive and supportive Management Committee.

Located in the centre of the village of Groombridge in delightful Wealden countryside, straddling the border of East Sussex and West Kent, 5 miles equidistant from Royal Tunbridge Wells and Crowborough, the Groombridge Village Hall provides one of the most modern and flexible Village Halls in this part of South-East England.

The Village Hall facilities are available for hire by any individual or organisation in accordance with the Standard Booking Conditions and at the prevailing tariffs. It is our policy that the tariff of hire charges is set to generate enough income to cover all regular operating expenditure incurred in providing the facilities and carrying out the Charity's objectives and provides an appropriate level of reserves. Tariffs are factored from a 'Base' tariff and are set such that local voluntary not-for-profit user group's benefit from discounted rates whilst commercial and tax-funded organisations are generally charged premium rates. Specific improvements may be funded by specific appeals, fundraising activities, and grants.

3. The Facilities

The Village Hall was substantially enlarged in 2000 thanks to tremendous support and contributions from residents, the National Lottery Charities Board, Local Authorities and other trusts and organisations.

There are **three main venues** which can be hired separately or in any combination, all in superb order and equipped with good comfortable seating and tabling for between 60 and 150 per venue, with a maximum of 199 in the whole building at any one time. The **Main Hall** (14.3 x 8.1 metres) has, additionally, a fixed stage (8.1 x 4.2 metres) and has direct access to the main fully equipped kitchen and backstage storage area and dressing room with its own toilets. It is badminton-court size, with court lines permanently marked. This hall accommodates 140 seated for theatre performances, seminars, and conferences, or up to 100 for dining and dancing. Double doors lead directly to the secure courtyard overlooking the grounds of Groombridge Place. This area serves as the Pre-School children's play area during term-time, whilst creating a relaxing ambiance for that summer evening drink during a dance, theatre performance or private function.

The **New Hall** (11.2 x 8.9 metres) boasts its own kitchenette and toilets and can accommodate up to 100 seated, and 80 for a dinner with bar and disco. Ideal for Wedding Breakfasts, parties, soirees, and training & communication seminars and serves as a studio for dance, yoga and Pilates classes. Opening the chair store doors wide reveals a wide-open thoroughfare from the New Hall to the Main Hall, thus creating a superbly linked venue for dining and dancing combinations (yet when closed, the double chair store doors provide near-perfect sound insulation between the two halls).

The **Clubroom** (6.6 x 6 metres) and storage are ideal for smaller gatherings or a meeting. Seating up to 50 in comfort, the Clubroom is also often used for refreshments or a bar when part of a larger event using one or both the other halls. Like the New Hall, it also has its own kitchenette, disabled and general toilet, courtyard, external entrance, and library.

The premises provide ultimate flexibility for small and large uses – from small Meetings for a dozen people or less; dances, discos, and private parties where up to 200 or even more can be accommodated in comfort; and for many hundreds when the whole building is used for craft sales & bazaars, jumble sales, fund-raising coffee mornings and similar events.

As each venue can be booked separately or in any combination, simultaneous hirings can be accommodated, whilst internal and external accessibility ensures that hirers in one venue need not be interrupted or inconvenienced by those hiring another venue. When the Pre-School are in residence their area is secured by locked doors from the rest of the hall and other users.

All the amenities were new or completely refurbished in 2000 including full accessible WC and baby-changing facilities. The kitchen has since been refurbished in 2023. Access throughout is friendly to the wheelchair-bound and less mobile, with level areas and double doors, and stairs only to the stage. Both the Main Hall and the New Hall are fitted with Induction Loop Systems. The building is non-smoking and has a full Premises Licence from Wealden District Council.

The main kitchen (available for general or exclusive use), 7 x 2 metres, is well equipped with an electric cooker and warming cupboards, multi-cup water heater, refrigerator, commercial dishwasher, microwave and secure storage for caterers and air conditioning. Two serveries open to the Main Hall and another to the corridor.

Crockery and cutlery are available to hirers as is demountable staging – ideal for presentations, meetings, displays and small stage performances.

There is provision for off-street car parking spaces including accessible parking bays.

4. Beneficiaries of the Charity

The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.

We are host to a very wide range of activities in which the local community can take part. Readers can obtain contact information for any of the user groups mentioned below directly or through the booking secretary at bookings@groombridgevillagehall.org.uk, whilst details of the facility, booking occupancy and availability are available at www.groombridgevillagehall.org.uk.

There is a diverse use of the building from many local organisations, clubs, and businesses as well as from individual hirers. The range of participative activities that all our hirers provide for the benefit of the community enable us to meet our charitable Purpose and Objectives.

5. Achievements and performance in relation to objects

The Village Hall continues to provide well maintained facilities for use by the local community through a variety of voluntary, commercial, and private organisations and individuals some of whom are regular hirers as well as one off hirers for special occasions. The Trustees and Management Committee are ever thankful to all those people and organisations whose visions and enthusiasms bring these opportunities and activities to the local community for their participation.

Maintaining the fabric of the building and the Hall's facilities in good order continued to be the focus with expenditures outlined in the financial review – section 7 below.

6. Operational policies and practice

We operate a Hire Agreement (Booking Terms and Conditions) which incorporate the necessary provisions of the Health and Licensing Acts. All Regular Hiring Organisations are required to sign this. We also maintain Hiring and User Category and Definition Policies, combining them together with summaries of our policies on Tariffs, Cancellations, Alcohol Charging, Credit and Non-credit customers, and Returnable Security & Hiring Deposits (RSDs and RHDs). These policies and practices have enabled the fair provision of the Hall's facilities to a wide number of organisations and individuals within the community.

7. Financial Review

7.1 Principal Financial Management Policies.

These are detailed in Note 1 to the financial statements on page 15.

7.2 Policy for Reserves.

All the Charity's reserves are unrestricted. The policy for maintaining general and designated reserves is set out below:

The **Asset Replacement Reserve** is held for the replacement of Furniture, Fixtures & Fittings and Equipment. Funds have been set aside, matching depreciation on assets which the Trustees expect to replace over the next ten years.

The **Infrequent Maintenance Cost Reserve** is held for funding high expense but infrequent items of repair and maintenance. These items typically relate to the maintenance of the Hall floors, building and grounds.

Free Reserves: (also known as the General Reserve). These reserves are available to cover short-term deficiencies between the Village Hall's regular operating income and regular operating

expenditure, new capital expenditure, major purchases (e.g. land) and, in the worst case (such as in the event of a disaster causing complete closure and subsequent rebuild of the Village Hall), to assist in funding the community to continue to be served by and enjoy the activities of the organisations, societies and clubs which use the Village Hall. The unrestricted and free reserves should ideally be between 12-24 months' routine running costs – that is, between £45,000 and £90,000 based on the average expense over recent years. At 31 July 2025, free reserves stood at £49,168. Including other unrestricted reserves which could also be used freely (the infrequent maintenance and asset replacement reserves) the total free reserves stood at £105,691.

Capital Reserve: This reserve will be maintained at the same level as the net book value of the fixed assets of the Hall.

7.3 Funding Sources and Uses in 2025.

Spending on activities furthering the Charity's Objectives. We spent £45,119 [2024 £44,082] in furthering the Charity's objectives and a further £11,775 [2024 £26,686] was spent on capital principally in relation to new chairs (partly funded by grants received in the prior year) as well as flood prevention measures around the new hall fire exit doors. The new hall floor was flooded and had to be replaced for which insurance funds of £27,405 were received and spent. The £26,686 spent in 2024 related to new kitchen fixtures and fittings as well as replacing emergency lighting, new guttering, and new windows.

Total funds were £626,771 [2024 £636,706] of which Free Reserves (for new capital equipment and emergencies) were £49,168 [2024 £51,260].

Income for the year to July 31st, 2025, was £83,986 [2024 £51,946] of which Hall Hire Rental income was £48,854 [2024 £44,665]. This includes £27,405 in respect of the insurance proceeds designated to replace the new hall floor. Interest was £3,371 [2024 £2,016].

No Revenue Grants were received in 2025 or 2024.

In the year, the Hall received no new capital grants. In 2024 £27,000 was received of which £25,000 was towards the new kitchen fixtures and fittings from the Margaret Fisher Trust and £1,000 each was received from both Withyham Parish Council and Gatwick Community Trust to fund new chairs for the new hall. The purchase of new chairs took place in October 2024.

Operating costs before depreciation were £45,119 [2024 £44,082]. **Gas / Electricity** costs were £6,786 [2024 £10,040] with the hall on an annual fixed price contract. **Contract cleaning** continues to be a material expenditure at £17,776 [2024 £16,084] including cleaning materials. **Annual Renewals** were £5,117 [2024 £4,768] with the principal charges arising from the PPL / PRS licence, electrical testing certification, and the Refuse contract. Most **Annual Renewals** are mandatory or regulatory and unavoidable.

7.4 Balances and Funds

The total Net Asset balance at the end of the year was £626,771 [2024 £636,706] of which £594,644 [2024 £604,266] represents the net book value of fixed assets and the capital reserve. The balance comprises liquid assets - deposit bonds, savings accounts and cash at bank and working capital balances of hirer debt and creditors.

7.5 Contingencies

There is no litigation or claims outstanding.

The uncertainties surrounding future energy prices and higher inflation rates remain a key contingent factor on the Hall's future financial performance.

8. Future

The financial outlook for 2025/26 assumes booking activity will continue at the same levels as the previous 12 months with the variable operating costs managed accordingly. A prudent and consistent approach towards regular asset replacement and the infrequent maintenance activities of the Hall is maintained by the committee.

The net assets of the Hall and its working capital (principally Bank and Cash) ensures the Hall can meet its obligations and liabilities as they fall due for the next 12 months.

Risks on operating expenditures are managed by securing long term pricing on utility costs and insurance. A new 3-year Insurance contract was contracted from August 2023 and covers the next financial year. Utilities risk is managed by obtaining quotes prior to commitments to cap unit prices for both gas and electricity over multi year periods to mitigate short term volatilities.

9. Structure, Governance and Management**9.1 Legal Status**

The Charity is an unincorporated trust, established by a conveyance dated 15th August 1911, conveying freehold land for the establishment of buildings for recreational purposes to seven gentlemen who became the 'First Trustees', and on 16th August 1911 those First Trustees declared rules and regulations for the management of the trust. On 31st May 1940, by an Order of the Board of the Charity Commissioners for England and Wales, the proceedings of the Trustees and the provisions of the 1911 document were varied. These two documents are referred to as the Trust Documents. In 1955 the freehold property was vested in the Official Custodian for Charities, who holds it on behalf of the Charity.

The Charity's rules and regulations delegated to the Committee of Management such powers of the Trustees as they considered fit, but on the condition that the Trustees would always be ex-officio members of the Committee. Over time this arrangement has evolved into the Management Committee we have today. The deeds permit a maximum of seven Trustees and 12 Committee

members (excluding ex-officio Trustee members). The Charity's detailed operating rules and procedures are set out in an 'Information Pack' which is made available to all Trustees and members of the Management Committee.

9.2 Responsibilities of the Management Committee and Trustees

The role of the Management Committee and Trustees is to ensure the effective governance of the Charity. They are responsible for safeguarding the Charity's purpose, ethos, and values. They agree our policy and help develop the plans to maintain and improve the Institute for the benefit of its users and the community at large. They help monitor the Institute's financial performance and agree how best to use and protect our assets.

Trustees are appointed for a 5-year term, renewable. New Trustees are appointed by the current Trustees following discussion and agreement of potential candidates. It is most likely, such candidates will be known to the current Trustees or recommended to them as having strengths, skills, knowledge, and experience commensurate with the needs of the Charity.

Members of the Management Committee are selected because of what they can contribute based on relevant experience, skills and interest and they take an active part in the running of the Charity. Members so appointed are ratified at the AGM.

New and existing Trustees and Management Committee members are acquainted with the history of the Charity and with its current operations and financial performance, with the legislation affecting the Charity and with the requirements and duties of Trustees as set out in guidance published by the Charity Commission. They are expected to be familiar with the workings and decision-making processes of the Charity, and take responsibility for or be actively involved with specific functional operations such as fabric maintenance and equipment, cleaning and caretaking, bookings management, finance etc.

Management

The on-going day to day management of the Charity is by the Management Committee in accordance with the Trust Documents and Rules & Procedures. The Committee is composed of a minimum of 7 and up to 12 members excluding ex-officio Trustees and Co-opted Members or User representatives (for whom there are no numerical limits).

The Executive Officers of the Management Committee are the Chairperson, Fabrics Chairperson, Bookings Secretary, Secretary and Hon. Treasurer. At Meetings, a Quorum is 4 Management Committee members of whom two must be Officers.

Management Committee members can vote at Management Committee Meetings and make decisions affecting the Hall.

Co-opted or User Representative members are invited to join the Committee for their contributions but do not have a vote at Committee Meetings, do not make decisions and do not share the legal responsibilities of Trustees. In all other respects they actively contribute to the running and development of the Institute

Members are expected to attend the Meetings and to have a full knowledge of how the Committee is run, the financial situation, what decisions are being made and why and freely express their thoughts and ideas on how to continue to successfully manage a vital village asset.

Elected Committee Members sign in the Minute Book each year that they have read the Trust Documents, Rules, and Procedures, and the 'Information Pack,' to show they fully understand these and the workings of the Institute.

The Management Committee meet formally every two months. In addition, sub-Committee Meetings or Meetings of the Executive Officers may take place at any time. In the current age of electronic communications, many matters are dealt with by email with ratification and confirmation made at scheduled Committee Meetings. The Annual General Meeting of the Charity is normally held within 4 months of the end of the Financial Year.

The Information Pack referred to provides detailed guidance on how the Management Committee operates.

9.3 Risk Management

The major risks to which the Charity is exposed relate to the provision and running of the Village Hall and are regularly reviewed. This is done by means of:

- Bi-monthly Management Committee Meetings and bi-annual Trustee Meetings.
- Risk Assessments of the fabric and operational running of the hall (fire, health & safety, and security).
- Continual financial and budgetary control assessment including monthly management accounts and reviews of costs and hiring tariffs.
- An annual review of long-term maintenance and refurbishment plans, the financing thereof and consideration by the Committee of these plans to ensure both the physical and financial security of the Charity's assets.
- Regular review of established accounting policies for Approval Authorities (procurement and expenditure control) and Reserves.
- Use of the CCs "Internal Controls Checklist" to ensure effective control over the placement of orders, purchases and financial expenditure, and ACRE's "Village Hall Management Health Check."
- Annual review of Tariffs to ensure adequacy to cover operational costs.
- Regular review of the Hiring Policy and updating of Hire Agreement as necessary to ensure a sound contractual base for all hirings.
- Provision of detailed procedures for the operational running and effectiveness of the Charity including descriptions of the roles and responsibilities of officers; and utilisation or employment of professional expertise whenever appropriate especially regarding contractual matters or matters with potential significant outlays or commitments.
- Periodic review of Insurable risks including the extent and adequacy of cover especially as regards the main asset – the building – and contents, the inventory of which is updated and re-valued annually. The hall maintains a comprehensive insurance policy for both fabric and public liability risks with a policy procured through services provided by ACRE and specifically tailored to the needs of Village Halls.

9.4 Code of Conduct

The code of conduct for Management Committee members is synonymous with those of 'Trustees.' Some of the more important of these are:

- Committee members must act reasonably and with probity and due prudence and should consider taking professional advice on any matter of significance where we do not have the expertise ourselves. The latter is particularly important when entering substantial contracts or borrowings to ensure that the Charity has the means to meet its obligations.
- The Committee must administer the Institute, its assets, and financial resources, in the interests of the Institute and current, future, and potential users and beneficiaries. It has a general duty of protecting the Charity's property and is accountable for the solvency and continuing effectiveness of the Charity.
- Decisions concerning the Charity must be taken by the Committee acting together. Members cannot delegate their responsibilities; where a committee member is acting as a delegate of the Committee, he/she must always record in writing what was agreed in conversation.
- The act of one Committee member may render all Committee members liable, and thus all Committee members must ensure they are fully informed.
- Where a committee member dissents from the majority view his/her dissent is fully recorded in the minute book.
- Whilst the Charity's Rules and Regulations permit clerks or specialist contractors to be employed by the management Committee, the Committee remains legally responsible and must control and supervise the work of those so employed.
- Management Committee members cannot be paid nor gain financial or material benefit for themselves, their families, or friends, from their involvement with the Charity. Necessary expenses incurred wholly and exclusively for the benefit of the Charity can be reimbursed on production of receipts.
- Where Committee members are required to decide regarding one of their number, that member must not be present.

If Committee members act prudently, lawfully and in accordance with the governing documents, then any liabilities they incur can be met out of the Charity's resources. If they act otherwise, they may be in breach of trust and personally liable to meet any call on the Charity's property arising from their actions or make good any loss to the Charity. As ever, the Trustees thank most sincerely the members of the Management Committee who carry out their duties on an entirely voluntary basis.

Approved by Trustees on 19 November 2025 and signed on their behalf by:



Tony Bossons ACA Hon Treasurer

**Independent Examiner's Report to the Trustees of
The King Edward VII Institute Groombridge**

I report on the accounts of The King Edward VII Institute (Charity No: 305234) for the year ended 31 July 2025, set out on pages 13 to 19.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention.

