

The Village Hall

ADDINGTON

Addington Village Hall

Annual Report 2022

(1 January 2022– 31 December 2022)

Registered Charity: 276483
Charity Name: Addington Village Hall
Address: Park Rd Addington Kent ME19 5BQ
Trustees: See Appendix A

Public Benefit Statement

The Charity exists to:

1. Provide a Village Hall for the use of the inhabitants for the Parish of Addington in the county of Kent without distinction of political, religious, or other opinions including use for meetings, lectures, and classes.
2. Provide a location for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

Summary

2022 has been another good year with lettings continuing to improve to the point where there is a letting on most days of the week, some days with multiple bookings.

We have continued with carrying out minor repairs and improvements as and where required to keep the hall in good order.

The Queens Jubilee celebrations were a great success which was followed by a Barn Dance in the hall, the first time that a Barn dance has been organised in the hall and at the request of those attending a second one was organised.

We joined the Solar Power scheme set up by Tonbridge and Malling Council and obtained a Quotation which was accepted and instructions were given to go ahead with installing 40 solar panels on the roof along with a battery system. This was to have been installed in December but we have been informed that this is likely to be delayed into early 2023.

I would like to express our thanks to Addington Parish Council for the grant of £5,000 towards the Solar Panel scheme.

In August the electrical installation received its 5 year inspection which thankfully found no serious faults but did contain several recommendations that require improvements. These will be attended to in the near future.

The Hall has an excellent and supportive committee who are as follows.

Michelle Constable, Secretary.

Paul Fennell, Treasurer.

Tim Scott, Hall Manager.

Along with Nick Scott, Gill Scott, Janet Perrett, Jo Roots, Lorna Chalk, Peter Robinson, Pat Curtis and Lee March.

I would like to thank the above people for their support and the time and effort that they have put into their respective rolls.

Signed, on behalf of the Trustees

Brian Taylor, Chairman

Date 18th March 2023

Object and Activities

The object of the charity is to develop and maintain Addington Village Hall for the benefit of the village community, working to promote the intellectual, social, and physical welfare of the inhabitants of Addington irrespective of their race, creed, colour, or physical ability.

The principal activities of the charity are therefore focused on:

- Ensuring the availability of the hall, its grounds and range of associated facilities and equipment in a safe, serviceable, and attractive condition for users
- Working with users and user groups to host a wide variety of activities – including use for meetings, lectures, and classes, and for other forms of recreation and leisure time occupation.

These activities together are intended to improve the conditions of life within the community.

Governance and Management

In accordance with the Charity's deed of trust, the Charity is managed by a board of Trustees confirmed at an open meeting of villagers each year – the Village Hall Annual General Meeting – or otherwise as may be co-opted between these meetings by a majority of Trustees. The number of Trustees at any time is as agreed by the Trustees who may vary the provision of the Deed of Trust by majority; the principle being that Trustees comprise four (or more by agreement) office holders together with nominees from the Village Hall's main user groups. The Trustees for 2022 are identified at Appendix A in accordance with Charity Commission requirements.

The board of Trustees have collective responsibility for management of the charity and decide together on all commitments. Decisions are made by Trustees at meetings of the management committee which comprises the Trustees and any specific advisors, experts or other volunteers as may be invited by the Trustees from time to time to assist the Trustees in the management of the Charity. The Trustees have put in place a set of processes and procedures for operating and managing the Village Hall and its facilities. These are available to users in a 'User Manual' which is permanently located in the hall. The Trustees follow a process for the review of safety risks and regular safety and maintenance inspections.

