



# Trustees' Annual Report for the period

	Period start date			Period end date			
From	01	01	2021	To	31	12	2021

## Section A Reference and administration details

**Charity name** Kingstone Village Hall

**Other names charity is known by** Kingstone Parish Hall

**Registered charity number (if any)** 520961

**Charity's principal address**

Kingstone Village Hall  
 C/o 42 Green Lane  
 Green Lane  
 Kingstone  
**Postcode** HR2 9EX

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Katherine Balls			
2	Kathleen Kerridge			
3	Joan Phillips	Secretary		
4	Paula Rawbone	Booking Clerk		
5	Lynne Thorne			
6	Michaela Teece			
7	Angela Vincent			
8	Malcolm Walker	Chairman		
9	Sheila Walker	Treasurer		
10	Janet Watson			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Deed of Trust
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	From nominated qualifying persons at each AGM

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

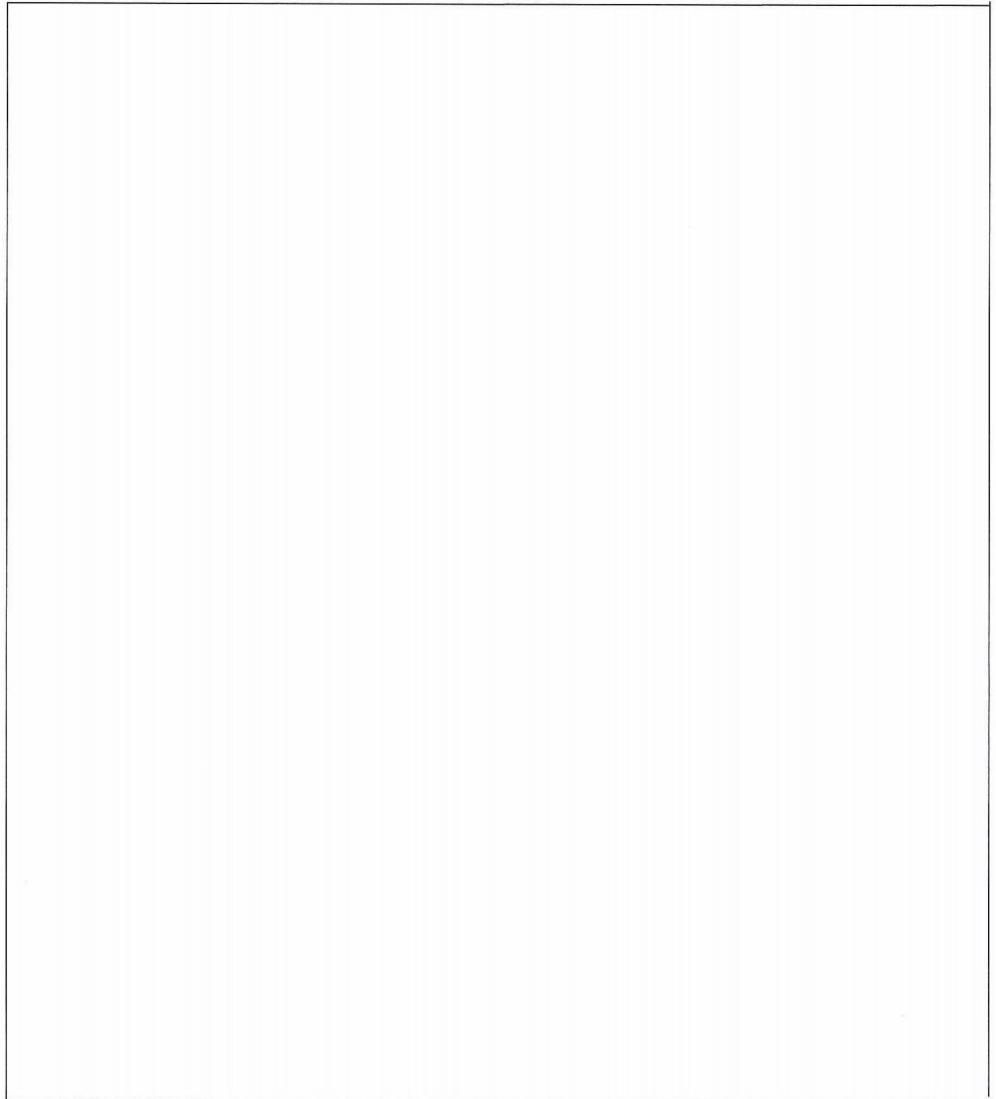
--

**Section C Objectives and activities**

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

