

Charity registration number: 308209

**WEST MALLING VILLAGE HALL**

**Trustees' Annual Report and  
Accounts**

**For the year ended 31 March 2022**

**WEST MALLING VILLAGE HALL**  
**TRUSTEES' ANNUAL REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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## Reference and Administrative Details

<b>Registered Charity Number</b>	<b>308209</b>
<b>Address</b>	West Malling Village Hall Norman Road West Malling Kent ME19 6RW
<b>Trustees</b>	Mr J Jacobs (Chairman) Mrs S Jacobs (Secretary) Mrs C De Silva Mrs L Javens Mr L Schwarz Mrs A Turner Mr J Turner
<b>Bankers</b>	Nat West Bank plc 43 Swan Street West Malling Kent ME19 6HF
<b>Independent Examiner</b>	Lisa Western FCCA Coleman Harris LLP The Teston Suite Barham Court Teston, Maidstone Kent ME18 5BZ

## **Trustees' Report**

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2022.

### **Reference and Administrative Information**

Details of the Charity's trustees, advisors and other reference and administrative information is given on page 2.

### **Structure, Governance and Management**

A Trust Deed dated 30 March 1973 established the Charity. The Charity is run by a Management Committee of Trustees. Trustees, of whom there are a minimum of seven, are elected on an annual basis.

### **Objectives and Activities**

The Village Hall exists for the use of the inhabitants of the Parish of West Malling, without distinction of political, religious or other opinions, including use for meetings, lectures and classes and for other forms of recreation and leisure time occupation.

The facilities of the Hall are available for hire by an individual or organisation in accordance with the standard Hiring Agreement and scale of charges adopted for the year. It is the Trustees' intention that the charges be sufficient to meet all expenditure incurred in providing the community with this facility.

### **Achievements and Performance**

Regular Hirers, for the majority of the year have only been the Pre-School.

The Parish Council continues to support the Village Hall and has awarded us with Loss of Income and Restart Grants. This was given in recognition of the cost of maintaining an amenity for the benefit of the whole community.

No capital expenditure has been spent during the Financial Year.

**Financial Review**

The Village Hall generated an excess of expenditure over income for the financial year of £(14,574.75) (2020/2021: £4,804.44 - Excess of Income over Expenditure).

**Reserves Policy**

The policy of the Management Committee is to retain unrestricted funds to cover any significant unforeseen changes in the levels of its regularly income or expenditure. The amount of these reserves should equate to no more than approximately six to twelve months of the normal expenditure of the Charity.

**Investment Policy**

The Charity has surplus funds in a 60 day notice account that enables us to obtain a higher rate of interest.

**Restricted Funds**

There are no restricted funds controlled by the Charity.



Mr J Jacobs  
Chairman of the Trustees  
On behalf of the Management Committee of West Malling Hall

Date: 31st JANUARY.....2023

## **Independent Examiner's Report to the Trustees of West Malling Village Hall**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March 2022, which are set out on pages 6-8.

### **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 the year ended 31<sup>st</sup> March 2022 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 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 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:
  - to keep proper 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 account 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.



.....  
**Lisa Western FCCA**  
Coleman Harris  
The Teston Suite  
Barham Court  
Teston, Maidstone  
Kent ME18 5BZ

31 January 2023

**Receipts and Payments Account  
For the Year Ended 31 March 2022**

	2021 – 2022	2020-2021
	£	
<b><u>Receipts</u></b>		
Bookings	£17,644.75	£8,303.73
Gratuities TMBC Yearly payment	£2,000.00	£2,000.00
Grants	£10,993.43	£20,193.00
Renewable Energy	£686.51	£1,012.64
Refund from EDC	-	£236.94
Refund Rates TMBC	-	£73.76
Refund water charges	£285.97	-
Bank Interest Received	£92.59	£182.57
Other income	£50.00	
	<b><u>£31,753.24</u></b>	<b><u>£32,002.64</u></b>
 <b><u>Payments</u></b>		
Booking Secretary	£2,400.00	£2,400.00
Accountants	£300.00	£300.00
Cleaner ex Gratia Payment	-	£500.00
 <b><u>Utilities</u></b>		
Gas, Electric, Water, Rates & Waste	£4,171.37	£3,584.88
Waste Collection	£1,221.71	£1,044.88
 <b><u>Insurance</u></b>		
Buildings/Contents	£1,518.50	£1,459.26
 <b><u>General Expenses</u></b>		
Cleaner & Windows	£8,410.00	£4,325.00
Cleaning Materials	£1,282.84	£436.71
Computer & Word	-	£429.00
Stationery/Stamps/Ink/Copy Paper	-	£22.75
Capital expenditure- Flooring (2021: Plumbing)	£20,000.00	£6,603.11
Performing Right Society Royalties	£833.98	£602.76
Licensing Act Regulations	£922.00	£180.00
Subscription ACRK	-	£52.00
aca-Legionella Risk Assessment	-	£300.00
General Expenses	£119.45	£340.19
 <b><u>Repairs &amp; Maintenance</u></b>		
Flooring-(Crown)		£648.00
Cooling System service		£156.00
Electrical repairs	£3,068.02	0.00

Lock repairs	£1,108.13	0.00
Decorating Hall – T Geddes	-	£540.30
Hall Sign/Soffits – The Fixer	-	£1,165.00
Plumbing	-	£420.00
Chris Gosney General Works	-	£1,288.62
Fire & Alarm Maintenance	£168.00	£100.74
Gutter Cleaning – RJG	-	£299.00
Other repairs	£804.00	-
<b>Total Payments</b>	<b><u>£46,328.00</u></b>	<b><u>£27,199.20</u></b>
<b><u>Excess of Payments over Receipts</u></b>	<b>£(14,574.75)</b>	<b>£4,804.44</b>
<b>Balance as at 1 April 2021</b>	<b><u>£39,553.19</u></b>	<b><u>£34,748.75</u></b>
<b>Balance as at 31 March 2022</b>	<b><u>£24,978.44</u></b>	<b><u>£39,553.19</u></b>

### Balance Sheet as at 31 March 2022

	31 <sup>st</sup> March 2022	31 <sup>st</sup> March 2021
<b>Current Assets</b>		
Bank Current Account	50.00	50.00
Bank Reserve Account	10,038.69	22,773.00
60 Day A/C – Shawbrook Bank	15,000.00	22,220.00
Cash in Hand (Secretary)	4.81	4.81
	<hr/>	<hr/>
<b><u>Sub Total</u></b>	25,093.50	39,905.20
(Less Cash Owed to Secretary)	-	(7.01)
	<hr/>	<hr/>
<b><u>Total Assets</u></b>	25,093.50	39,898.19
<b><u>Liabilities</u></b>		
O/S Cheques Issued	(115.06)	(345.00)
	<hr/>	<hr/>
<b><u>Net Assets</u></b>	<b>£24,978.44</b>	<b>£39,553.19</b>