During 2022 the Officers of the Charity were:

- Chairperson – leading meetings, external relationships and funding and managing Hall maintenance
- Secretary – arranging and recording meetings, managing correspondence and licencing
- Treasurer – maintaining Hall accounts and monetary assets, managing creditors and debtors
- Deputy Chairman (vacant)

The Charity governance approach also includes the role of President. The President is appointed by Trustees to chair the Annual General Meeting and is invited to provide an independent contribution to committee meetings from time to time to help with, for example the resolution of conflict of opinion or where there is a risk that the interests of the Officers of the Charity may be compromise

Financial Overview (Reporting Period 1 Jan 2022 – 31 Dec 2022)

The Charity prepares accounts on the receipts and payments basis. The policy is to maintain a cash reserve equivalent to six months operating cost. In addition, restricted reserves may also be accrued for specific purposes such as to replace time limited equipment or invest for the betterment of the Hall. Full details are contained within the halls reserve policy.

Audited accounts for the year ending 31 December 2022 are at Appendix B

Covid 19 has had a continuing but reducing effect from a trading point of view but a steady income from hires was achieved through the year. The hall was fortunate to benefit from KCC capital improvement grants totalling £8,329.

At the end of the year, we had a total of £30,420 in the bank which includes £10,500 allocated to immediate and short-term reserves.

Future Plans

Subject to comment at the Annual General Meeting and endorsement by the trustees, the following are proposed as specific actions for 2023.

- To complete the installation of the Solar Panels.
- To continue the monitoring of water ingress affecting the floor by the West door.
- To continue with minor repairs and improvements as and when required.

Appendix A

Trustees

Appointment of Trustees

In accordance with the Charity's Deed of Trust, Trustees are appointed by means of an open meeting of Villagers each year – the Village Hall Annual General Meeting – or otherwise may be co-opted between these meetings by a majority of Trustees. The number of Trustees at any time is as agreed by the Trustees who may vary the provision of the Deed of Trust by majority; the principle being that Trustees comprise four (or more by agreement) office holders together with nominees from the village's main user groups.

Trustees

The following Villagers were Trustees of the Charity during 2022:

Name	Office/ User Group
Brian Taylor	Chair
Michelle Constable	Secretary
Paul Fennell	Treasurer
Vacant	Deputy Chairman
Janet Perrett	Committee
Malcolm Perrett	Committee (resigned May 2022)
Lorna Chalk	Committee
Peter Robinson	Parish Council
Nick Scott	Committee
Rod Selby	Committee (resigned May 2022)
Pat Curtis	Committee
Jo Roots	Committee
Lee March	Committee

User Groups

Representation is sought/ welcomed from the following key (non-commercial) user groups

Bright Times
Addington Bridge Club
Boostfit
Parochial Church Council

Appendix B

Income and Expenditure Account

The Charity's reporting period is 1 January to 31 December.

The Charity prepares accounts on the receipt and payment basis. The policy on reserves is to maintain a cash reserve equivalent to six months operating cost. A reserve is also established to fund the replacement of time limited equipment and structural items such as flooring, doors, paths, and windows, etc. The Charity holds no funds as custodian trustee on behalf of others.

The audited accounts for the year to the 31 December 2022 are presented below:

Addington Village Hall

Registered Charity No. 276483

	2022 ¹	2021	2020	2019
Revenue				
Hires	14,276	7,757	5,303	12,098
Grants	8,326	16,859	26,444	150
Sundry	214	59	410	258
Total	22,816	24,675	32,157	12,506
Expenditure				
Cleaning etc.	6,277	4,668	4,511	4,390
Rates	143	73	-	282
Electric	2,449	1,755	1,277	1,511
Water	297	116	186	90
Insurance	1,376	1,318	1,165	1,147
Repairs & Improvements	9,650	8,349	16,491	2,209
Sundry	3,852	1,130	1,734	794
Total	24,044	17,409	25,364	10,423
Excess/ Deficit of Income over Expenditure	(1,228)	7,266	6,793	2,083
Total Liquid Assets	30,420	31,648	24,382	17,589

Note 1. Liquid assets were broadly in line with the trustee's policy of maintaining 6 months of operating costs plus a reserve for capital equipment replacement and repairs relating to time limited structural items.

¹ Unaudited