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Peter Lawne ACA

19 November 2025



Statement of Financial Activities for the year ended 31 July 2025

	<i>Notes:</i>	<i>Unrestricted Funds</i>			
		2025 Free Reserves £	2025 Designated Reserves £	2025 Total £	2024 Total £
Income from:					
Donations / Grants			3,768	3,768	3,768
Charitable activities (Hall Hire)		48,854		48,854	44,665
Interest		3,371		3,371	2,016
Other income		588		588	1,497
Insurance receipts			27,405	27,405	
Total Income	2	52,813	31,173	83,986	51,946
Expenditure on charitable activities:					
Hall operating costs	3	(45,119)	-	(45,119)	(44,082)
Depreciation	5	-	(21,397)	(21,397)	(21,408)
Replacement New Hall Floor			(27,405)	(27,405)	
Total expenditure		(45,119)	(48,802)	(93,921)	(65,490)
Net income (expenditure)		7,694	(17,629)	(9,935)	(13,544)
Total funds brought forward		51,260	585,446	636,706	650,250
Transfers	9	-	-	-	-
Total funds carried forward	9	58,954	567,817	626,771	636,706

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the statement of financial activities.

Balance Sheet at 31 July 2025

	<i>Notes:</i>	2025 Total £	2024 Total £
Fixed Assets			
Tangible Assets	5	594,644	604,266
Current Assets:			
Prepayment	6	697	2,618
Trade Debtors	6	3,815	3,765
Accrued interest income		-	-
Cash in hand and at bank	7	103,397	111,241
		107,909	117,624
Current Liabilities:			
Creditors falling due within one year	8	(2,218)	(7,852)
Deferred income from capital grants received due in 1 year		(3,768)	(5,768)
Net Current Assets		101,923	104,004
Total Assets less current liabilities:		696,567	708,270
Creditors falling due after one year			
Deferred income from capital grants received.		(69,796)	(71,564)
Total Net Assets		626,771	636,706
The funds of the Charity			
Funds			
Designated Asset Replacement Reserve	9	56,523	58,512
Designated Capital Reserve	9	594,644	604,266
Designated Reserve for Capital Grants	9	(73,564)	(77,332)
Free Reserves	9	49,168	51,260
Total Funds		626,771	636,706

These accounts were approved at a meeting of the board of Trustees on 19 November 2025 and signed on their behalf by:



Tony Bossons ACA - Hon Treasurer

Notes to the Accounts

1 Basis of Preparation and Accounting Policies

The Charity is an unincorporated trust, registered with the Charity Commission. Its address is Groombridge Village Hall, Station Road, Groombridge, Tunbridge Wells, TN3 9QX.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £. The Charity meets the definition of a public benefit entity under FRS 102. There are no material uncertainties about the Charity's ability to continue, and so the going concern basis of accounting has been adopted.

1.2 Tangible Fixed Assets.

These are capitalised at cost and if they can be used for more than one year. They are depreciated over their estimated useful lives on a straight-line basis as follows:

- Buildings 50 years.
- Fixtures & Fittings 10 years

1.3 Income.

Rental income is recognised at the date of invoice and hire (uncollected income is shown as debtors) and a hire policy is maintained for deposits and cancellations.

1.4 Grants & Donations.

Grants and donations relating to revenue are recognised in profit and loss on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate. Capital-based grants and donations are recognised in profit and loss on a systematic basis over the useful economic life of the asset to match the associated depreciation.

1.5 Expenditure.

Expenditure is recognised when there is a legal or constructive obligation to transfer resources to a third party, settlement is probable, and the amount can be measured reliably.

1.6 Reserves

A separate reserve for asset replacement, infrequent maintenance costs, and a capital reserve are maintained. These are unrestricted and separately designated funds set aside for specific future purposes or projects. Restricted funds are funds subject to specific trusts within the objects of the Charity: there are currently no restricted funds.

Notes to the Accounts

	2025	2024
	Total	Total
	£	£
2 Income includes:		
Hire income.	48,854	44,665
Insurance receipt	27,405	-
Donations and Grants		
Income released from capital grants and donations	3,768	3,768
Capital grants and donations received and deferred		
Margaret Fisher Trust		25,000
SE Water Community Grant	-	-
Wealden District Council	-	-
Withyham Parish Council	-	1,000
Gatwick Community Trust	-	1,000
Other Income	588	1,497
Comprises recharges for electricity and water to Groombridge Men's Shed and sundry items.		
3 Expenditure on charitable activities		
<i>Hall operating costs:</i>		
Rates (Wealden District Council)	(495)	(248)
Water Rates (South-East Water)	(489)	(974)
Sewerage (Southern Water)	(558)	(856)
Telephone	(384)	(384)
Gas	(3,785)	(5,319)
Electricity	(3,001)	(4,721)
Insurance	(1,783)	(1,679)
Contract Cleaning & Materials	(17,776)	(16,084)
Administration including stationery, postage	(646)	(108)
General Repairs and Maintenance	(10,338)	(6,352)
Annual Renewals, Refuse, Contracts, Certifications and Licences	(5,117)	(4,768)
Sundries	(747)	(2,019)
One off expenditure		(570)
Total	(45,119)	(44,082)
4 Trustees' remuneration and expenses and related parties		

The Charity Trustees were not paid and neither did they receive any benefits from the Charity; The Charity does not employ any staff and there have been no transactions with related parties. The Charity receives support from approximately 30 to 35 volunteers on a part time basis. This includes trustee and committee members roles, and others supporting various activities ranging from general garden and other maintenance, as well as administration and ad hoc event support.

Notes to the Accounts

5 Tangible Fixed Assets

Cost	Land & Buildings £	Fixtures & Fittings £	Total £
Brought forward	897,760	64,117	961,877
Additions	7,258	4,517	11,775
Disposals	-	(5,813)	(5,813)
Carried forward	905,018	62,821	967,839
Depreciation			
Brought forward	(322,488)	(35,123)	(357,611)
Depreciation charge for year	(15,141)	(6,256)	(21,397)
Disposals		5,813	5,813
Carried forward	(337,629)	(35,566)	(373,195)
Net Book Value			
Brought forward	575,272	28,994	604,266
Carried forward	567,389	27,255	594,644

	2025 Total £	2024 Total £
6 Prepayment & Debtors		
Prepayment	697	2,618
Hirers	3,815	3,765
7 Cash and cash equivalents		
Current account	3,714	14,928
Savings account	34,273	33,660
Investment Deposits / Bonds	64,642	61,891
Investment Account	768	762
Total cash and cash equivalents	103,397	111,241

Notes to the Accounts

	2025 Total £	2024 Total £
8 Creditors: amounts falling due within one year		
Hirer deposits held	(718)	(718)
Hall Hire Fees in Advance	-	-
Accruals for specific expenses incurred	(1,500)	(3,484)
Provision for refunds/credits	-	(3,131)
Capital & Maintenance accruals	-	(519)
	(2,218)	(7,852)

9 Funds

	Asset Replacement Reserve £	Capital Reserve £	Capital Grants & Donations £	Free Reserve £	Total Funds £
Opening Balance 31 July 23	44,924	596,988	(54,100)	62,438	650,250
Income for the year			3,768	48,178	51,946
Operating Expenditure				(44,082)	(44,082)
Depreciation	(6,412)	(14,996)			(21,408)
Fund transfers related to capital expenditure	20,000	22,274		(42,274)	-
Capital Grants received			(27,000)	27,000	-
Closing Balance 31 July 24	58,512	604,266	(77,332)	51,260	636,706
Income for the year			3,768	52,813	56,581
Operating Expenditure				(45,119)	(45,119)
Depreciation	(6,256)	(15,141)			(21,397)
Fund transfers related to capital expenditure	4,267	5,519		(9,786)	-
Capital Grants received					
Closing Balance 31 July 25	56,523	594,644	(73,564)	49,168	626,771

The policy for each of these reserves is detailed in Section 7.2 of the Trustees' Report and all funds are unrestricted.

Notes to the Accounts

10 Analysis of Net Assets between funds

	Free Reserves £	Designated Capital & Grant Reserve £	Designated Asset Replacement Reserve £	2025 Total £	2024 Total £
Tangible fixed assets	-	594,644		594,644	604,266
Cash at bank and in hand	46,900		56,497	103,397	111,241
Other net current assets (liabilities)	2,294	(3,768)		(1,474)	(7,237)
Capital Grant deferred creditor	-	(69,796)		(69,796)	(71,564)
NET ASSETS	49,194	521,080	56,497	626,771	636,706

KING EDWARD VII INSTITUTE

England & Wales - Charity number 305234

Accounts

THE KING EDWARD VII INSTITUTE GROOMBRIDGE

GROOMBRIDGE VILLAGE HALL



**Report of the Trustees and Financial
Statements for the year ended 31st July 2024**

Registered Charity No: 305234

The King Edward VII Institute Groombridge
Groombridge Village Hall
Station Road,
Groombridge, Tunbridge Wells,
TN3 9QX www.groombridgevillagehall.org.uk

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Reference and administrative details of the Charity, its Trustees and Advisors

Name: The King Edward VII Institute Groombridge

Known as: Groombridge Village Hall

Registered Charity No: 305234

Address: Station Road, Groombridge, Tunbridge Wells, TN3 9QX

Correspondence Address: Treasurer, Rotherdene, Withyham Rd, Groombridge, Tunbridge Wells, TN3 9QT. email: treasurer@groombridgevillagehall.org.uk

Trustees:

David Homewood, Tony Bossons (Hon. Treasurer), Rebecca Allan, Kathleen Phillips, Richard Thirkell, Tony Howell (appointed 15 November 2023). Debbie Miller (appointed 20 November 2024). There was 1 resignation during the year Jeremy Passmore (resigned 22 June 2024).

In accordance with the deeds, the Chairman is elected at each Trustees meeting. All Trustees are automatically members of the Management Committee and two of them are also elected officers of this committee - Mr Bossons as Treasurer and Mr Homewood as Secretary.

Management Committee:**Elected members.**

Susan Homewood (Chairperson)
David Homewood (Fund Raising)
Jane Lazarus (Minutes Secretary)
Tony Bossons (Hon. Treasurer)
Ian Draper
John Hawkins
Tony Howell (Health & Safety, Caretaking & Cleaning, Fabrics)
Richard Marshall
Duncan Sanders (Booking Secretary)

In addition, there are several non-elected user representatives who attend the Committee Meetings. Representatives, include the Parish Council, The Pre-School, W.I., Tai Chi, the History Society, Horticultural Society, Senior Fitness, Bridge, Good Companions, the Groombridge Amateur Dramatic Society, Badminton and Table Tennis, etc.

Independent Examiner:

Mr Peter Lawne

Bankers: HSBC, 105 Mount Pleasant, Tunbridge Wells, TN1 1QP

1. Introduction

The Trustees present their report together with the financial statements for the year ended 31 July 2024.

2. Charity Objectives

The Charity provides the Groombridge Village Hall to meet the needs of the local Community to hire the hall, participate in activities taking place, and attend events there. We aim to provide for a wide range of activities for all ages, with a view to combating social exclusion and without distinction of political, religious or other opinion.

To satisfy our purpose we provide a flexible, modern, clean, and attractive building supported by a responsive and supportive Management Committee.

Located in the centre of the village of Groombridge in delightful Wealden countryside, straddling the border of East Sussex and West Kent, 5 miles equidistant from Royal Tunbridge Wells and Crowborough, the Groombridge Village Hall provides one of the most modern and flexible Village Halls in this part of South-East England.

The Village Hall facilities are available for hire by any individual or organisation in accordance with the Standard Booking Conditions and at the prevailing tariffs. It is our policy that the tariff of hire charges is set to generate enough income to cover all regular operating expenditure incurred in providing the facilities and carrying out the Charity's objectives and provides an appropriate level of reserves. Tariffs are factored from a 'Base' tariff and are set such that local voluntary not-for-profit user group's benefit from discounted rates whilst commercial and tax-funded organisations are generally charged premium rates. Specific improvements may be funded by specific appeals, fundraising activities, and grants.

3. The Facilities

The Village Hall was substantially enlarged in 2000 thanks to tremendous support and contributions from residents, the National Lottery Charities Board, Local Authorities and other trusts and organisations.

There are **three main venues** which can be hired separately or in any combination, all in superb order and equipped with good comfortable seating and tabling for between 60 and 150 per venue, with a maximum of 199 in the whole building at any one time. The **Main Hall** (14.3 x 8.1 metres) has, additionally, a fixed stage (8.1 x 4.2 metres) and has direct access to the main fully equipped kitchen and backstage storage area and dressing room with its own toilets. It is badminton-court size, with court lines permanently marked. This hall accommodates 140 seated for theatre performances, seminars and conferences, or up to 100 for dining and dancing. Double doors lead directly to the secure courtyard overlooking the grounds of Groombridge Place. This area serves as the Pre-School children's play area during term-time, whilst creating a relaxing ambiance for that summer evening drink during a dance, theatre performance or private function.

The **New Hall** (11.2 x 8.9 metres) boasts its own kitchenette and toilets and can accommodate up to 100 seated, and 80 for a dinner with bar and disco. Ideal for Wedding Breakfasts, parties, soirees, and training & communication seminars and serves as a studio for dance, yoga and Pilates classes. Opening the chair store doors wide reveals a wide-open thoroughfare from the New Hall to the Main Hall, thus creating a superbly linked venue for dining and dancing combinations (yet when closed, the double chair store doors provide near-perfect sound insulation between the two halls).

The **Clubroom** (6.6 x 6 metres) and storage are ideal for smaller gatherings or a meeting. Seating up to 50 in comfort, the Clubroom is also often used for refreshments or a bar when part of a larger event using one or both the other halls. Like the New Hall, it also has its own kitchenette, disabled and general toilet, courtyard, external entrance, and library.

The premises provide ultimate flexibility for small and large uses – from small Meetings for a dozen people or less; dances, discos, and private parties where up to 200 or even more can be accommodated in comfort; and for many hundreds when the whole building is used for craft sales & bazaars, jumble sales, fund-raising coffee mornings and similar events.

As each venue can be booked separately or in any combination, simultaneous hirings can be accommodated, whilst internal and external accessibility ensures that hirers in one venue need not be interrupted or inconvenienced by those hiring another venue. When the Pre-School are in residence their area is secured by locked doors from the rest of the hall and other users.

All the amenities were new or completely refurbished in 2000 including full accessible WC and baby-changing facilities. Access throughout is friendly to the wheelchair-bound and less mobile, with level areas and double doors, and stairs only to the stage. Both the Main Hall and the New Hall are fitted with Induction Loop Systems. The building is non-smoking and has a full Premises Licence from Wealden District Council.

The main kitchen (available for general or exclusive use), 7 x 2 metres, is well equipped with an electric cooker and warming cupboards, multi-cup water heater, refrigerator, commercial dishwasher, microwave and secure storage for caterers and air conditioning. Two serveries open to the Main Hall and another to the corridor.

Crockery and cutlery are available to hirers as is demountable staging – ideal for presentations, meetings, displays and small stage performances.

There is provision for off-street car parking spaces including accessible parking bays.

4. Beneficiaries of the Charity

The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.

We are host to a very wide range of activities in which the local community can take part. Readers can obtain contact information for any of the user groups mentioned below directly or through the booking secretary at bookings@groombridgevillagehall.org.uk, whilst details of the facility, booking occupancy and availability are available at www.groombridgevillagehall.org.uk.

There is a diverse use of the building from many local organisations, clubs, and businesses as well as from individual hirers. The range of participative activities that all our hirers provide for the benefit of the community enable us to meet our charitable Purpose and Objectives.

5. Achievements and performance in relation to objects

The Village Hall continues to provide well maintained facilities for use by the local community through a variety of voluntary, commercial, and private organisations and individuals some of whom are regular hirers as well as one off hirers for special occasions. The Trustees and Management Committee are ever thankful to all those people and organisations whose visions and enthusiasms bring these opportunities and activities to the local community for their participation.

Maintaining the fabric of the building and the Hall's facilities in good order continued to be the focus with expenditures outlined in the financial review – section 7 below.

6. Operational policies and practice

We operate a Hire Agreement (Booking Terms and Conditions) which incorporate the necessary provisions of the Health and Licensing Acts. All Regular Hiring Organisations are required to sign this. We also maintain Hiring and User Category and Definition Policies, combining them together with summaries of our policies on Tariffs, Cancellations, Alcohol Charging, Credit and Non-credit customers, and Returnable Security & Hiring Deposits (RSDs and RHDs). These policies and practices have enabled the fair provision of the Hall's facilities to a wide number of organisations and individuals within the community.

7. Financial Review

7.1 Principal Financial Management Policies.

These are detailed in Note 1 to the financial statements on page 15.

7.2 Policy for Reserves.

All the Charity's reserves are unrestricted. The policy for maintaining general and designated reserves is set out below:

The **Asset Replacement Reserve** is held for the replacement of Furniture, Fixtures & Fittings and Equipment. Funds have been set aside, matching depreciation on assets which the Trustees expect to replace over the next ten years.

The **Infrequent Maintenance Cost Reserve** is held for funding high expense but infrequent items of repair and maintenance. These items typically relate to the maintenance of the Hall floors, building and grounds.

Free Reserves: (also known as the General Reserve). These reserves are available to cover short-term deficiencies between the Village Hall's regular operating income and regular operating

expenditure, new capital expenditure, major purchases (e.g. land) and, in the worst case (such as in the event of a disaster causing complete closure and subsequent rebuild of the Village Hall), to assist in funding the community to continue to be served by and enjoy the activities of the organisations, societies and clubs which use the Village Hall. The unrestricted and free reserves should ideally be between 12-24 months' routine running costs – that is, between £40,000 and £80,000 based on the average expense over recent years. At 31 July 2024, free reserves stood at £51,260. Including other unrestricted reserves which could also be used freely (the infrequent maintenance and asset replacement reserves) the total free reserves stood at £109,772.