To provide a Village Hall for use of the inhabitants of Kingstone and the neighbourhood without distinction of sex or of political religious or other opinions and in particular for use for meetings lectures and classes for other forms of recreation and leisure time occupations with the object of improving the conditions of life for the said inhabitants

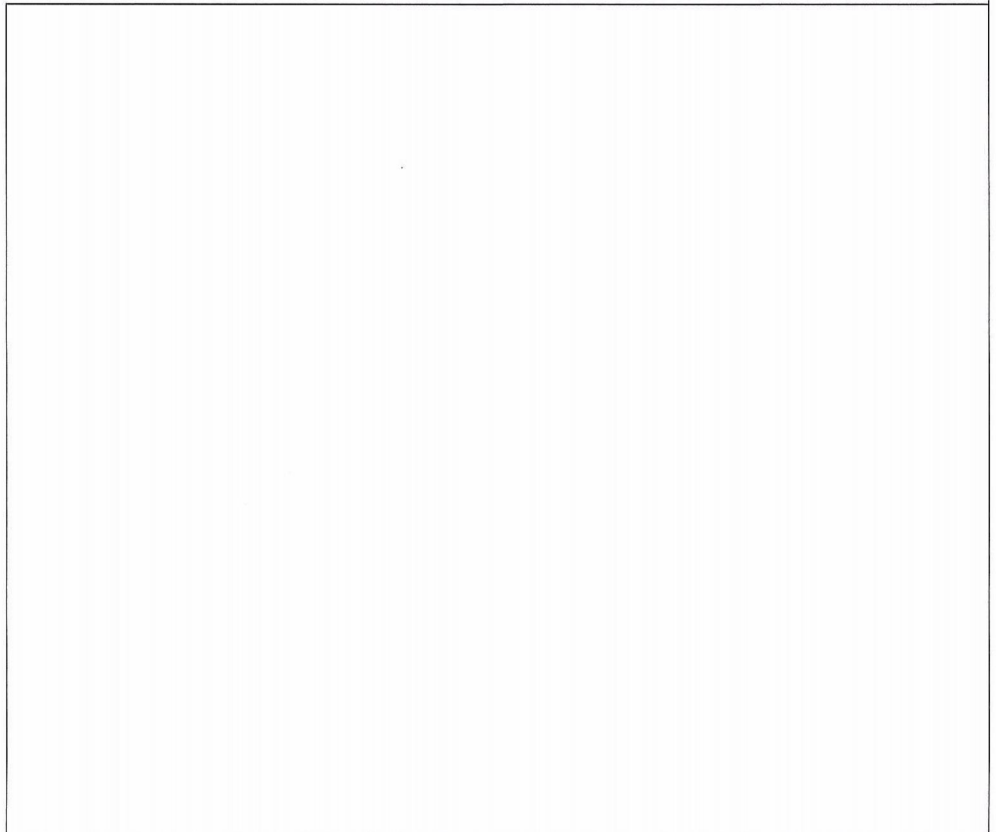
**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**



**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

Providing free a kitchen facility and volunteers to cook and deliver each week hot meals to those identified as "in need" at no charge to the service user from the beginning of the lockdown period through 2021

## Section E

## Financial review

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

Reserves to be used to progress the intended refurbishment and Hall extension

**Details of any funds materially in deficit**

0

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

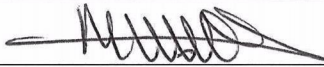
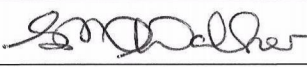
## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	Malcolm Walker	Sheila Walker
<b>Position (eg Secretary, Chair, etc)</b>	Chairman	Treasurer

**Date** 23<sup>rd</sup> June 2022

# Charity Commission Annual Return 2021

**KINGSTONE PARISH HALL**

Charity registration number: 520961

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2021.

