

## THE KING EDWARD VII INSTITUTE GROOMBRIDGE

# GROOMBRIDGE VILLAGE HALL



## Report of the Trustees and Financial Statements for the year ended 31<sup>st</sup> 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](http://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](mailto:bookings@groombridgevillagehall.org.uk), whilst details of the facility, booking occupancy and availability are available at [www.groombridgevillagehall.org.uk](http://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 31<sup>st</sup>, 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 15<sup>th</sup> August 1911, conveying freehold land for the establishment of buildings for recreational purposes to seven gentlemen who became the 'First Trustees', and on 16<sup>th</sup> August 1911 those First Trustees declared rules and regulations for the management of the trust. On 31<sup>st</sup> 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

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

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

### The funds of the Charity

#### Unrestricted Funds

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

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 £
<b>2 Income</b>	<b>40,187</b>	<b>50,168</b>

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	-
	<b>17,997</b>	<b>20,000</b>

### 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)

<b>Total</b>	<b>(22,360)</b>	<b>(30,414)</b>
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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)
<b>Carried forward</b>	<b>873,219</b>	<b>53,273</b>	<b>926,492</b>
<b>Depreciation</b>			
Brought forward	(263,975)	(36,930)	(300,905)
Depreciation charge for year	(14,505)	(4,407)	(18,912)
Disposals	-	9,470	9,470
<b>Carried forward</b>	<b>(278,480)</b>	<b>(31,867)</b>	<b>(310,347)</b>
<b>Net Book Value</b>			
<b>Brought forward</b>	<b>609,244</b>	<b>16,595</b>	<b>625,839</b>
<b>Carried forward</b>	<b>594,739</b>	<b>21,406</b>	<b>616,145</b>

	2021 Total £	2020 Total £
<b>6 Debtors</b>		
Hirers	1,785	1,542
<b>7 Cash and cash equivalents</b>		
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
<b>Total cash and cash equivalents</b>	<b>110,988</b>	<b>101,760</b>

## Notes to the Accounts

	2021 Total £	2020 Total £
<b>8 Creditors: amounts falling due within one year</b>		
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)
	<b>(9,253)</b>	<b>(8,391)</b>

## 9 Funds

	Asset Replacement Reserve £	Infrequent Cost Reserve £	Capital Reserve £	Free Reserve £	Total Funds £
<b>Opening Balance 31 July 19</b>	<b>61,657</b>	-	<b>632,797</b>	<b>26,400</b>	<b>720,854</b>
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)	-
<b>Closing Balance 31 July 20</b>	<b>61,657</b>	-	<b>625,839</b>	<b>33,254</b>	<b>720,750</b>
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)	-
<b>Closing Balance 31 July 21</b>	<b>57,250</b>	-	<b>616,145</b>	<b>46,270</b>	<b>719,665</b>

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)
<b>NET ASSETS</b>	<b>46,270</b>	<b>616,145</b>	<b>57,250</b>	<b>719,665</b>	<b>720,750</b>