Capital Reserve: This reserve will be maintained at the same level as the net book value of the fixed assets of the Hall.

7.3 Funding Sources and Uses in 2024.

Spending on activities furthering the Charity's Objectives. We spent £44,082 [2023 £44,656] in furthering the Charity's objectives and a further £26,686 [2023 £12,262] was spent on capital principally in relation to new kitchen fixtures and fittings as well as replacing Emergency lighting and new guttering. The £12,262 spent in 2023 related to new windows, new brick wall for the entrance garden and external drainage.

Total funds were £636,706 [2023 £650,250] of which Free Reserves (for new capital equipment and emergencies) were £51,260 [2023 £62,438].

Income for the year to July 31st, 2024, was £51,946 [2023 £54,740] of which Hall Hire Rental income was £44,665 [2023 £44,277].

In 2024 Revenue Grants received were zero. In 2023 a Revenue Grant of £5,000 was received from the Sussex Community Fund as relief for the Energy Cost price increases for the period January to May 2023.

In the year the Hall received new capital grants of £27,000 [2023 £2,500] of which £25,000 was towards the new kitchen fixtures and fittings from the Margaret Fisher Trust and £1,000 each was received from both Withyham Parish Council and Gatwick Community Trust to fund new chairs for the new hall. The purchase of new chairs took place in October 2024. [2023 £2,500 received was for the LED Lighting project from SE Water, Wealden District Council and Withyham Parish Council].

Operating costs before depreciation were £44,082 [2023 £44,656]. **Gas / Electricity** costs were £10,040 [2023 £10,270] with the hall on an annual fixed price contract. **Contract cleaning** continues to be a material expenditure at £16,084 [2023 £15,016] including cleaning materials. **Annual Renewals** were £4,768 [2023 £3,312] with the principal charges arising from the PRS licence, electrical testing certification, and the Refuse contract. Most **Annual Renewals** are mandatory or regulatory and unavoidable.

7.4 Balances and Funds

The total Net Asset balance at the end of the year was £636,706 [2023 £650,250] of which £604,266 [2023 £596,988] represents the net book value of fixed assets and the capital reserve. The balance comprises liquid assets - deposit bonds, savings accounts and cash at bank and working capital balances of hirer debt and creditors.

7.5 Contingencies

There is no litigation or claims outstanding.

The uncertainties surrounding future energy prices and higher inflation rates remain a key contingent factor on the Hall's future financial performance.

8. Future

The financial outlook for 2024/25 assumes booking activity will continue at the same levels as the previous 12 months with the variable operating costs managed accordingly. A prudent and consistent approach towards regular asset replacement and the infrequent maintenance activities of the Hall is maintained by the committee.

The net assets of the Hall and its working capital (principally Bank and Cash) ensures the Hall can meet its obligations and liabilities as they fall due for the next 12 months.

Risks on operating expenditures are managed by securing long term pricing on utility costs and insurance. A new 3-year Insurance contract was contracted from August 2023 and covers the next financial year. Utilities risk is managed by obtaining quotes prior to commitments to cap unit prices for both gas and electricity over multi year periods to mitigate short term volatilities.

9. Structure, Governance and Management

9.1 Legal Status

The Charity is an unincorporated trust, established by a conveyance dated 15th August 1911, conveying freehold land for the establishment of buildings for recreational purposes to seven gentlemen who became the 'First Trustees', and on 16th August 1911 those First Trustees declared rules and regulations for the management of the trust. On 31st May 1940, by an Order of the Board of the Charity Commissioners for England and Wales, the proceedings of the Trustees and the provisions of the 1911 document were varied. These two documents are generally referred to as the Trust Documents. In 1955 the freehold property was vested in the Official Custodian for Charities, who holds it on behalf of the Charity.

The Charity's rules and regulations delegated to the Committee of Management such powers of the Trustees as they considered fit, but on the condition that the Trustees would always be ex-officio members of the Committee. Over time this arrangement has evolved into the Management Committee we have today. The deeds permit a maximum of seven Trustees and 12 Committee

members (excluding ex-officio Trustee members). The Charity's detailed operating rules and procedures are set out in an 'Information Pack' which is made available to all Trustees and members of the Management Committee.

9.2 Responsibilities of the Management Committee and Trustees

The role of the Management Committee and Trustees is to ensure the effective governance of the Charity. They are responsible for safeguarding the Charity's purpose, ethos, and values. They agree our policy and help develop the plans to maintain and improve the Institute for the benefit of its users and the community at large. They help monitor the Institute's financial performance and agree how best to use and protect our assets.

Trustees are appointed for a 5-year term, renewable. New Trustees are appointed by the current Trustees following discussion and agreement of potential candidates. It is most likely such candidates will be known to the current Trustees or recommended to them as having strengths, skills, knowledge, and experience commensurate with the needs of the Charity.

Members of the Management Committee are selected because of what they can contribute based on relevant experience, skills and interest and they take an active part in the running of the Charity. Members so appointed are ratified at the AGM.

New and existing Trustees and Management Committee members are acquainted with the history of the Charity and with its current operations and financial performance, with the legislation affecting the Charity and with the requirements and duties of Trustees as set out in guidance published by the Charity Commission. They are expected to be familiar with the workings and decision-making processes of the Charity, and take responsibility for or be actively involved with specific functional operations such as fabric maintenance and equipment, cleaning and caretaking, bookings management, finance etc.

Management

The on-going day to day management of the Charity is by the Management Committee in accordance with the Trust Documents and Rules & Procedures. The Committee is composed of a minimum of 7 and up to 12 members excluding ex-officio Trustees and Co-opted Members or User representatives (for whom there are no numerical limits).

The Executive Officers of the Management Committee are the Chairperson, Fabrics Chairman, Bookings Secretary, Secretary and Hon. Treasurer. At Meetings a Quorum is 4 Management Committee members of whom two must be Officers.

Management Committee members can vote at Management Committee Meetings and make decisions affecting the Hall.

Co-opted or User Representative members are invited to join the Committee for their contributions but do not have a vote at Committee Meetings, do not make decisions and do not share the legal responsibilities of Trustees. In all other respects they actively contribute to the running and development of the Institute

Members are expected to attend the Meetings and to have a full knowledge of how the Committee is run, the financial situation, what decisions are being made and why and freely express their thoughts and ideas on how to continue to successfully manage a vital village asset.

Elected Committee Members sign in the Minute Book each year that they have read the Trust Documents, Rules and Procedures, and the 'Information Pack', to show they fully understand these and the workings of the Institute.

The Management Committee meet formally every two months. In addition, sub-Committee Meetings or Meetings of the Executive Officers may take place at any time. In the current age of electronic communications, many matters are dealt with by email with ratification and confirmation made at scheduled Committee Meetings. The Annual General Meeting of the Charity is normally held within 4 months of the end of the Financial Year.

The Information Pack referred to provides detailed guidance on how the Management Committee operates.

9.3 Risk Management

The major risks to which the Charity is exposed relate to the provision and running of the Village Hall and are regularly reviewed. This is done by means of:

- Bi-monthly Management Committee Meetings and bi-annual Trustee Meetings.
- Risk Assessments of the fabric and operational running of the hall (fire, health & safety and security).
- Continual financial and budgetary control assessment including monthly management accounts and reviews of costs and hiring tariffs.
- An annual review of long-term maintenance and refurbishment plans, the financing thereof and consideration by the Committee of these plans to ensure both the physical and financial security of the Charity's assets.
- Regular review of established accounting policies for Approval Authorities (procurement and expenditure control) and Reserves.
- Use of the CCs "Internal Controls Checklist" to ensure effective control over the placement of orders, purchases and financial expenditure, and ACRE's "Village Hall Management Health Check".
- Annual review of Tariffs to ensure adequacy to cover operational costs.
- Regular review of the Hiring Policy and updating of Hire Agreement as necessary to ensure a sound contractual base for all hirings.
- Provision of detailed procedures for the operational running and effectiveness of the Charity including descriptions of the roles and responsibilities of officers; and utilisation or employment of professional expertise whenever appropriate especially regarding contractual matters or matters with potential significant outlays or commitments.
- Periodic review of Insurable risks including the extent and adequacy of cover especially as regards the main asset – the building – and contents, the inventory of which is updated and re-valued annually. The hall maintains a comprehensive insurance policy for both fabric and public liability risks with a policy procured through services provided by ACRE and specifically tailored to the needs of Village Halls.

9.4 Code of Conduct

The code of conduct for Management Committee members is synonymous with those of 'Trustees'. Some of the more important of these are:

- Committee members must act reasonably and with probity and due prudence and should consider taking professional advice on any matter of significance where we do not have the expertise ourselves. The latter is particularly important when entering substantial contracts or borrowings to ensure that the Charity has the means to meet its obligations.
- The Committee must administer the Institute, its assets, and financial resources, in the interests of the Institute and current, future, and potential users and beneficiaries. It has a general duty of protecting the Charity's property and is accountable for the solvency and continuing effectiveness of the Charity.
- Decisions concerning the Charity must be taken by the Committee acting together. Members cannot delegate their responsibilities; where a committee member is acting as a delegate of the Committee, he/she must always record in writing what was agreed in conversation.
- The act of one Committee member may render all Committee members liable, and thus all Committee members must ensure they are fully informed.
- Where a committee member dissents from the majority view his/her dissent is fully recorded in the minute book.
- Whilst the Charity's Rules and Regulations permit clerks or specialist contractors to be employed by the management Committee, the Committee remains legally responsible and must control and supervise the work of those so employed.
- Management Committee members cannot be paid nor gain financial or material benefit for themselves, their families, or friends, from their involvement with the Charity. Necessary expenses incurred wholly and exclusively for the benefit of the Charity can be reimbursed on production of receipts.
- Where Committee members are required to decide regarding one of their number, that member must not be present.

If Committee members act prudently, lawfully and in accordance with the governing documents, then any liabilities they incur can be met out of the Charity's resources. If they act otherwise, they may be in breach of trust and personally liable to meet any call on the Charity's property arising from their actions or make good any loss to the Charity. As ever, the Trustees thank most sincerely the members of the Management Committee who carry out their duties on an entirely voluntary basis.

Approved by Trustees on 20 November 2024 and signed on their behalf by:



Tony Bossons ACA Hon Treasurer

Independent Examiner's Report to the Trustees of The King Edward VII Institute Groombridge

I report on the accounts of The King Edward VII Institute (Charity No: 305234) for the year ended 31 July 2024, set out on pages 13 to 19.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention.

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Lawne ACA

20 November 2024

Statement of Financial Activities for the year ended 31 July 2024

	<i>Notes:</i>	<i>Unrestricted Funds</i>			
		2024 Free Reserves £	2024 Designated Reserves £	2024 Total £	2023 Total £
Income from:					
Donations / Grants			3,768	3,768	8,068
Charitable activities (Hall Hire)		44,665	-	44,665	44,277
Interest		-	2,016	2,016	1,387
Other income		-	1,497	1,497	1,008
Total Income	2	44,665	7,281	51,946	54,740
Expenditure on charitable activities:					
Hall operating costs	3	(44,082)	-	(44,082)	(44,656)
Depreciation	5	-	(21,408)	(21,408)	(21,271)
Total expenditure		(44,082)	(21,408)	(65,490)	(65,927)
Net income (expenditure)		583	(14,127)	(13,544)	(11,187)
Total funds brought forward		61,631	588,619	650,250	661,437
Transfers	9	(10,954)	10,954	-	-
Total funds carried forward	9	51,260	585,446	636,706	650,250

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the statement of financial activities.

Balance Sheet at 31 July 2024

	<i>Notes:</i>	2024 Total £	2023 Total £
Fixed Assets			
Tangible Assets	5	604,266	596,988
Current Assets:			
Prepayment	6	2,618	
Trade Debtors	6	3,765	4,347
Accrued interest income		-	807
Cash in hand and at bank	7	111,241	115,165
		117,624	120,319
Current Liabilities:			
Creditors falling due within one year	8	(7,852)	(12,957)
Deferred income from capital grants received due in 1 year		(5,768)	(3,068)
Net Current Assets		104,004	104,294
Total Assets less current liabilities:		708,270	701,282
Creditors falling due after one year			
Deferred income from capital grants received.		(71,564)	(51,032)
Total Net Assets		636,706	650,250
The funds of the Charity			
Funds			
Designated Asset Replacement Reserve	9	58,512	44,924
Designated Capital Reserve	9	604,266	596,988
Designated Reserve for Capital Grants	9	(77,332)	(54,100)
Free Reserves	9	51,260	62,438
Total Funds		636,706	650,250

Included in Funds is £2,000 (2023 £2,500) restricted for future capital expenditure. All other funds are unrestricted.

These accounts were approved at a meeting of the board of Trustees on 20 November 2024 and signed on their behalf by:



Tony Bossons ACA - Hon Treasurer

Notes to the Accounts

1 Basis of Preparation and Accounting Policies

The Charity is an unincorporated trust, registered with the Charity Commission. Its address is Groombridge Village Hall, Station Road, Groombridge, Tunbridge Wells, TN3 9QX.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £. The Charity meets the definition of a public benefit entity under FRS 102. There are no material uncertainties about the Charity's ability to continue, and so the going concern basis of accounting has been adopted.

1.2 Tangible Fixed Assets.

These are capitalised at cost and if they can be used for more than one year. They are depreciated over their estimated useful lives on a straight-line basis as follows:

- Buildings 50 years.
- Fixtures & Fittings 10 years

1.3 Income.

Rental income is recognised at the date of invoice and hire (uncollected income is shown as debtors) and a hire policy is maintained for deposits and cancellations.

1.4 Grants & Donations.

Grants and donations relating to revenue are recognised in profit and loss on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate. Capital-based grants and donations are recognised in profit and loss on a systematic basis over the useful economic life of the asset to match the associated depreciation.

1.5 Expenditure.

Expenditure is recognised when there is a legal or constructive obligation to transfer resources to a third party, settlement is probable, and the amount can be measured reliably.

1.6 Reserves

A separate reserve for asset replacement, infrequent maintenance costs and a capital reserve are maintained. These are unrestricted and separately designated funds set aside for specific future purposes or projects. Restricted funds are funds subject to specific trusts within the objects of the Charity: there are currently no restricted funds.

Notes to the Accounts

	2024	2023
	Total	Total
	£	£
2 Income includes:		
Hire income.	44,665	44,277
Donations and Grants		
Sussex Community Energy Grant	-	5,000
Income released from capital grants and donations	3,768	3,068
	3,768	8,068
Capital grants and donations received and deferred		
Margaret Fisher Trust	25,000	-
SE Water Community Grant	-	500
Wealden District Council	-	1,000
Withyham Parish Council	1,000	1,000
Gatwick Community Trust	1,000	-
Other Income	1,497	1,008
Comprises recharges for electricity and water to Groombridge Men's Shed and the proceeds from the sundry sale of surplus items.		
3 Expenditure on charitable activities		
<i>Hall operating costs:</i>		
Rates (Wealden District Council)	(248)	(366)
Water Rates (South-East Water)	(974)	(1,436)
Sewerage (Southern Water)	(856)	(1,650)
Telephone	(384)	(384)
Gas	(5,319)	(5,508)
Electricity	(4,721)	(4,762)
Insurance	(1,679)	(1,536)
Contract Cleaning & Materials	(16,084)	(15,016)
Administration including stationery, postage	(108)	(607)
General Repairs and Maintenance	(6,352)	(9,555)
Annual Renewals, Refuse, Contracts, Certifications and Licences	(4,768)	(3,312)
Sundries	(2,019)	(524)
One off expenditure	(570)	-
Total	(44,082)	(44,656)
4 Trustees' remuneration and expenses and related parties		

The Charity Trustees were not paid and neither did they receive any benefits from the Charity; The Charity does not employ any staff and there have been no transactions with related parties. The Charity receives support from approximately 30 to 35 volunteers on a part time basis. This includes trustee and committee members roles, and others supporting various activities ranging from general garden and other maintenance, as well as administration and ad hoc event support.