## PART A - Charity information

### Financial period

Financial period start date

01/01/2021

Financial period end date

31/12/2021

### Income and spending

Income £

£ 28,764

Spending £

£ 16,616

## Serious Incidents

For the period of this return, were there any serious incidents in your charity that have not been reported to the Charity Commission?

No

## Fundraising - professional fundraiser

Did your charity raise funds from the public?

Yes

Did the charity work with any professional fundraisers?

No

## Fundraising - commercial participator

Did your charity work with any commercial participators?

No

## Government contracts

During the financial period for this annual return, did the charity receive income from contracts (other than grant agreements) with central government or local authorities?

No

## Government grants

During the financial period for this annual return, did the charity receive income from grants from central government or local authorities?

Yes

How many grants did your charity receive from central government or local authorities?

8

What was the total value of these grants?

£ 18,896

---

## Income from outside the UK

Did your charity receive income from outside the UK ?

No

## Spending outside England & Wales

Did your charity operate outside England and Wales?

No

Total Spending outside England & Wales

£

## Trading subsidiaries

Did the charity have any subsidiaries?

No

## Trustee payments

Did any of the trustees receive any remuneration, payments or benefits from the charity other than refunds of legitimate trustee expenses?

No

Did any of the trustees resign and then take up employment with the charity?

No

## Employees' salaries

Did any of your charity's staff receive total employee benefits of £60,000 or more?  
Select No if your charity does not have any staff or does not pay any staff.

No

For your highest paid member of staff only, what was the total value of their employee benefits?

(For example if your highest paid member of staff received £35,000 enter 35000). If you do not have any staff or did not pay any staff, enter 0 (zero)

£ 0

## Volunteers

How many UK volunteers, excluding trustees, did the charity have during the financial period?

5

## Financial controls

Did your charity review its internal financial controls?

Yes

## Safeguarding

Has the charity obtained a standard, enhanced or enhanced with barred lists DBS check on all trustees, employees and volunteers who are in roles that are eligible for these checks? Select Yes if there are no trustees, employees or volunteers in roles that are eligible for these types of DBS checks.

Yes

## Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or
- we are legally obliged to disclose them; or
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;
- (c) data analysis, testing, research, statistical and survey purposes

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

## Declaration

This annual return has not been submitted and no Declaration has been made



# Audit Checklist for Year Ending 31<sup>st</sup> December 2021

<u>Name</u>	Kingstone Village Hall	<u>Name of Treasurer</u>	Mrs Sheila Walker
-------------	------------------------	--------------------------	-------------------


<b><u>Book Keeping</u></b>			
Accounts maintained and up to date?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Arithmetic correct?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Payments in Accounts supported by invoices Sample 1	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
----- Sample 2			
----- Sample 3			
-----			

<b><u>Due Process</u></b>			
Evidence of Internal Control?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

<b><u>Risk Management</u></b>			
Insurance cover appropriate and adequate?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

<b><u>Bank Reconciliations</u></b>			
Is there a Bank Reconciliation for each account?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Any unexplained balancing entries in any reconciliation?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

<b><u>Year End Procedures</u></b>			
Year end accounts prepared on correct accounting basis?	Yes	<input checked="" type="checkbox"/>	Receipts & Payments <input type="checkbox"/>
Bank statements and ledger reconciled?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Underlying financial trail from records to presented accounts?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

Audit carried out by	Mrs J T Davies	
Audit type	Annual	
Signature -----		
Date -----	08.03.2022	