

The Village Hall

ADDINGTON

Addington Village Hall

Annual Report 2023

(1 January 2022– 31 December 2023)

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

The last 12 months has been a successful one with bookings continuing to be strong. Most days see the Hall used by various hirers offering a variety of activities.

The major project this year has been the installation of 40 solar panels on the roof along with 3 sets of batteries to store surplus power which can be used in periods of high demand. It is early days yet, but we could make a saving of approximately £1000-00 on our annual electricity bills. The Hall wishes to thank the Parish Council for their contribution towards the 2 sets of batteries. The above was managed by Nick Scott from the outset and I would like to thank him for doing this for us.

To help reduce the consumption of electricity the light fittings in the toilets, corridor, entrance foyer, table store and kitchen have been replaced with LED fittings along with PIR controllers in the toilets committee room and table store. Following on from the electrical inspection the most serious items noted have been attended to and further improvements will be carried out in the future.

We have continued to carry out minor repairs and improvements as and when required.

The Hall could not continue to function without the support of all those on the committee most of whom are volunteers and I must thank them for their work and support over the last year. Michelle Constable, Secretary. Paul Fennell, Treasurer. Tim Scott, Hall Manager. Whose duties include managing bookings and keeping the hall clean. Along with Nick Scott, Gill Scott, Janet Perrett, Jo Roots, Lorna Chalk, Peter Robinson, and Pat Curtis.

Signed, on behalf of the Trustees

Brian Taylor, Chair

Date 29th March 2024

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 2023 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 2023 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 Chair (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 2023 – 31 Dec 2023)

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.

Accounts for the year ending 31 December 2023 are at Appendix B

From a trading point of view there was a steady income from hires throughout the year. The hall was fortunate to benefit from a sizeable donation from the Parish Council totalling £7,500 to assist with the install of 40 solar panels, inverter and two batteries to reduce the hall's carbon footprint.

At the end of the year, we had a total of £20,346 in the bank which includes £5.647 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 2024.

- To complete the application to export excess electricity generated by the Solar Panels to the National Grid.
- 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 2023:

| Name | Office/ User Group |
|--------------------|-------------------------------|
| Brian Taylor | Chair |
| Michelle Constable | Secretary |
| Paul Fennell | Treasurer |
| Vacant | Deputy Chair |
| Janet Perrett | Committee |
| Lorna Chalk | Committee & Parish Council |
| Peter Robinson | Parish Council |
| Nick Scott | Committee |
| Pat Curtis | Committee |
| Jo Roots | Committee |
| Lee March | Committee (resigned May 2023) |

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 accounts for the year to the 31 December 2023 are presented below:

Addington Village Hall
Registered Charity No. 276483

| | 2023 ¹ | 2022 | 2021 | 2020 |
|---|-------------------|----------------|--------|--------|
| Revenue | | | | |
| Hires | 19,020 | 14,276 | 7,757 | 5,303 |
| Grants | 7,200 | 8,326 | 16,859 | 26,444 |
| Sundry | 544 | 214 | 59 | 410 |
| Total | 26,764 | 22,816 | 24,675 | 32,157 |
| Expenditure | | | | |
| Cleaning etc. | 5,489 | 6,277 | 4,668 | 4,511 |
| Rates | 72 | 143 | 73 | - |
| Electric | 3,023 | 2,449 | 1,755 | 1,277 |
| Water | 695 | 297 | 116 | 186 |
| Insurance | 1,416 | 1,376 | 1,318 | 1,165 |
| Repairs & Improvements (Note 1) | 24,449 | 9,650 | 8,349 | 16,491 |
| Sundry | 1,694 | 3,852 | 1,130 | 1,734 |
| Total | 36,838 | 24,044 | 17,409 | 25,364 |
| Excess/ Deficit of Income over Expenditure | (10,074) | (1,228) | 7,266 | 6,793 |
| Total Liquid Assets | 20,346 | 30,420 | 31,648 | 24,382 |

Note 1. Includes investment in solar panel system £22,004 funded from reserves (£14,804) and donations from Addington Parish Council £7,200.

Note 2. 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