Notes to the Accounts

5 Tangible Fixed Assets

Cost	Land & Buildings £	Fixtures & Fittings £	Total £
Brought forward	873,219	67,664	940,883
Additions	24,541	4,145	28,686
Disposals	-	(7,692)	(7,692)
Carried forward	897,760	64,117	961,877
Depreciation			
Brought forward	(307,490)	(36,405)	(343,895)
Depreciation charge for year	(14,995)	(6,413)	(21,408)
Disposals		7,692	7,692
Carried forward	(322,485)	(35,126)	(357,611)
Net Book Value			
Brought forward	565,729	31,259	596,988
Carried forward	575,275	28,991	604,266

	2024 Total £	2023 Total £
6 Prepayment & Debtors		
Prepayment of utility contract deposit and licence fees	2,618	-
Hirers	3,765	4,347
7 Cash and cash equivalents		
Current account	14,928	7,675
Savings account	33,660	61,728
Investment Deposits / Bonds	61,891	45,000
Investment Account	762	762
Total cash and cash equivalents	111,241	115,165

Notes to the Accounts

	2024	2023
	Total	Total
	£	£
8 Creditors: amounts falling due within one year		
Hirer deposits held	(718)	(718)
Hall Hire Fees in Advance	-	-
Accruals for specific expenses incurred	(3,484)	(4,954)
Provision for refunds/credits	(3,131)	(2,283)
Capital & Maintenance accruals	(519)	(5,002)
	(7,852)	(12,597)

9 Funds

	Asset Replacement Reserve	Capital Reserve	Capital Grants & Donations	Free Reserve	Total Funds
	£	£	£	£	£
Opening Balance 31 July 22	51,690	605,997	(54,668)	58,418	661,437
Income for the year	-	-	3,068	51,672	54,540
Operating Expenditure	-	-	-	(44,656)	(44,656)
Depreciation	(6,766)	(14,505)	-	-	(21,271)
Fund transfers related to capital expenditure	-	5,496	-	(5,496)	-
Capital Grants received	-	-	(2,500)	2,500	-
Closing Balance 31 July 23	44,924	596,988	(54,100)	62,438	650,250
Income for the year	-	-	3,768	48,178	51,946
Operating Expenditure	-	-	-	(44,082)	(44,082)
Depreciation	(6,412)	(14,996)	-	-	(21,408)
Fund transfers related to capital expenditure	20,000	22,274	-	(42,274)	-
Capital Grants received	-	-	(27,000)	27,000	-
Closing Balance 31 July 24	58,512	604,266	(77,332)	51,260	636,706

The policy for each of these reserves is detailed in Section 7.2 of the Trustees' Report and all funds are unrestricted.

Notes to the Accounts

10 Analysis of Net Assets between funds

	Free Reserves £	Designated Capital & Grant Reserve £	Designated Asset Replacement Reserve £	2024 Total £	2023 Total £
Tangible fixed assets	-	604,266	-	604,266	596,988
Cash at bank and in hand	61,315		49,926	111,241	115,165
Other net current assets (liabilities)	(10,055)	(5,768)	8,586	(7,237)	(10,871)
Capital Grant deferred creditor	-	(71,564)	-	(71,564)	(51,032)
NET ASSETS	51,260	526,934	58,512	636,706	650,250

KING EDWARD VII INSTITUTE

England & Wales - Charity number 305234

Accounts

THE KING EDWARD VII INSTITUTE GROOMBRIDGE

GROOMBRIDGE VILLAGE HALL



Report of the Trustees and Financial Statements for the year ended 31st July 2023

Registered Charity No: 305234

The King Edward VII Institute Groombridge
Groombridge Village Hall
Station Road,
Groombridge, Tunbridge Wells,
TN3 9QX www.groombridgevillagehall.org.uk

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Reference and administrative details of the Charity, its Trustees and Advisors

Name: The King Edward VII Institute Groombridge

Known as: Groombridge Village Hall

Registered Charity No: 305234

Address: Station Road, Groombridge, Tunbridge Wells, TN3 9QX

Correspondence Address: Treasurer, Rotherdene, Withyham Rd, Groombridge, Tunbridge Wells, TN3 9QT. [email: treasurer@groombridgevillagehall.org.uk](mailto:treasurer@groombridgevillagehall.org.uk)

Trustees:

Jeremy Passmore (Clerk), David Homewood, Jayne Watson (resigned 19 July 2023), Tony Bossons (Hon. Treasurer), Rebecca Allan, Kathleen Phillips, Richard Thirkell (appointed 19 July 2023), Tony Howell (appointed 15 November 2023).

In accordance with the deeds, the Chairman is elected at each Trustees meeting. All Trustees are automatically members of the Management Committee and two of them are also elected officers of this committee - Mr Bossons as Treasurer and Mr Homewood as Secretary.

Management Committee:**Elected members**

Susan Homewood (Chairperson)
David Homewood (Fund Raising)
Jane Lazarus (Hon Secretary)
Tony Bossons (Hon. Treasurer)
Tony Howell (Health & Safety, Caretaking & Cleaning, Fabrics)
Duncan Sanders (Booking Secretary)
Richard Marshall

In addition, there are several elected and non-elected user representatives who attend the Committee Meetings. Representatives, include the Parish Council, The Pre-School, W.I., Tai Chi, the History Society, Horticultural Society, Senior Fitness, Bridge, Good Companions, the Groombridge Amateur Dramatic Society, Badminton and Table Tennis, etc.

Independent Examiner:

Mr Peter Lawne

Bankers: HSBC, 105 Mount Pleasant, Tunbridge Wells, TN1 1QP

1. Introduction

The Trustees present their report together with the financial statements for the year ended 31 July 2023.

2. Charity Objectives

The Charity provides the Groombridge Village Hall to meet the needs of the local Community to hire the hall, participate in activities taking place, and attend events there. We aim to provide for a wide range of activities for all ages, with a view to combating social exclusion and without distinction of political, religious or other opinion.

To satisfy our purpose we provide a flexible, modern, clean, and attractive building supported by a responsive and supportive Management Committee.

Located in the centre of the village of Groombridge in delightful Wealden countryside, straddling the border of East Sussex and West Kent, 5 miles equidistant from Royal Tunbridge Wells and Crowborough, the Groombridge Village Hall provides one of the most modern and flexible Village Halls in this part of South-East England.

The Village Hall facilities are available for hire by any individual or organisation in accordance with the Standard Booking Conditions and at the prevailing tariffs. It is our policy that the tariff of hire charges is set to generate enough income to cover all regular operating expenditure incurred in providing the facilities and carrying out the Charity's objectives and provides an appropriate level of reserves. Tariffs are factored from a 'Base' tariff and are set such that local voluntary not-for-profit user group's benefit from discounted rates whilst commercial and tax-funded organisations are generally charged premium rates. Specific improvements may be funded by specific appeals, fundraising activities, and grants.

3. The Facilities

The Village Hall was substantially enlarged in 2000 thanks to tremendous support and contributions from residents, the National Lottery Charities Board, Local Authorities and other trusts and organisations.

There are **three main venues** which can be hired separately or in any combination, all in superb order and equipped with good comfortable seating and tabling for between 60 and 150 per venue, or over 300 in total. The **Main Hall** (14.3 x 8.1 metres) has, additionally, a fixed stage (8.1 x 4.2 metres) and has direct access to the main fully equipped kitchen and backstage storage area and dressing room with its own toilets. It is badminton-court size, with court lines permanently marked. This hall accommodates 144 seated for theatre performances, seminars and conferences, or up to 100 for dining and dancing. Double doors lead directly to the secure courtyard overlooking the grounds of Groombridge Place. This area serves as the Pre-School children's play area during term-time, whilst creating a relaxing ambiance for that summer evening drink during a dance, theatre performance or private function.

The **New Hall** (11.2 x 8.9 metres) boasts its own kitchenette and toilets and can accommodate up to 100 seated, and 80 for a dinner with bar and disco. Ideal for Wedding Breakfasts, parties, soirees, and training & communication seminars and serves as a studio for dance, yoga and Pilates classes. Opening the chair store doors wide reveals a wide-open thoroughfare from the New Hall to the Main Hall, thus creating a superbly linked venue for dining and dancing combinations (yet when closed, the double chair store doors provide near-perfect sound insulation between the two halls).

The **Clubroom** (6.6 x 6 metres) is ideal for a smaller gathering or meeting. Seating up to 50 in comfort, the Clubroom is also often used for refreshments or a bar when part of a larger event using one or both of the other halls. Like the New Hall, it also has its own kitchenette, toilet, courtyard, external entrance, and library.

The premises provide ultimate flexibility for small and large uses – from small Meetings for a dozen people or less; dances, discos, and private parties where up to 200 or even more can be accommodated in comfort; and for many hundreds when the whole building is used for craft sales & bazaars, jumble sales, fund-raising coffee mornings and similar events.

As each venue can be booked separately or in any combination, simultaneous hirings can be accommodated, whilst internal and external accessibility ensures that hirers in one venue need not be interrupted or inconvenienced by those hiring another venue. When the Pre-School are in residence their area is secured by locked doors from the rest of the hall and other users.

All the amenities were new or completely refurbished in 2000 including full accessible WC and baby-changing facilities. Access throughout is friendly to the wheelchair-bound and less mobile, with level areas and double doors, and stairs only to the stage. Both the Main Hall and the New Hall are fitted with Induction Loop Systems. The building is non-smoking and has a full Premises Licence from Wealden District Council.

The main kitchen (available for general or exclusive use), 7 x 2 metres, is well equipped with an electric cooker and warming cupboards, multi-cup water heater, refrigerator, commercial dishwasher, microwave and secure storage for caterers and air conditioning. Two serveries open to the Main Hall and another to the corridor.

Crockery and cutlery are available to hirers as is demountable staging – ideal for presentations, meetings, displays and small stage performances.

There is provision for off-street car parking spaces including accessible parking bays.

4. Beneficiaries of the Charity

The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.

We are host to a very wide range of activities in which the local community can take part. Readers can obtain contact information for any of the user groups mentioned below directly or through the booking secretary at bookings@groombridgevillagehall.org.uk, whilst details of the facility, booking occupancy and availability are available at www.groombridgevillagehall.org.uk.

There is a diverse use of the building from many local organisations, clubs, and businesses as well as from individual hirers. The range of participative activities that all our hirers provide for the benefit of the community enable us to meet our charitable Purpose and Objectives.

5. Achievements and performance in relation to objects

The Village Hall continues to provide well maintained facilities for use by the local community through a variety of voluntary, commercial, and private organisations and individuals some of whom are regular hirers as well as one off hirers for special occasions. There are also circa 33 volunteers who look after the garden and surrounding areas. The Trustees and Management Committee are ever thankful to all those people and organisations whose visions and enthusiasms bring these opportunities and activities to the local community for their participation.

Maintaining the fabric of the building and the Hall's facilities in good order continued to be the focus with expenditures outlined in the financial review – section 7 below.

6. Operational policies and practice

We operate a Hire Agreement (Booking Terms and Conditions) which incorporate the necessary provisions of the Health and Licensing Acts. All Regular Hiring Organisations are required to sign this. We also maintain Hiring and User Category and Definition Policies, combining them together with summaries of our policies on Tariffs, Cancellations, Alcohol Charging, Credit and Non-credit customers, and Returnable Security & Hiring Deposits (RSDs and RHDs). These policies and practices have enabled the fair provision of the Hall's facilities to a wide number of organisations and individuals within the community.

7. Financial Review

7.1 Principal Financial Management Policies.

These are detailed in Note 1 to the financial statements on page 15.

7.2 Policy for Reserves.

All the Charity's reserves are unrestricted. The policy for maintaining general and designated reserves is set out below:

The **Asset Replacement Reserve** is held for the replacement of Furniture, Fixtures & Fittings and Equipment. Funds have been set aside, matching depreciation on assets which the Trustees expect to replace over the next ten years.

The **Infrequent Maintenance Cost Reserve** is held for funding high expense but infrequent items of repair and maintenance. These items typically relate to the maintenance of the Hall floors, building and grounds.

Free Reserves: (also known as the General Reserve). These reserves are available to cover short-term deficiencies between the Village Hall's regular operating income and regular operating

expenditure, new capital expenditure, major purchases (e.g. land) and, in the worst case (such as in the event of a disaster causing complete closure and subsequent rebuild of the Village Hall), to assist in funding the community to continue to be served by and enjoy the activities of the organisations, societies and clubs which use the Village Hall. The unrestricted and free reserves should ideally be between 12-24 months' routine running costs – that is, between £40,000 and £80,000 based on the average expense over recent years. At 31 July 2023, free reserves stood at £62,438. Including other unrestricted reserves which could also be used freely (the infrequent maintenance and asset replacement reserves) the total free reserves stood at £107,362.

Capital Reserve: This reserve will be maintained at the same level as the net book value of the fixed assets of the Hall.

7.3 Funding Sources and Uses in 2023.

Spending on activities furthering the Charity's Objectives. We spent £44,656 [2022 £28,720] in furthering the Charity's objectives and a further £12,262 [2022 £9,917] was spent on capital principally in relation to new windows, new brick wall for the entrance garden and external drainage. The £9,917 spent in 2022 related to the installation of heat saving technology, LED lighting and installation of Security Cameras.

Total funds were £650,250 [2022 £661,437] of which Free Reserves (for new capital equipment and emergencies) were £62,438 [2022 £58,418].

Income for the year to July 31st, 2023, was £54,740 [2022 £46,955] of which Hall Hire Rental income was £44,277 [2022 £41,382].

Non hire income includes Donations and Grants of £8,068 [2022 £5,485]. In the year the Hall received new capital grants of £2,500 [2022 £1,088] towards the LED Lighting project from SE Water, Wealden District Council and Withyham Parish Council [2022 Gatwick Community Trust]. A Revenue Grant of £5,000 was also received from the Sussex Community Fund as relief for the Energy Cost price increases for the period January to May 2023 [2022 Covid Grant £2,677].

Operating costs before depreciation were £44,656 [2022 £28,720]. **Gas / Electricity** costs were £10,270 [2022 £2,562] with most of the increase in 2023 due a 3-year fixed price contract ending December 2022. **Contract cleaning** continues to be a material expenditure at £15,016 [2022 £12,545] including cleaning materials. **Annual Renewals** were £3,312 [2022 £2,563] with the principal charges arising from the PRS licence, electrical testing certification, and the Refuse contract. Most **Annual Renewals** are mandatory or regulatory and unavoidable.

7.4 Balances and Funds

The total Net Asset balance at the end of the year was £650,250 [2022 £661,437] of which £596,988 [2022 £605,997] represents the net book value of fixed assets and the capital reserve. The balance comprises liquid assets - deposit bonds, savings accounts and cash at bank and working capital balances of hirer debt and creditors.

7.5 Contingencies

There is no litigation or claims outstanding.

The uncertainties surrounding future energy prices and the high inflation rates remain a key contingent factor on the Hall's future financial performance.

8. Future

The financial outlook for 2023/24 assumes booking activity will continue at the same levels as the previous 12 months with the variable operating costs being managed accordingly. A prudent and consistent approach will be maintained towards regular asset replacement and the infrequent maintenance activities of the Hall.

The net assets of the Hall and its working capital (principally Bank and Cash) ensures the Hall can meet its obligations and liabilities as they fall due for the next 12 months.

Risks on operating expenditures are managed by securing long term pricing on utility costs and insurance. A new 3-year Insurance contract was contracted from August 2023 and covers the next financial year. Utilities risk is managed by contracting through a specialist broker to cap unit prices for both gas and electricity over multi year periods to mitigate short term volatilities.

9. Structure, Governance and Management

9.1 Legal Status

The Charity is an unincorporated trust, established by a conveyance dated 15th August 1911, conveying freehold land for the establishment of buildings for recreational purposes to seven gentlemen who became the 'First Trustees', and on 16th August 1911 those First Trustees declared rules and regulations for the management of the trust. On 31st May 1940, by an Order of the Board of the Charity Commissioners for England and Wales, the proceedings of the Trustees and the provisions of the 1911 document were varied. These two documents are generally referred to as the Trust Documents. In 1955 the freehold property was vested in the Official Custodian for Charities, who holds it on behalf of the Charity.

The Charity's rules and regulations delegated to the Committee of Management such powers of the Trustees as they considered fit, but on the condition that the Trustees would always be ex-officio members of the Committee. Over time this arrangement has evolved into the Management Committee we have today. The deeds permit a maximum of seven Trustees and 12 Committee

members (excluding ex-officio Trustee members). The Charity's detailed operating rules and procedures are set out in an 'Information Pack' which is made available to all Trustees and members of the Management Committee.

9.2 Responsibilities of the Management Committee and Trustees

The role of the Management Committee and Trustees is to ensure the effective governance of the Charity. They are responsible for safeguarding the Charity's purpose, ethos, and values. They agree our policy and help develop the plans to maintain and improve the Institute for the benefit of its users and the community at large. They help monitor the Institute's financial performance and agree how best to use and protect our assets.

Trustees are appointed for a 5-year term, renewable. New Trustees are appointed by the current Trustees following discussion and agreement of potential candidates. It is most likely such candidates will be known to the current Trustees or recommended to them as having strengths, skills, knowledge, and experience commensurate with the needs of the Charity.

Members of the Management Committee are selected because of what they can contribute based on relevant experience, skills and interest and they take an active part in the running of the Charity. Members so appointed are ratified at the AGM.

New and existing Trustees and Management Committee members are acquainted with the history of the Charity and with its current operations and financial performance, with the legislation affecting the Charity and with the requirements and duties of Trustees as set out in guidance published by the Charity Commission. They are expected to be familiar with the workings and decision-making processes of the Charity, and take responsibility for or be actively involved with specific functional operations such as fabric maintenance and equipment, cleaning and caretaking, bookings management, finance etc.

Management

The on-going day to day management of the Charity is by the Management Committee in accordance with the Trust Documents and Rules & Procedures. The Committee is composed of a minimum of 7 and up to 12 members excluding ex-officio Trustees and Co-opted Members or User representatives (for whom there are no numerical limits).

The Executive Officers of the Management Committee are the Chairman, Fabrics Chairman, Bookings Secretary, Secretary and Hon. Treasurer. At Meetings a Quorum is 4 Management Committee members of whom two must be Officers.

Management Committee members can vote at Management Committee Meetings and make decisions affecting the Hall.

Co-opted or User Representative members are invited to join the Committee for their contributions but do not have a vote at Committee Meetings, do not make decisions and do not share the legal responsibilities of Trustees. In all other respects they actively contribute to the running and development of the Institute

Members are expected to attend the Meetings and to have a full knowledge of how the Committee is run, the financial situation, what decisions are being made and why and freely express their thoughts and ideas on how to continue to successfully manage a vital village asset.

Elected Committee Members sign in the Minute Book each year that they have read the Trust Documents, Rules and Procedures, and the 'Information Pack', to show they fully understand these and the workings of the Institute.

The Management Committee meet formally every two months. In addition, sub-Committee Meetings or Meetings of the Executive Officers may take place at any time. In the current age of electronic communications, many matters are dealt with by email with ratification and confirmation made at scheduled Committee Meetings. The Annual General Meeting of the Charity is normally held within 4 months of the end of the Financial Year.

The Information Pack referred to provides detailed guidance on how the Management Committee operates.

9.3 Risk Management

The major risks to which the Charity is exposed relate to the provision and running of the Village Hall and are regularly reviewed. This is done by means of:

- Bi-monthly Management Committee Meetings and bi-annual Trustee Meetings.
- Risk Assessments of the fabric and operational running of the hall (fire, health & safety and security).
- Continual financial and budgetary control assessment including monthly management accounts and reviews of costs and hiring tariffs.
- At least annual review of long-term maintenance and refurbishment plans, the financing thereof and consideration by the Committee of short- and medium-term tactics and plans to ensure both the physical and financial security of the Charity's assets.
- Regular review of established accounting policies for Approval Authorities (procurement and expenditure control) and Reserves.
- Use of the CCs "Internal Controls Checklist" to ensure effective control over the placement of orders, purchases and financial expenditure, and ACRE's "Village Hall Management Health Check".
- Annual review of Tariffs to ensure adequacy to cover operational costs.
- Regular review of the Hiring Policy and updating of Hire Agreement as necessary to ensure a sound contractual base for all hirings.
- Provision of detailed procedures for the operational running and effectiveness of the Charity including descriptions of the roles and responsibilities of officers; and utilisation or employment of professional expertise whenever appropriate especially regarding contractual matters or matters with potential significant outlays or commitments.
- Periodic review of Insurable risks including the extent and adequacy of cover especially as regards the main asset – the building – and contents, the inventory of which is updated and re-valued annually. The hall maintains a comprehensive insurance policy for both fabric and public liability risks with a policy procured through services provided by ACRE and specifically tailored to the needs of Village Halls.

9.4 Code of Conduct

The code of conduct for Management Committee members is synonymous with those of 'Trustees'. Some of the more important of these are:

- Committee members must act reasonably and with probity and due prudence and should consider taking professional advice on any matter of significance where we do not have the expertise ourselves. The latter is particularly important when entering substantial contracts or borrowings to ensure that the Charity has the means to meet its obligations.
- The Committee must administer the Institute, its assets, and financial resources, in the interests of the Institute and current, future, and potential users and beneficiaries. It has a general duty of protecting the Charity's property and is accountable for the solvency and continuing effectiveness of the Charity.
- Decisions concerning the Charity must be taken by the Committee acting together. Members cannot delegate their responsibilities; where a committee member is acting as a delegate of the Committee, he/she must always record in writing what was agreed in conversation.
- The act of one Committee member may render all Committee members liable, and thus all Committee members must ensure they are fully informed.
- Where a committee member dissents from the majority view his/her dissent is fully recorded in the minute book.
- Whilst the Charity's Rules and Regulations permit clerks or specialist contractors to be employed by the management Committee, the Committee remains legally responsible and must control and supervise the work of those so employed.
- Management Committee members cannot be paid nor gain financial or material benefit for themselves, their families, or friends, from their involvement with the Charity. Necessary expenses incurred wholly and exclusively for the benefit of the Charity can be reimbursed on production of receipts.
- Where Committee members are required to decide regarding one of their number, that member must not be present.

If Committee members act prudently, lawfully and in accordance with the governing documents, then any liabilities they incur can be met out of the Charity's resources. If they act otherwise, they may be in breach of trust and personally liable to meet any call on the Charity's property arising from their actions or make good any loss to the Charity. As ever, the Trustees thank most sincerely the members of the Management Committee who carry out their duties on an entirely voluntary basis.

Approved by Trustees on 7 November 2023 and signed on their behalf by:



Tony Bossons ACA Hon Treasurer

Independent Examiner's Report to the Trustees of The King Edward VII Institute Groombridge

I report on the accounts of The King Edward VII Institute (Charity No: 305234) for the year ended 31 July 2023, set out on pages 13 to 19.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention.

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Lawne ACA

7 November 2023

Statement of Financial Activities for the year ended 31 July 2023

	<i>Notes:</i>	<i>Unrestricted Funds</i>			
		2023	2023	2023	2022
		Free	Designated	Total	Total
		Reserves	Reserves		
		£	£	£	£
Income from:					
Donations / Grants		5,000	3,068	8,068	5,485
Charitable activities (Hall Hire)		44,277	-	44,277	41,382
Interest		-	1,387	1,387	88
Other income		-	1,008	1,008	-
Total Income	2	49,277	5,463	54,740	46,955
Expenditure on charitable activities:					
Hall operating costs	3	(44,656)	-	(44,656)	(28,720)
Depreciation	5	-	(21,271)	(21,271)	(20,065)
Total expenditure		(44,656)	(21,271)	(65,827)	(48,785)
Net income (expenditure)		4,621	(15,808)	(11,187)	(1,830)
Total funds brought forward		47,998	613,439	661,437	663,267
Transfers	9	9,012	(9,012)	-	-
Total funds carried forward	9	61,631	588,619	650,250	661,437

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the statement of financial activities.

Balance Sheet at 31 July 2023

	<i>Notes:</i>	2023 Total £	2022 Total £
Fixed Assets			
Tangible Assets	5	596,988	605,997
Current Assets:			
Trade Debtors	6	4,347	4,528
Accrued interest Income		807	-
Cash in hand and at bank	7	115,165	112,392
		120,319	116,920
Current Liabilities:			
Creditors falling due within one year	8	(12,957)	(6,812)
Deferred income from capital grants received due in 1 year		(3,068)	(2,818)
		104,294	107,290
Net Current Assets		701,282	713,287
Total Assets less current liabilities:			
Creditors falling due after one year			
Deferred income from capital grants received		(51,032)	(51,850)
		650,250	661,437
Total Net Assets		650,250	661,437
The funds of the Charity			
Unrestricted Funds			
Designated Asset Replacement Reserve	9	44,924	51,690
Designated Capital Reserve	9	596,988	605,997
Designated Reserve for Capital Grants & Donations	9	(54,100)	(54,668)
Free Reserves	9	62,438	58,418
		650,250	661,437
Total Funds		650,250	661,437

These accounts were approved at a meeting of the board of Trustees on 7 November 2023 and signed on their behalf by:



Tony Bossons ACA - Hon Treasurer

Notes to the Accounts

1 Basis of Preparation and Accounting Policies

The Charity is an unincorporated trust, registered with the Charity Commission. Its address is Groombridge Village Hall, Station Road, Groombridge, Tunbridge Wells, TN3 9QX.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £. The Charity meets the definition of a public benefit entity under FRS 102. There are no material uncertainties about the Charity's ability to continue, and so the going concern basis of accounting has been adopted.

1.2 Tangible Fixed Assets.

These are capitalised at cost and if they can be used for more than one year. They are depreciated over their estimated useful lives on a straight-line basis as follows:

- Buildings 50 years.
- Fixtures & Fittings 10 years

1.3 Income.

Rental income is recognised at the date of invoice and hire (uncollected income is shown as debtors) and a hire policy is maintained for deposits and cancellations.

1.4 Grants & Donations.

Grants and donations relating to revenue are recognised in profit and loss on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate. Capital-based grants and donations are recognised in profit and loss on a systematic basis over the useful economic life of the asset to match the associated depreciation.

1.5 Expenditure.

Expenditure is recognised when there is a legal or constructive obligation to transfer resources to a third party, settlement is probable, and the amount can be measured reliably.

1.6 Reserves

A separate reserve for asset replacement, infrequent maintenance costs and a capital reserve are maintained. These are unrestricted and separately designated funds set aside for specific future purposes or projects. Restricted funds are funds subject to specific trusts within the objects of the Charity: there are currently no restricted funds.

Notes to the Accounts

	2023	2022
	Total	Total
	£	£
2 Income includes:		
Hire income.	44,277	41,382
Donations and Grants		
Wealden District Council – Covid Support Grant’s	-	2,667
Sussex Community Energy Grant	5,000	
Income released from capital grants and donations	3,068	2,818
	8,068	5,485
<u>Capital grants and donations received and deferred.</u>		
Gatwick Community Trust	-	1,088
SE Water Community Grant	500	-
Wealden District Council	1,000	-
Withyham Parish Council	1,000	-
Other income comprises recharges for electricity and water to Groombridge Men’s Shed and the proceeds from the sundry sale of surplus items.		
3 Expenditure on charitable activities		
<i>Hall operating costs:</i>		
Rates (Wealden District Council)	(366)	(384)
Water Rates (South-East Water)	(1,436)	(578)
Sewerage (Southern Water)	(1,650)	(90)
Telephone	(384)	(433)
Gas	(5,508)	(1,087)
Electricity	(4,762)	(1,475)
Insurance	(1,536)	(1,412)
Contract Cleaning & Materials	(15,016)	(12,545)
Administration including stationery, postage	(607)	(320)
General Repairs and Maintenance	(9,555)	(7,512)
Annual Renewals, Refuse, Contracts, Certifications and Licences	(3,312)	(2,563)
Sundries	(524)	(321)
Infrequent Maintenance	-	-
Total	(44,656)	(28,720)

4 Trustees’ remuneration and expenses and related parties

The Charity Trustees were not paid and neither did they receive any benefits from the Charity; The Charity does not employ any staff and there have been no transactions with related parties. The Charity receives support from approximately 30 to 35 volunteers on a part time basis. This includes trustee and Committee members roles, and others supporting various activities ranging from general garden and other maintenance, as well as administration and ad hoc event support.

Notes to the Accounts

5 Tangible Fixed Assets

Cost	Land & Buildings £	Fixtures & Fittings £	Total £
Brought forward	873,219	55,604	928,823
Additions	-	12,262	12,262
Disposals	-	(202)	(202)
Carried forward	873,219	67,664	940,883

Depreciation

Brought forward	(292,985)	(29,841)	(322,826)
Depreciation charge for year	(14,505)	(6,766)	(21,271)
Disposals	-	202	202
Carried forward	(307,490)	(36,405)	(343,895)

Net Book Value

Brought forward	580,234	25,763	605,997
Carried forward	565,729	31,259	596,988

	2023 Total £	2022 Total £
6 Debtors - Hirers	4,347	4,528

7 Cash and cash equivalents

Current account	7,675	31,482
Savings account	61,728	65,148
Investment Deposits / Bonds	45,000	15,000
Investment Account	762	762
Total cash and cash equivalents	115,165	112,392

Notes to the Accounts

	2023	2022
	Total	Total
	£	£
8 Creditors: amounts falling due within one year		
Hirer deposits held	(718)	(718)
Hall Hire Fees in Advance	-	(123)
Accruals for specific expenses incurred	(4,954)	(3,941)
Provision for refunds/credits	(2,283)	(1,180)
Capital & Maintenance accruals	(5,002)	(850)
	(12,597)	(6,812)

9 Funds

	Asset Replacement Reserve	Capital Reserve	Capital Grants & Donations	Free Reserve	Total Funds
	£	£	£	£	£
Opening Balance 31 July 21	57,250	616,145	(56,398)	46,270	663,267
Income for the year	-		2,818	44,137	46,955
Operating Expenditure	-			(28,720)	(28,720)
Depreciation	(5,560)	(14,505)			(20,065)
Fund transfers related to capital expenditure	-	4,357		(4,357)	-
Capital Grants received			(1,088)	1,088	
Closing Balance 31 July 22	51,690	605,997	(54,668)	58,418	661,437
Income for the year	-	-	3,068	51,672	54,540
Operating Expenditure	-	-	-	(44,656)	(44,656)
Depreciation	(6,766)	(14,505)	-	-	(21,271)
Fund transfers related to capital expenditure	-	5,496	-	(5,496)	-
Capital Grants received	-	-	(2,500)	2,500	-
Closing Balance 31 July 23	44,924	596,988	(54,100)	62,438	650,050

The policy for each of these reserves is detailed in Section 7.2 of the Trustees' Report and all funds are unrestricted.

Notes to the Accounts

10 Analysis of Net Assets between funds

	Free Reserves £	Designated Capital & Grant Reserve £	Designated Asset Replacement Reserve £	2023 Total £	2022 Total £
Tangible fixed assets	-	596,988	-	596,988	605,997
Cash at bank and in hand	65,239	-	49,926	115,165	112,392
Other net current assets (liabilities)	(2,801)	(3,068)	(5,002)	(10,871)	(5,102)
Capital Grant deferred creditor	-	(51,032)	-	(51,032)	(51,850)
NET ASSETS	62,438	542,888	44,924	650,250	661,437

KING EDWARD VII INSTITUTE

England & Wales - Charity number 305234

Accounts

THE KING EDWARD VII INSTITUTE GROOMBRIDGE

GROOMBRIDGE VILLAGE HALL



**Report of the Trustees and Financial
Statements for the year ended 31st July 2022**

Registered Charity No: 305234

The King Edward VII Institute Groombridge
Groombridge Village Hall
Station Road,
Groombridge, Tunbridge Wells,
TN3 9QX www.groombridgevillagehall.org.uk

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Reference and administrative details of the Charity, its Trustees and Advisors

Name: The King Edward VII Institute Groombridge

Known as: Groombridge Village Hall

Registered Charity No: 305234

Address: Station Road, Groombridge, Tunbridge Wells, TN3 9QX

Correspondence Address: Treasurer, Rotherdene, Withyham Rd, Groombridge, Tunbridge Wells, TN3 9QT. [email: treasurer@groombridgevillagehall.org.uk](mailto:treasurer@groombridgevillagehall.org.uk)

Trustees:

Jeremy Passmore (Clerk), David Homewood, Jayne Watson, Tony Bossons (Hon. Treasurer), Rebecca Allan, Kathleen Phillips,

In accordance with the deeds, the Chairman is elected at each Trustees meeting. All Trustees are automatically members of the Management Committee and two of them are also elected officers of this committee - Mr Bossons as Treasurer and Mr Homewood as Secretary.

Management Committee:**Elected members**

Susan Homewood (Chairperson)

Email: chairman@groombridgevillagehall.org.uk

David Homewood (Hon Secretary)

Email: david.homewood4@btinternet.com

Tony Bossons (Hon. Treasurer)

Email: treasurer@groombridgevillagehall.org.uk

Tony Howell (Health & Safety, Caretaking & Cleaning, Fabrics)

Email: caretaking@groombridgevillagehall.org.uk

Duncan Sanders (Booking Secretary)

Email: bookings@groombridgevillagehall.org.uk

In addition, there are several elected and non-elected user representatives who attend the Committee Meetings. Representatives, include the Parish Council, The Pre-School, W.I., Tai Chi, the History Society, Horticultural Society, Senior Fitness, Bridge, Good Companions, the Groombridge Amateur Dramatic Society, Badminton and Table Tennis, etc.

Independent Examiner:

Mr Peter Lawne

Bankers: HSBC, 105 Mount Pleasant, Tunbridge Wells, TN1 1QP

1. Introduction

The Trustees present their report together with the financial statements for the year ended 31 July 2022.

2. Charity Objectives

The Charity provides the Groombridge Village Hall to meet the needs of the local Community to hire the hall, participate in activities taking place, and attend events there. We aim to provide for a wide range of activities for all ages, with a view to combating social exclusion and without distinction of political, religious or other opinion.

To satisfy our purpose we provide a flexible, modern, clean, and attractive building supported by a responsive and supportive Management Committee.

Located in the centre of the village of Groombridge in delightful Wealden countryside, straddling the border of East Sussex and West Kent, 5 miles equidistant from Royal Tunbridge Wells and Crowborough, the Groombridge Village Hall provides one of the most modern and flexible Village Halls in this part of South-East England.

The Village Hall facilities are available for hire by any individual or organisation in accordance with the Standard Booking Conditions and at the prevailing tariffs. It is our policy that the tariff of hire charges is set to generate enough income to cover all regular operating expenditure incurred in providing the facilities and carrying out the Charity's objectives and provides an appropriate level of reserves. Tariffs are factored from a 'Base' tariff and are set such that local voluntary not-for-profit user group's benefit from discounted rates whilst commercial and tax-funded organisations are generally charged premium rates. Specific improvements may be funded by specific appeals, fundraising activities, and grants.

3. The Facilities

The Village Hall was substantially enlarged in 2000 thanks to tremendous support and contributions from residents, the National Lottery Charities Board, Local Authorities and other trusts and organisations.

There are **three main venues** which can be hired separately or in any combination, all in superb order and equipped with good comfortable seating and tabling for between 60 and 150 per venue, or over 300 in total. The **Main Hall** (14.3 x 8.1 metres) has, additionally, a fixed stage (8.1 x 4.2 metres) and has direct access to the main fully equipped kitchen and backstage storage area and dressing room with its own toilets. It is badminton-court size, with court lines permanently marked. This hall accommodates 150 seated for theatre performances, seminars and conferences, or up to 120 for dining and dancing. Double doors lead directly to the secure courtyard overlooking the grounds of Groombridge Place. This area serves as the Pre-School children's play area during term-time, whilst creating a relaxing ambiance for that summer evening drink during a dance, theatre performance or private function.

The **New Hall** (11.2 x 8.9 metres) boasts its own kitchenette and toilets and can accommodate up to 100 seated, and 80 for a dinner with bar and disco. Ideal for Wedding Breakfasts, parties, soirees, and training & communication seminars and serves as a studio for dance, yoga and Pilates classes. Opening the chair store doors wide reveals a wide-open thoroughfare from the New Hall to the Main Hall, thus creating a superbly linked venue for dining and dancing combinations (yet when closed, the double chair store doors provide near-perfect sound insulation between the two halls).

The **Clubroom** (6.6 x 6 metres) is ideal for a smaller gathering or meeting. Seating up to 50 in comfort, the Clubroom is also often used for refreshments or a bar when part of a larger event using one or both of the other halls. Like the New Hall, it also has its own kitchenette, toilet, courtyard, external entrance, and library.

The premises provide ultimate flexibility for small and large uses – from small Meetings for a dozen people or less; dances, discos, and private parties where up to 200 or even more can be accommodated in comfort; and for many hundreds when the whole building is used for craft sales & bazaars, jumble sales, fund-raising coffee mornings and similar events.

As each venue can be booked separately or in any combination, simultaneous hirings can be accommodated, whilst internal and external accessibility ensures that hirers in one venue need not be interrupted or inconvenienced by those hiring another venue. When the Pre-School are in residence their area is secured by locked doors from the rest of the hall and other users.

All the amenities were new or completely refurbished in 2000 including full disabled WC and baby-changing facilities. Access throughout is friendly to the wheelchair-bound and less mobile, with level areas and double doors, and stairs only to the stage. Both the Main Hall and the New Hall are fitted with Induction Loop Systems. The building is non-smoking and has a full Premises Licence from Wealden District Council.

The main kitchen (available for general or exclusive use), 7 x 2 metres, is well equipped with an electric cooker and warming cupboards, multi-cup water heater, refrigerator, commercial dishwasher, microwave and secure storage for caterers and air conditioning. Two serveries open to the Main Hall and another to the corridor.

Crockery and cutlery are available to hirers as is demountable staging – ideal for presentations, meetings, displays and small stage performances.

There is provision for off-street car parking spaces including disabled parking bays.

4. Beneficiaries of the Charity

The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.

We are host to a very wide range of activities in which the local community can take part. Readers can obtain contact information for any of the user groups mentioned below directly or through the booking secretary at bookings@groombridgevillagehall.org.uk, whilst details of the facility, booking occupancy and availability are available at www.groombridgevillagehall.org.uk.

There is a diverse use of the building from many local organisations, clubs, and businesses as well as from individual hirers. The range of participative activities that all our hirers provide for the benefit of the community enable us to meet our charitable Purpose and Objectives.

5. Achievements and performance in relation to objects

The Village Hall continues to provide well maintained facilities for use by the local community through a variety of voluntary, commercial, and private organisations and individuals some of whom are regular hirers as well as one off hirers for special occasions. There are also circa 33 volunteers who look after the garden and surrounding areas. The Trustees and Management Committee are ever thankful to all those people and organisations whose visions and enthusiasms bring these opportunities and activities to the local community for their participation.

Maintaining the fabric of the building and the Hall's facilities in good order continued to be the focus with expenditures outlined in the financial review – section 7 below.

6. Operational policies and practice

We operate a Hire Agreement (Booking Terms and Conditions) which incorporate the necessary provisions of the Health and Licensing Acts. All Regular Hiring Organisations are required to sign this. We also maintain Hiring and User Category and Definition Policies, combining them together with summaries of our policies on Tariffs, Cancellations, Alcohol Charging, Credit and Non-credit customers, and Returnable Security & Hiring Deposits (RSDs and RHDs). These policies and practices have enabled the fair provision of the Hall's facilities to a wide number of organisations and individuals within the community.

7. Financial Review

7.1 Principal Financial Management Policies.

These are detailed in Note 1 to the financial statements on page 15.

7.2 Policy for Reserves.

All the Charity's reserves are unrestricted. The policy for maintaining general and designated reserves is set out below:

The **Asset Replacement Reserve** is held for the replacement of Furniture, Fixtures & Fittings and Equipment. Funds have been set aside, matching depreciation on assets which the Trustees expect to replace over the next ten years.

The **Infrequent Maintenance Cost Reserve** is held for funding high expense but infrequent items of repair and maintenance. These items typically relate to the maintenance of the Hall floors, building and grounds.

Free Reserves: (also known as the General Reserve). These reserves are available to cover short-term deficiencies between the Village Hall's regular operating income and regular operating

expenditure, new capital expenditure, major purchases (e.g. land) and, in the worst case (such as in the event of a disaster causing complete closure and subsequent rebuild of the Village Hall), to assist in funding the community to continue to be served by and enjoy the activities of the organisations, societies and clubs which use the Village Hall. The unrestricted and free reserves should ideally be between 12-24 months' routine running costs – that is, between £40,000 and £80,000 based on the average expense over recent years pre Covid. At 31 July 2022, free reserves stood at £58,418. Including other unrestricted reserves which could also be used freely (the infrequent maintenance and asset replacement reserves) the total free reserves stood at £110,108.

Capital Reserve: This reserve will be maintained at the same level as the net book value of the fixed assets of the Hall.

7.3 Funding Sources and Uses in 2022.

Spending on activities furthering the Charity's Objectives. We spent £28,720 [2021 £22,360] in furthering the Charity's objectives and a further £9,917 [2021 £9,218] was spent on capital principally in relation to completing the installation of Heating Save technology, LED lighting and installation of Security Cameras.

Total funds were £661,437 [2021 £663,267] of which Free Reserves (for new capital equipment and emergencies) were £58,418 [2021 £46,270].

Income for the year to July 31st, 2022, was £46,955 [2021 £40,996] of which Hall Hire Rental income was £41,382. [2021 £21,542].

Non hire income includes Donations and Grants of £5,485 [2021 £18,806]. In the year the Hall received new capital grants of £1,088 towards the LED Lighting project from Gatwick Community Trust as well as a revenue grant of £2,677 re Covid. 2021 included £16,097 re Covid Grants received as part of the national relief provisions available during the coronavirus pandemic and included a capital grant received from Withyham Parish Council £1,900 to support the installation of LED lighting. As with many other organisations the Hall has been impacted by closure and limited operating capabilities since March 2020 and mainly in the preceding financial year.

Operating costs before depreciation were £28,720 [2021 £22,360] with infrequent maintenance £nil [2021 £2,420]. **Gas / Electricity** costs were £2,562 [2021 £5,001] with the benefits attributable to a 3-year fixed price contract ending December 2022, Solar Panels, and installation of Heatsave energy management system as well as a new smart meter replacing estimated billing. **Contract cleaning** continues to be a material expenditure at £12,545 [2021 £3,334] including cleaning materials has resumed normal levels due to increased hire activities now permitted. **Annual Renewals** were £2,563 [2021 £2,073] with the principal charges arising from the PRS licence, electrical testing certification, and the Refuse contract. Most **Annual Renewals** are mandatory or regulatory and unavoidable.

7.4 Balances and Funds

The total Net Asset balance at the end of the year was £716,105 [2021 £719,665] of which £605,997 represents the net book value of fixed assets and the capital reserve. The balance comprises liquid assets - deposit bonds, savings accounts and cash at bank and working capital balances of hirer debt and creditors.

7.5 Contingencies

There is no litigation or claims outstanding.

The uncertainties surrounding future energy prices and the end of the current fixed price contract remain a key contingent factor on the Hall's future financial performance.

8. Future

The financial outlook for 2022/23 assumes booking activity will continue at the same levels as the previous 12 months with the variable operating costs being managed accordingly. A prudent and consistent approach will be maintained towards regular asset replacement and the infrequent maintenance activities of the Hall.

The net assets of the Hall and its working capital (principally Bank and Cash) ensures the Hall can meet its obligations and liabilities as they fall due for the next 12 months.

Risks on operating expenditures are managed by securing long term pricing on utility costs and insurance. A 3-year Insurance contract was contracted from August 2020 and covers the next financial year. Utilities risk is managed by contracting through a specialist broker to cap unit prices for both gas and electricity over multi year periods to mitigate short term volatilities.

9. Structure, Governance and Management

9.1 Legal Status

The Charity is an unincorporated trust, established by a conveyance dated 15th August 1911, conveying freehold land for the establishment of buildings for recreational purposes to seven gentlemen who became the 'First Trustees', and on 16th August 1911 those First Trustees declared rules and regulations for the management of the trust. On 31st May 1940, by an Order of the Board of the Charity Commissioners for England and Wales, the proceedings of the Trustees and the provisions of the 1911 document were varied. These two documents are generally referred to as the Trust Documents. In 1955 the freehold property was vested in the Official Custodian for Charities, who holds it on behalf of the Charity.

The Charity's rules and regulations delegated to the Committee of Management such powers of the Trustees as they considered fit, but on the condition that the Trustees would always be ex-officio members of the Committee. Over time this arrangement has evolved into the Management Committee we have today. The deeds permit a maximum of seven Trustees and 12 Committee members (excluding ex-officio Trustee members). The Charity's detailed operating rules and

procedures are set out in an 'Information Pack' which is made available to all Trustees and members of the Management Committee.

9.2 Responsibilities of the Management Committee and Trustees

The role of the Management Committee and Trustees is to ensure the effective governance of the Charity. They are responsible for safeguarding the Charity's purpose, ethos, and values. They agree our policy and help develop the plans to maintain and improve the Institute for the benefit of its users and the community at large. They help monitor the Institute's financial performance and agree how best to use and protect our assets.

Trustees are appointed for a 5-year term, renewable. New Trustees are appointed by the current Trustees following discussion and agreement of potential candidates. It is most likely such candidates will be known to the current Trustees or recommended to them as having strengths, skills, knowledge, and experience commensurate with the needs of the Charity.

Members of the Management Committee are selected because of what they can contribute based on relevant experience, skills and interest and they take an active part in the running of the Charity. Members so appointed are ratified at the AGM.

New and existing Trustees and Management Committee members are acquainted with the history of the Charity and with its current operations and financial performance, with the legislation affecting the Charity and with the requirements and duties of Trustees as set out in guidance published by the Charity Commission. They are expected to be familiar with the workings and decision-making processes of the Charity, and take responsibility for or be actively involved with specific functional operations such as fabric maintenance and equipment, cleaning and caretaking, bookings management, finance etc.

Management

The on-going day to day management of the Charity is by the Management Committee in accordance with the Trust Documents and Rules & Procedures. The Committee is composed of a minimum of 7 and up to 12 members excluding ex-officio Trustees and Co-opted Members or User representatives (for whom there are no numerical limits).

The Executive Officers of the Management Committee are the Chairman, Fabrics Chairman, Bookings Secretary, Secretary and Hon. Treasurer. At Meetings a Quorum is 4 Management Committee members of whom two must be Officers.

Management Committee members can vote at Management Committee Meetings and make decisions affecting the Hall.

Co-opted or User Representative members are invited to join the Committee for their contributions but do not have a vote at Committee Meetings, do not make decisions and do not share the legal responsibilities of Trustees. In all other respects they actively contribute to the running and development of the Institute

Members are expected to attend the Meetings and to have a full knowledge of how the Committee is run, the financial situation, what decisions are being made and why and freely express their thoughts and ideas on how to continue to successfully manage a vital village asset.

Elected Committee Members sign in the Minute Book each year that they have read the Trust Documents, Rules and Procedures, and the 'Information Pack', to show they fully understand these and the workings of the Institute.

The Management Committee meet formally every two months. In addition, sub-Committee Meetings or Meetings of the Executive Officers may take place at any time. In the current age of electronic communications, many matters are dealt with by email with ratification and confirmation made at scheduled Committee Meetings. The Annual General Meeting of the Charity is normally held within 4 months of the end of the Financial Year.

The Information Pack referred to provides detailed guidance on how the Management Committee operates.

9.3 Risk Management

The major risks to which the Charity is exposed relate to the provision and running of the Village Hall and are regularly reviewed. This is done by means of:

- Bi-monthly Management Committee Meetings and bi-annual Trustee Meetings.
- Risk Assessments of the fabric and operational running of the hall (fire, health & safety and security).
- Continual financial and budgetary control assessment including monthly management accounts and reviews of costs and hiring tariffs.
- At least annual review of long-term maintenance and refurbishment plans, the financing thereof and consideration by the Committee of short- and medium-term tactics and plans to ensure both the physical and financial security of the Charity's assets.
- Regular review of established accounting policies for Approval Authorities (procurement and expenditure control) and Reserves.
- Use of the CCs "Internal Controls Checklist" to ensure effective control over the placement of orders, purchases and financial expenditure, and ACRE's "Village Hall Management Health Check".
- Annual review of Tariffs to ensure adequacy to cover operational costs.
- Regular review of the Hiring Policy and updating of Hire Agreement as necessary to ensure a sound contractual base for all hirings
- Provision of detailed procedures for the operational running and effectiveness of the Charity including descriptions of the roles and responsibilities of officers; and utilisation or employment of professional expertise whenever appropriate especially regarding contractual matters or matters with potential significant outlays or commitments.
- Periodic review of Insurable risks including the extent and adequacy of cover especially as regards the main asset – the building – and contents, the inventory of which is updated and re-valued annually. The hall maintains a comprehensive insurance policy for both fabric and public liability risks with a policy procured through services provided by ACRE and specifically tailored to the needs of Village Halls.

9.4 Code of Conduct

The code of conduct for Management Committee members is synonymous with those of 'Trustees'. Some of the more important of these are:

- Committee members must act reasonably and with probity and due prudence and should consider taking professional advice on any matter of significance where we do not have the expertise ourselves. The latter is particularly important when entering substantial contracts or borrowings to ensure that the Charity has the means to meet its obligations.
- The Committee must administer the Institute, its assets, and financial resources, in the interests of the Institute and current, future, and potential users and beneficiaries. It has a general duty of protecting the Charity's property and is accountable for the solvency and continuing effectiveness of the Charity.
- Decisions concerning the Charity must be taken by the Committee acting together. Members cannot delegate their responsibilities; where a committee member is acting as a delegate of the Committee, he/she must always record in writing what was agreed in conversation.
- The act of one Committee member may render all Committee members liable, and thus all Committee members must ensure they are fully informed.
- Where a committee member dissents from the majority view his/her dissent is fully recorded in the minute book.
- Whilst the Charity's Rules and Regulations permit clerks or specialist contractors to be employed by the management Committee, the Committee remains legally responsible and must control and supervise the work of those so employed.
- Management Committee members cannot be paid nor gain financial or material benefit for themselves, their families, or friends, from their involvement with the Charity. Necessary expenses incurred wholly and exclusively for the benefit of the Charity can be reimbursed on production of receipts.
- Where Committee members are required to decide regarding one of their number, that member must not be present.

If Committee members act prudently, lawfully and in accordance with the governing documents, then any liabilities they incur can be met out of the Charity's resources. If they act otherwise, they may be in breach of trust and personally liable to meet any call on the Charity's property arising from their actions or make good any loss to the Charity. As ever, the Trustees thank most sincerely the members of the Management Committee who carry out their duties on an entirely voluntary basis.

Approved by Trustees on 23 November 2022 and signed on their behalf by:



Tony Bossons ACA Hon Treasurer

Independent Examiner's Report to the Trustees of The King Edward VII Institute Groombridge

I report on the accounts of The King Edward VII Institute (Charity No: 305234) for the year ended 31 July 2022, set out on pages 13 to 19.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter Lawne ACA

23 November 2022

Statement of Financial Activities for the year ended 31 July 2022

	<i>Notes:</i>	<i>Unrestricted Funds</i>			
		2022 Free Reserves £	2022 Designated Reserves £	2022 Total £	2021 Total £
Income from:					
Donations / Grants		-	5,485	5,485	18,806
Charitable activities (Hall Hire)		41,382	-	41,382	21,542
Interest		-	88	88	648
Other income		-	-	-	-
Total Income	2	41,382	5,573	46,955	40,996
Expenditure on charitable activities:					
Hall operating costs	3	(28,720)	-	(28,720)	(22,360)
Depreciation	5	-	(20,065)	(20,065)	(18,912)
Total expenditure		(28,720)	(20,065)	(48,785)	(41,272)
Net income (expenditure)		12,662	(14,492)	(1,830)	(276)
Total funds brought forward		35,336	627,931	663,267	720,750
Prior Year adjustment re Grants	1.4				(57,207)
Transfers	9	-	-	-	-
Total funds carried forward	9	47,998	613,439	661,437	663,267

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the statement of financial activities.

A **prior year adjustment** (see note 1.4) has been made in respect of capital grants previously accounted for as revenue grants and now reported under creditors as deferred income.

Balance Sheet at 31 July 2022

	<i>Notes:</i>	2022 Total £	2021 Total £
Fixed Assets			
Tangible Assets	5	605,997	616,145
Current Assets:			
Trade Debtors	6	4,528	1,785
Cash in hand and at bank	7	112,392	110,988
		116,920	112,773
Current Liabilities:			
Creditors falling due within one year	8	(6,812)	(9,253)
Deferred income from capital grants received due in 1 year		(2,818)	(2,709)
		107,290	100,811
Net Current Assets		713,287	716,956
Total Assets less current liabilities:			
Creditors falling due after one year			
Deferred income from capital grants received		(51,850)	(53,689)
		661,437	663,267
Total Net Assets		661,437	663,267
 The funds of the Charity			
Unrestricted Funds			
Designated Asset Replacement Reserve	9	51,690	57,250
Designated Capital Reserve	9	605,997	616,145
Designated Reserve for Capital Grants & Donations	9	(54,668)	(56,398)
Free Reserves	9	58,418	46,270
		661,437	663,267
Total Funds		661,437	663,267

These accounts were approved at a meeting of the board of Trustees on 23 November 2022 and signed on their behalf by:



Tony Bossons ACA - Hon Treasurer

Notes to the Accounts

1 Basis of Preparation and Accounting Policies

The Charity is an unincorporated trust, registered with the Charity Commission. Its address is Groombridge Village Hall, Station Road, Groombridge, Tunbridge Wells, TN3 9QX.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £. The Charity meets the definition of a public benefit entity under FRS 102. There are no material uncertainties about the Charity's ability to continue, and so the going concern basis of accounting has been adopted.

A prior year adjustment has been included in respect of grants and donations previously received to separately account for capital contributions received in line with 1.4 below. Previously all grants have been treated as income on receipt.

1.2 Tangible Fixed Assets.

These are capitalised at cost and if they can be used for more than one year. They are depreciated over their estimated useful lives on a straight-line basis as follows:

- Buildings 50 years.
- Fixtures & Fittings 10 years

1.3 Income.

Rental income is recognised at the date of invoice and hire (uncollected income is shown as debtors) and a hire policy is maintained for deposits and cancellations.

1.4 Grants & Donations.

Grants and donations relating to revenue are recognised in profit and loss on a systematic basis over the periods in which the entity recognises the related costs for which the grant is intended to compensate. Capital-based grants and donations are recognised in profit and loss on a systematic basis over the useful economic life of the asset to match the associated depreciation.

1.5 Expenditure.

Expenditure is recognised when there is a legal or constructive obligation to transfer resources to a third party, settlement is probable, and the amount can be measured reliably.

Notes to the Accounts

	2022	2021
	Total	Total
	£	£
1.6 Reserves		
A separate reserve for asset replacement, infrequent maintenance costs and a capital reserve are maintained. These are unrestricted and separately designated funds set aside for specific future purposes or projects. Restricted funds are funds subject to specific trusts within the objects of the Charity; there are currently no restricted funds.		
2 Income	46,955	40,996
Hire income.	41,382	21,542
Donations and Grants		
Wealden District Council – Covid Support Grant’s	2,667	16,097
Income released from capital grants and donations	2,818	2,709
	5,485	18,806
Capital grants and donations received and deferred Gatwick Community Trust / WPC	1,088	1,900
3 Expenditure on charitable activities		
<i>Hall operating costs:</i>		
Rates (Wealden District Council)	(384)	(27)
Water Rates (South-East Water)	(578)	(320)
Sewerage (Southern Water)	(90)	(247)
Telephone	(433)	(480)
Gas	(1,087)	(3,376)
Electricity	(1,475)	(1,625)
Insurance	(1,412)	(1,371)
Contract Cleaning & Materials	(12,545)	(3,334)
Administration including stationery, postage	(320)	(1,032)
General Repairs and Maintenance	(7,512)	(5,826)
Annual Renewals, Refuse, Contracts, Certifications and Licences	(2,563)	(2,073)
Sundries	(321)	(229)
Infrequent Maintenance	-	(2,420)
Total	(28,720)	(22,360)

4 Trustees’ remuneration and expenses and related parties

The Charity Trustees were not paid and neither did they receive any benefits from the Charity; The Charity does not employ any staff and there have been no transactions with related parties. The Charity receives support from approximately 30 to 35 volunteers on a part time basis. This includes trustee and Committee members roles, and others supporting various activities ranging from general garden and other maintenance, as well as administration and ad hoc event support.

Notes to the Accounts

5 Tangible Fixed Assets

Cost	Land & Buildings £	Fixtures & Fittings £	Total £
Brought forward	873,219	53,273	926,492
Additions	-	9,917	9,917
Disposals	-	(7,586)	(7,586)
Carried forward	873,219	55,604	928,823
Depreciation			
Brought forward	(278,480)	(31,867)	(310,347)
Depreciation charge for year	(14,505)	(5,560)	(20,065)
Disposals	-	7,586	7,586
Carried forward	(292,985)	(29,841)	(322,826)
Net Book Value			
Brought forward	594,739	21,406	616,145
Carried forward	580,234	25,763	605,997

	2022 Total £	2021 Total £
6 Debtors		
Hirers	4,528	1,785

7 Cash and cash equivalents

Current account	31,482	19,071
Client deposits	-	820
Savings account	65,148	75,128
Investment Deposits / Bonds	15,000	15,208
Investment Account	762	761
Total cash and cash equivalents	112,392	110,988

Notes to the Accounts

	2022	2021
	Total	Total
	£	£
8 Creditors: amounts falling due within one year		
Hirer deposits held	(718)	(718)
Hall Hire Fees in Advance	(123)	(459)
Accruals for specific expenses incurred	(3,941)	(4,094)
Provision for refunds/credits	(1,180)	(1,512)
Hall Maintenance (2021 capital) clubroom accruals	(850)	(2,470)
	(6,812)	(9,253)

9 Funds

	Asset Replacement Reserve	Capital Reserve	Capital Grants & Donations	Free Reserve	Total Funds
	£	£	£	£	£
Opening Balance 31 July 20	61,657	625,839		33,254	720,750
Prior Year Adjustment re Capital Grants and Donations			(57,207)		(57,207)
Income for the year	-		2,709	38,287	40,996
Operating Expenditure	-			(22,360)	(22,360)
Depreciation	(4,407)	(14,505)			(18,912)
Fund transfers related to capital expenditure	-	4,811		(4,811)	-
Capital Grants received			(1,900)	1,900	
Closing Balance 31 July 21	57,250	616,145	(56,398)	46,270	663,267
Income for the year	-		2,818	44,137	46,955
Operating Expenditure	-			(28,720)	(28,720)
Depreciation	(5,560)	(14,505)			(20,065)
Fund transfers related to capital expenditure	-	4,357		(4,357)	-
Capital Grants received			(1,088)	1,088	
Closing Balance 31 July 22	51,690	605,997	(54,668)	58,418	661,437

The policy for each of these reserves is detailed in Section 7.2 of the Trustees' Report and all funds are unrestricted.

Notes to the Accounts

10 Analysis of Net Assets between funds

	Free Reserves £	Designated Capital & Grant Reserve £	Designated Asset Replacement Reserve £	2022 Total £	2021 Total £
Tangible fixed assets	-	605,997	-	605,997	616,145
Cash at bank and in hand	60,702	-	51,690	112,392	110,988
Other net current assets (liabilities)	(2,284)	(2,818)	-	(5,102)	(7,468)
Capital Grant deferred creditor	-	(51,850)	-	(51,850)	(53,689)
NET ASSETS	58,418	551,329	51,690	661,437	663,267

KING EDWARD VII INSTITUTE

England & Wales - Charity number 305234

Accounts

THE KING EDWARD VII INSTITUTE GROOMBRIDGE

GROOMBRIDGE VILLAGE HALL



Report of the Trustees and Financial Statements for the year ended 31st July 2021

Registered Charity No: 305234

The King Edward VII Institute Groombridge
Groombridge Village Hall
Station Road,
Groombridge, Tunbridge Wells,
TN3 9QX www.groombridgevillagehall.org.uk

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Reference and administrative details of the Charity, its Trustees and Advisors

Name: The King Edward VII Institute Groombridge

Known as: Groombridge Village Hall

Registered Charity No: 305234

Address: Station Road, Groombridge, Tunbridge Wells, TN3 9QX

Correspondence Address: Treasurer, Rotherdene, Withyham Rd, Groombridge, Tunbridge Wells, TN3 9QT. [email: treasurer@groombridgevillagehall.org.uk](mailto:treasurer@groombridgevillagehall.org.uk)

Trustees:

David Homewood	Jayne Watson
Trevor Harrison	Rebecca Allan
Tony Bossons (Hon. Treasurer)	Kathleen Phillips
Jeremy Passmore (Clerk)	

In accordance with the deeds, the Chairman is elected at each Trustees meeting. All Trustees are automatically members of the Management Committee and two of them are also elected officers of this committee - Mr Bossons as Treasurer and Mr Homewood as Secretary.

Management Committee:**Elected members**

Susan Homewood (Chairperson)
[Email: chairman@groombridgevillagehall.org.uk](mailto:chairman@groombridgevillagehall.org.uk)

David Homewood (Hon Secretary)

Tony Bossons (Hon. Treasurer)
[Email: treasurer@groombridgevillagehall.org.uk](mailto:treasurer@groombridgevillagehall.org.uk)

Tony Howell (Health & Safety, Caretaking & Cleaning, Fabrics)
[Email: caretaking@groombridgevillagehall.org.uk](mailto:caretaking@groombridgevillagehall.org.uk)

Duncan Sanders (Booking Secretary)
[Email: bookings@groombridgevillagehall.org.uk](mailto:bookings@groombridgevillagehall.org.uk)

Gwen Butcher, Sarah Cooper, Ian Draper, Sarah Merriman, Catriona McDonald.

In addition, there are several non-elected user representatives who attend the Committee Meetings from time to time. including the Parish Council, The Pre-School, W.I., Tai Chi, the History Society, Horticultural Society, Senior Fitness, Bridge, Good Companions, the Groombridge Amateur Dramatic Society, Badminton and Table Tennis, etc.

Independent Examiner:

Mr Warren Rainforth FCMA

Bankers: HSBC, 105 Mount Pleasant, Tunbridge Wells, TN1 1QP

1. Introduction

The Trustees present their report together with the financial statements for the year ended 31 July 2021.

2. Charity Objectives

The Charity provides the Groombridge Village Hall to meet the needs of the local Community to hire the hall, participate in activities taking place, and attend events there. We aim to provide for a wide range of activities for all ages, with a view to combating social exclusion and without distinction of political, religious or other opinion.

To satisfy our purpose we provide a flexible, modern, clean, and attractive building supported by a responsive and supportive Management Committee.

Located in the centre of the village of Groombridge in delightful Wealden countryside, straddling the border of East Sussex and West Kent, 5 miles equidistant from Royal Tunbridge Wells and Crowborough, the Groombridge Village Hall provides one of the most modern and flexible Village Halls in this part of South-East England.

The Village Hall facilities are available for hire by any individual or organisation in accordance with the Standard Booking Conditions and at the prevailing tariffs. It is our policy that the tariff of hire charges is set to generate enough income to cover all regular operating expenditure incurred in providing the facilities and carrying out the Charity's objectives and provides an appropriate level of reserves. Tariffs are factored from a 'Base' tariff and are set such that local voluntary not-for-profit user group's benefit from discounted rates whilst commercial and tax-funded organisations are generally charged premium rates. Specific improvements may be funded by specific appeals, fundraising activities, and grants.

3. The Facilities

The Village Hall was substantially enlarged in 2000 thanks to tremendous support and contributions from residents, the National Lottery Charities Board, Local Authorities and other trusts and organisations.

There are **three main venues** which can be hired separately or in any combination, all in superb order and equipped with good comfortable seating and tabling for between 60 and 150 per venue, or over 300 in total. The **Main Hall** (14.3 x 8.1 metres) has, additionally, a fixed stage (8.1 x 4.2 metres) and has direct access to the main fully equipped kitchen and backstage storage area and dressing room with its own toilets. It is badminton-court size, with court lines permanently marked. This hall accommodates 150 seated for theatre performances, seminars and conferences, or up to 120 for dining and dancing. Double doors lead directly to the secure courtyard overlooking the grounds of Groombridge Place. This area serves as the Pre-School children's play area during term-time, whilst creating a relaxing ambiance for that summer evening drink during a dance, theatre performance or private function.

The **New Hall** (11.2 x 8.9 metres) boasts its own kitchenette and can accommodate up to 100 seated, and 80 for a dinner with bar and disco. Ideal for Wedding Breakfasts, parties, soirees, and training & communication seminars and serves as a studio for dance, yoga and pilates classes. Opening the chair store doors wide reveals a wide-open thoroughfare from the New Hall to the Main Hall, thus creating a superbly linked venue for dining and dancing combinations (yet when closed, the double chair store doors provide near-perfect sound insulation between the two halls).

The **Clubroom** (6.6 x 6 metres) is ideal for a smaller gathering or meeting. Seating up to 50 in comfort, the Clubroom is also often used for refreshments or a bar when part of a larger event using one or both of the other halls. Like the New Hall, it also has its own kitchenette, toilet, courtyard, external entrance, and library.

The premises provide ultimate flexibility for small and large uses – from small Meetings for a dozen people or less; dances, discos, and private parties where up to 200 or even more can be accommodated in comfort; and for many hundreds when the whole building is used for craft sales & bazaars, jumble sales, fund-raising coffee mornings and similar events.

As each venue can be booked separately or in any combination, simultaneous hirings can be accommodated, whilst internal and external accessibility ensures that hirers in one venue need not be interrupted or inconvenienced by those hiring another venue. When the Pre-School are in residence their area is secured by locked doors from the rest of the hall and other users.

All the amenities were new or completely refurbished in 2000 including full disabled WC and baby-changing facilities. Access throughout is friendly to the wheelchair-bound and less mobile, with level areas and double doors, and stairs only to the stage. Both the Main Hall and the New Hall are fitted with Induction Loop Systems. The building is Non-Smoking and has a full Premises Licence from Wealden District Council.

The main kitchen (available for general or exclusive use), 7 x 2 metres, is well equipped with an electric cooker and warming cupboards, multi-cup water heater, refrigerator, commercial dishwasher, microwave and secure storage for caterers. Two serveries open to the Main Hall and another to the corridor.

Crockery and cutlery are available to hirers as is demountable staging – ideal for presentations, meetings, displays and small stage performances.

There is provision for off-street car parking spaces including disabled parking bays.

4. Beneficiaries of the Charity

The Trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.

We are host to a very wide range of activities in which the local community can take part. Readers can obtain contact information for any of the user groups mentioned below directly or through the booking secretary at bookings@groombridgevillagehall.org.uk, whilst details of the facility, booking occupancy and availability are available at www.groombridgevillagehall.org.uk.

There is a diverse use of the building from many local organisations, clubs, and businesses as well as from individual hirers. The range of participative activities that all our hirers provide for the benefit of the community enable us to meet our charitable Purpose and Objectives.

5. Achievements and performance in relation to objects

The Village Hall continues to provide well maintained facilities for use by the local community through a variety of voluntary, commercial, and private organisations and individuals some of whom are regular hirers as well as one off hirers for special occasions. There are also circa 33 volunteers who look after the garden and surrounding areas. The Trustees and Management Committee are ever thankful to all those people and organisations whose visions and enthusiasms bring these opportunities and activities to the local community for their participation.

Maintaining the fabric of the building and the Hall's facilities in good order continued to be the focus with expenditures outlined in the financial review – section 7 below.

6. Operational policies and practice

We operate a Hire Agreement (Booking Terms and Conditions) which incorporate the necessary provisions of the Health and Licensing Acts. All Regular Hiring Organisations are required to sign this. We also maintain Hiring and User Category and Definition Policies, combining them together with summaries of our policies on Tariffs, Cancellations, Alcohol Charging, Credit and Non-credit customers, and Returnable Security & Hiring Deposits (RSDs and RHDs). These policies and practices have enabled the fair provision of the Hall's facilities to a wide number of organisations and individuals within the community.

Whilst the Hall is registered as a 'Food Business', the food preparation carried out - typical of most Village Halls - does not confer 'Commercial Food Business' status upon us.

7. Financial Review

7.1 **Principal Financial Management Policies.**

These are detailed in Note 1 to the financial statements on page 15.

7.2 **Policy for Reserves.**

All the Charity's reserves are unrestricted. The policy for maintaining general and designated reserves is set out below:

The **Asset Replacement Reserve** is held for the replacement of Furniture, Fixtures & Fittings and Equipment. Funds have been set aside, matching depreciation on assets which the Trustees expect to replace over the next ten years.

The **Infrequent Maintenance Cost Reserve** is held for funding high expense but infrequent items of repair and maintenance. These items typically relate to the maintenance of the Hall floors, building and grounds.

Free Reserves: (also known as the General Reserve). These reserves are available to cover short-term deficiencies between the Village Hall's regular operating income and regular operating expenditure, new capital expenditure, major purchases (e.g. land) and, in the worst case (such as in the event of a disaster causing complete closure and subsequent rebuild of the Village Hall), to assist in funding the community to continue to be served by and enjoy the activities of the organisations, societies and clubs which use the Village Hall. The unrestricted and free reserves should ideally be between 12-24 months' routine running costs – that is, between £40,000 and £80,000 based on the average expense over recent years. Note the most recent accounting period, due to the pandemic, is not representative in this regard. At 31 July 2021, free reserves stood at £46,270. Including other unrestricted reserves which could also be used freely (the infrequent maintenance and asset replacement reserves) the total free reserves stood at £103,520.

Capital Reserve: This reserve will be maintained at the same level as the net book value of the fixed assets of the Hall.

7.3 Funding Sources and Uses in 2021.

Spending on activities furthering the Charity's Objectives. We spent £22,360 [2020 £30,414] in furthering the Charity's objectives and a further £9,218 [2020 £12,900] was spent on capital principally in relation to the initial work on installation of Heating Save technology and LED lighting. [2020 related to the installation of Solar Panels].

Total funds were £719,665 [2020 £720,750] of which Free Reserves (for new capital equipment and emergencies) were £46,270 [2020 £31,254].

Income for the year to July 31st, 2021, was £40,187 [2020 £50,168] of which Hall Hire Rental income was £21,542. [2020 £30,072].

Income includes £16,097 [2020 £10,000] comprising Small Business Support Grant Fund "SBSGF" and Restart Grant received as part of the national relief provisions available during the coronavirus pandemic. As with many other organisations the Hall has been substantially impacted by closure and limited operating capabilities in this financial year. Income also includes £1,900 capital grant received from Withyham Parish Council to support the installation of LED lighting [2020 includes £10,000 received from The National Lottery Community Fund to also fund capital projects].

Operating costs before depreciation were £22,360 [2020 £30,414] with infrequent maintenance £2,420 [2020 £1,111]. **Gas / Electricity** costs remain high £5,001 [2020 £5,756] with the price increases offsetting reduced activity levels and usage. **Contract cleaning** continues to be a material expenditure at £3,334 [2020 £8,567] including cleaning materials and was down year on year due to the reduced activities permitted. **Annual Renewals** were £1,302 [2020 £2,546] with the principal charges arising from the PRS licence, electrical testing certification, the Refuse contract. Most **Annual Renewals** are mandatory or regulatory and unavoidable.

7.4 Balances and Funds

The total Net Asset balance at the end of the year was £719,665 [2020 £720,750] of which £616,145 represents the net book value of fixed assets and the capital reserve. The balance comprises liquid assets - deposit bonds, savings accounts and cash at bank and working capital balances of hirer debt and creditors.

7.5 Contingencies

There is no litigation or claims outstanding.

The uncertainties surrounding the current pandemic remain a contingent factor on the Hall's future financial performance.

8. Future

The financial outlook for 2021/22 assumes booking activity will continue to be impacted and constrained by the pandemic to a lesser extent than the previous 12 months with the variable operating costs being managed accordingly. In the meantime, a prudent approach will be maintained towards regular asset replacement and the infrequent maintenance activities of the Hall.

The net assets of the Hall and its working capital (principally Bank and Cash) ensures the Hall can meet its obligations and liabilities as they fall due for the next 12 months.

Risks on operating expenditures are managed by securing long term pricing on utility costs and insurance. A new Insurance provider has been contracted from August 2020. Utilities risk is managed by contracting through a specialist broker to cap unit prices for both gas and electricity over multi year periods to mitigate short term volatilities.

9. Structure, Governance and Management

9.1 Legal Status

The Charity is an unincorporated trust, established by a conveyance dated 15th August 1911, conveying freehold land for the establishment of buildings for recreational purposes to seven gentlemen who became the 'First Trustees', and on 16th August 1911 those First Trustees declared rules and regulations for the management of the trust. On 31st May 1940, by an Order of the Board of the Charity Commissioners for England and Wales, the proceedings of the Trustees and the provisions of the 1911 document were varied. These two documents are generally referred to as the Trust Documents. In 1955 the freehold property was vested in the Official Custodian for Charities, who holds it on behalf of the Charity.

The Charity's rules and regulations delegated to the Committee of Management such powers of the Trustees as they considered fit, but on the condition that the Trustees would always be ex-officio members of the Committee. Over time this arrangement has evolved into the Management Committee we have today. The deeds permit a maximum of seven Trustees and 12 Committee

members (excluding ex-officio Trustee members). The Charity's detailed operating rules and procedures are set out in an 'Information Pack' which is made available to all Trustees and members of the Management Committee.

9.2 Responsibilities of the Management Committee and Trustees

The role of the Management Committee and Trustees is to ensure the effective governance of the Charity. They are responsible for safeguarding the Charity's purpose, ethos, and values. They agree our policy and help develop the plans to maintain and improve the Institute for the benefit of its users and the community at large. They help monitor the Institute's financial performance and agree how best to use and protect our assets.

Trustees are appointed for a 5-year term, renewable. New Trustees are appointed by the current Trustees following discussion and agreement of potential candidates. It is most likely such candidates will be known to the current Trustees or recommended to them as having strengths, skills, knowledge, and experience commensurate with the needs of the Charity.

Members of the Management Committee are selected because of what they can contribute based on relevant experience, skills and interest and they take an active part in the running of the Charity. Members so appointed are ratified at the AGM.

New and existing Trustees and Management Committee members are acquainted with the history of the Charity and with its current operations and financial performance, with the legislation affecting the Charity and with the requirements and duties of Trustees as set out in guidance published by the Charity Commission. They are expected to be familiar with the workings and decision-making processes of the Charity, and take responsibility for or be actively involved with specific functional operations such as fabric maintenance and equipment, cleaning and caretaking, bookings management, finance etc.

Management

The on-going day to day management of the Charity is by the Management Committee in accordance with the Trust Documents and Rules & Procedures. The Committee is composed of a minimum of 7 and up to 12 members excluding ex-officio Trustees and Co-opted Members or User representatives (for whom there are no numerical limits).

The Executive Officers of the Management Committee are the Chairman, Fabrics Chairman, Bookings Secretary, Secretary and Hon. Treasurer. At Meetings a Quorum is 4 Management Committee members of whom two must be Officers.

Management Committee members can vote at Management Committee Meetings and make decisions affecting the Hall.

Co-opted or User Representative members are invited to join the Committee for their contributions but do not have a vote at Committee Meetings, do not make decisions and do not share the legal responsibilities of Trustees. In all other respects they actively contribute to the running and development of the Institute

Members are expected to attend the Meetings and to have a full knowledge of how the Committee is run, the financial situation, what decisions are being made and why and freely express their thoughts and ideas on how to continue to successfully manage a vital village asset.

Elected Committee Members sign in the Minute Book each year that they have read the Trust Documents, Rules and Procedures, and the 'Information Pack', to show they fully understand these and the workings of the Institute.

The Management Committee meet formally every two months. In addition, sub-Committee Meetings or Meetings of the Executive Officers may take place at any time. In the current age of electronic communications, many matters are dealt with by email with ratification and confirmation made at scheduled Committee Meetings. The Annual General Meeting of the Charity is normally held within 4 months of the end of the Financial Year.

Since March 2020 with the social distancing restrictions of the pandemic these Meetings have been held virtually online via Zoom including the AGM.

The Information Pack referred to provides detailed guidance on how the Management Committee operates.

9.3 Risk Management

The major risks to which the Charity is exposed relate to the provision and running of the Village Hall and are regularly reviewed. This is done by means of:

- Bi-monthly Management Committee Meetings and bi-annual Trustee Meetings.
- Risk Assessments of the fabric and operational running of the hall (fire, health & safety and security);
- Continual financial and budgetary control assessment including monthly management accounts and reviews of costs and hiring tariffs;
- At least annual review of long-term maintenance and refurbishment plans, the financing thereof and consideration by the Committee of short- and medium-term tactics and plans to ensure both the physical and financial security of the Charity's assets.
- Regular review of established accounting policies for Approval Authorities (procurement and expenditure control) and Reserves;
- Use of the CCs "Internal Controls Checklist" to ensure effective control over the placement of orders, purchases and financial expenditure, and ACRE's "Village Hall Management Health Check".
- Annual review of Tariffs to ensure adequacy to cover operational costs;
- Regular review of the Hiring Policy and updating of Hire Agreement as necessary to ensure a sound contractual base for all hirings
- Provision of detailed procedures for the operational running and effectiveness of the Charity including descriptions of the roles and responsibilities of officers; and utilisation or employment of professional expertise whenever appropriate especially regarding contractual matters or matters with potential significant outlays or commitments.
- Periodic review of Insurable risks including the extent and adequacy of cover especially as regards the main asset – the building – and contents, the inventory of which is updated and re-valued annually. The hall maintains a comprehensive insurance policy for both fabric

and public liability risks with a policy procured through services provided by ACRE and specifically tailored to the needs of Village Halls.

9.4 Code of Conduct

The code of conduct for Management Committee members is synonymous with those of 'Trustees'. Some of the more important of these are:

- Committee members must act reasonably and with probity and due prudence and should consider taking professional advice on any matter of significance where we do not have the expertise ourselves. The latter is particularly important when entering substantial contracts or borrowings to ensure that the Charity has the means to meet its obligations.
- The Committee must administer the Institute, its assets, and financial resources, in the interests of the Institute and current, future, and potential users and beneficiaries. It has a general duty of protecting the Charity's property and is accountable for the solvency and continuing effectiveness of the Charity.
- Decisions concerning the Charity must be taken by the Committee acting together. Members cannot delegate their responsibilities; where a Committee member is acting as a delegate of the Committee, he/she must always record in writing what was agreed in conversation.
- The act of one Committee member may render all Committee members liable, and thus all Committee members must ensure they are fully informed.
- Where a Committee member dissents from the majority view his/her dissent is fully recorded in the minute book.
- Whilst the Charity's Rules and Regulations permit clerks or specialist contractors to be employed by the management Committee, the Committee remains legally responsible and must control and supervise the work of those so employed.
- Management Committee members cannot be paid nor gain financial or material benefit for themselves, their families, or friends, from their involvement with the Charity. Necessary expenses incurred wholly and exclusively for the benefit of the Charity can be reimbursed on production of receipts.
- Where Committee members are required to decide regarding one of their number, that member must not be present.

If Committee members act prudently, lawfully and in accordance with the governing documents, then any liabilities they incur can be met out of the Charity's resources. If they act otherwise, they may be in breach of trust and personally liable to meet any call on the Charity's property arising from their actions or make good any loss to the Charity. As ever, the Trustees thank most sincerely the members of the Management Committee who carry out their duties on an entirely voluntary basis.

Approved by Trustees on 17 November 2021 and signed on their behalf by:



Tony Bossons ACA Hon Treasurer

Independent Examiner's Report to the Trustees of The King Edward VII Institute Groombridge

I report on the accounts of The King Edward VII Institute (Charity No: 305234) for the year ended 31 July 2021, set out on pages 13 to 18.

Respective Responsibilities of Trustees and Examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



17 November 2021

Warren Rainforth FCMA
Hendal View, Withyham Road, Groombridge TN3 9QT

Statement of Financial Activities for the year ended 31 July 2021

	<i>Notes:</i>	<i>Unrestricted Funds</i>			
		2021 Free Reserves £	2021 Designated Reserves £	2021 Total £	2020 Total £
Income from:					
Donations / Grants			17,997	17,997	20,000
Charitable activities (Hall Hire)		21,542		21,542	30,072
Interest			648	648	96
Other income		-	-	-	-
Total Income	2	21,542	18,645	40,187	50,168
Expenditure on charitable activities:					
Hall operating costs	3	(22,360)		(22,360)	(30,414)
Depreciation	5		(18,912)	(18,912)	(19,858)
Total expenditure		(22,360)	(18,912)	(41,272)	(50,272)
Net income (expenditure)		(818)	(267)	(1,085)	(104)
Total funds brought forward		36,154	684,596	720,750	720,854
Transfers	9	-	-	-	-
Total funds carried forward	9	35,336	684,329	719,665	720,750

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the statement of financial activities.

Balance Sheet at 31 July 2021

	<i>Notes:</i>	2021 Total £	2020 Total £
Fixed Assets			
Tangible Assets	5	616,145	625,839
Current Assets:			
Trade Debtors	6	1,785	1,542
Cash in hand and at bank	7	110,988	101,760
		112,773	103,302
Liabilities:			
Creditors falling due within one year	8	(9,253)	(8,391)
Net Current Assets		103,520	94,911
Total Net Assets		719,665	720,750

The funds of the Charity

Unrestricted Funds

Designated Asset Replacement Reserve	9	57,250	61,657
Designated Infrequent Cost Reserve	9	-	-
Designated Capital Reserve	9	616,145	625,839
Free Reserves	9	46,270	31,254
Total Funds		719,665	720,750

These accounts were approved at a meeting of the board of Trustees on 17 November 2021 and signed on their behalf by:



Tony Bossons ACA
Hon Treasurer

Notes to the Accounts

1 Basis of Preparation and Accounting Policies

The Charity is an unincorporated trust, registered with the Charity Commission. Its address is Groombridge Village Hall, Station Road, Groombridge, Tunbridge Wells, TN3 9QX.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £. The Charity meets the definition of a public benefit entity under FRS 102. There are no material uncertainties about the Charity's ability to continue, and so the going concern basis of accounting has been adopted.

1.2 Tangible Fixed Assets.

These are capitalised at cost and if they can be used for more than one year. They are depreciated over their estimated useful lives on a straight-line basis as follows:

- Buildings 50 years.
- Fixtures & Fittings 10 years

1.3 Income.

Rental income is recognised at the date of invoice and hire (uncollected income is shown as debtors) and a hire policy is maintained for deposits and cancellations.

1.4 Expenditure.

Expenditure is recognised when there is a legal or constructive obligation to transfer resources to a third party, settlement is probable, and the amount can be measured reliably.

1.5 Reserves.

A separate reserve for asset replacement, infrequent maintenance costs and a capital reserve are maintained. These are unrestricted and separately designated funds set aside for specific future purposes or projects. Restricted funds are funds subject to specific trusts within the objects of the Charity; there are currently no restricted funds.

Notes to the Accounts

	2021 Total £	2020 Total £
2 Income	40,187	50,168

In addition to Hire Income, Income includes grants during the Covid relief period as well as capital grants received for contributions towards the installation of new capital projects.

Donations/ Grants

Withyham Parish Council Capital Grant	1,900	-
The National Lottery Community Fund - Capital Grant	-	10,000
Wealden District Council - Covid Small Business Grant Fund	8,097	10,000
Wealden District Council – Covid Restart Grant	8,000	-
	17,997	20,000

3 Expenditure on charitable activities

Hall operating costs:

Rates (Wealden District Council)	(27)	(534)
Water Rates (South-East Water)	(320)	(487)
Sewerage (Southern Water)	(247)	(507)
Telephone	(480)	(481)
Gas	(3,376)	(3,144)
Electricity	(1,625)	(2,612)
Insurance	(1,371)	(2,553)
Contract Cleaning	(2,777)	(8,366)
Cleaning Materials	(557)	(201)
Administration including stationery, postage	(1,032)	(824)
General Repairs and Maintenance	(5,826)	(4,955)
Annual Renewals, Contracts, Certifications and Licences	(2,073)	(2,726)
Sundries	(229)	(1,913)
Infrequent Maintenance	(2,420)	(1,111)

Total	(22,360)	(30,414)
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4 Trustees' remuneration and expenses and related parties

The Charity Trustees were not paid and neither did they receive any benefits from the Charity; there were no reimbursed expenses. The Charity does not employ any staff and there have been no transactions with related parties.

The Charity receives support from approximately 33 volunteers on a part time basis. This includes trustee and Committee members roles, and others supporting various activities ranging from general garden and other maintenance, as well as administration and ad hoc event support.

Notes to the Accounts

5 Tangible Fixed Assets

Cost	Land & Buildings £	Fixtures & Fittings £	Total £
Brought forward	873,219	53,525	926,744
Additions		9,218	9,218
Disposals	-	(9,470)	(9,470)
Carried forward	873,219	53,273	926,492
Depreciation			
Brought forward	(263,975)	(36,930)	(300,905)
Depreciation charge for year	(14,505)	(4,407)	(18,912)
Disposals	-	9,470	9,470
Carried forward	(278,480)	(31,867)	(310,347)
Net Book Value			
Brought forward	609,244	16,595	625,839
Carried forward	594,739	21,406	616,145

	2021 Total £	2020 Total £
6 Debtors		
Hirers	1,785	1,542
7 Cash and cash equivalents		
Current account	19,071	7,441
Client deposits	820	1,020
Savings account	75,128	56,487
Investment Deposits / Bonds	15,208	36,062
Investment Account	761	750
Total cash and cash equivalents	110,988	101,760

Notes to the Accounts

	2021 Total £	2020 Total £
8 Creditors: amounts falling due within one year		
Hirer deposits held	(718)	(718)
Hall Hire Fees in Advance	(459)	(459)
Accruals for specific expenses incurred	(4,094)	(4,076)
Provision for refunds/credits	(1,512)	(1,712)
Hall/ Capital clubroom accruals	(2,470)	(1,426)
	(9,253)	(8,391)

9 Funds

	Asset Replacement Reserve £	Infrequent Cost Reserve £	Capital Reserve £	Free Reserve £	Total Funds £
Opening Balance 31 July 19	61,657	-	632,797	26,400	720,854
Income for the year	-	-	10,000	40,168	50,168
Operating Expenditure	-	-		(30,414)	(30,414)
Depreciation	-	-	(19,858)		(19,858)
Fund transfers related to capital expenditure	-	-	2,900	(2,900)	-
Closing Balance 31 July 20	61,657	-	625,839	33,254	720,750
Income for the year	-	-		40,187	40,187
Operating Expenditure	-	-		(22,360)	(22,360)
Depreciation	(4,407)	-	(14,505)		(18,912)
Fund transfers related to capital expenditure	-	-	4,811	(4,811)	-
Closing Balance 31 July 21	57,250	-	616,145	46,270	719,665

The policy for each of these reserves is detailed in Section 7.2 of the Trustees' Report and all funds are unrestricted.

10 Analysis of Net Assets between funds

	Free Reserves £	Designated Capital Reserve £	Designated Asset Replacement Reserve £	2021 Total £	2020 Total £
Tangible fixed assets	-	616,145	-	616,145	625,839
Cash at bank and in hand	53,738	-	57,250	110,988	101,760
Other net current assets (liabilities)	(7,468)	-	-	(7,468)	(6,849)
NET ASSETS	46,270	616,145	57,250	719,665	720,750