



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Kington Langley Village Hall and Recreation Ground CIO

On accounts for the year
ended

31 December 2019

Charity no
(if any)

1165128

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2019**.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Mander Duffill

Date:

28 APRIL 2020

Name:

Mander Duffill

Relevant professional
qualification(s) or body
(if any):

Institute of Chartered Accountants in England and Wales (ICAEW)

Address:

The Old Post Office, 41-43 Market Place

Chippenham

SN15 3HR

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.



| | |
|--|------------------------|
| Charity Name Kington Langley Village Hall | No (if any) 1165128 |
|--|------------------------|

Receipts and payments accounts

CC16a

| | | | |
|------------------------|--------------------------------|----|------------------------------|
| For the period from | Period start date 01-Jan-19 | To | Period end date 31-Dec-19 |
|------------------------|--------------------------------|----|------------------------------|

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|--|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Hire of Hall, Grounds and equipment | 23,689 | - | - | 23,689 | 22,205 |
| Social Functions | 1,913 | - | - | 1,913 | 1,431 |
| Donations and Grants | 1,128 | 3,500 | - | 4,628 | 1,078 |
| PV Solar income | - | 5,045 | - | 5,045 | 4,625 |
| Miscellaneous | - | - | - | - | 550 |
| Sub total | 26,730 | 8,545 | - | 35,275 | 29,888 |
| A2 Asset and investment sales, etc. | - | - | - | - | |
| Total receipts | 26,730 | 8,545 | - | 35,275 | 29,888 |
| A3 Payments | | | | | |
| Booking and Administrative Costs | 1,000 | - | - | 1,000 | 1,056 |
| Return of Deposits | 1,704 | - | - | 1,704 | 1,297 |
| Cost of Running Social Functions | 1,380 | - | - | 1,380 | 894 |
| Utilities | 2,590 | - | - | 2,590 | 2,379 |
| Facilities Management | 3,030 | - | - | 3,030 | 3,300 |
| Maintenance and Repairs | 2,841 | - | - | 2,841 | 3,211 |
| Insurance and Safety Checks | 1,096 | - | - | 1,096 | 1,496 |
| Loan Repayments | - | 3,180 | - | 3,180 | 3,360 |
| Subscriptions and Fees | 847 | - | - | 847 | 894 |
| Miscellaneous | - | - | - | - | 400 |
| Projects (non-capital) | 6,670 | 3,744 | - | 10,413 | 1,926 |
| Sub total | 21,157 | 6,924 | - | 28,081 | 20,213 |
| A4 Asset and investment purchases, etc. | 434 | 3,500 | - | 3,934 | 988 |
| Total payments | 21,591 | 10,424 | - | 32,015 | 21,201 |
| Net of receipts/(payments) | 5,139 | - 1,878 | - | 3,261 | 8,687 |
| A5 Transfers between funds | 5,045 | - 5,045 | - | - | - |
| A6 Cash funds last year end | 39,610 | 6,924 | - | 46,533 | 37,846 |
| Cash funds this year end | 49,794 | - | - | 49,794 | 46,533 |

Section B Statement of assets and liabilities at the end of the period

| Categories | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | CAF Bank Current Account | 49,008 | - | - |
| | Cash in hand | 786 | - | - |
| | Total cash funds | 49,794 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Hire fees due | 2,186 | - | - |
| | | | | |
| B3 Investment assets | | | | |
| | | | | |
| B4 Assets retained for the charity's own use | | | | |
| | Hall Bldg, Grounds, Pavilion, outldgs, Play Equipment, fixtures & fittings | General | - | - |
| | Tables and chairs (internal use & hire pool) | General | - | - |
| | Catering equipment, crockery and cutlery | General | - | - |
| | PA /Projector and hearing loop system | General | - | - |
| | Stage lighting | General | - | - |
| | Piano | General | - | - |
| | CCTV and Access Control Systems | General | - | - |
| | PV Solar system | General | - | - |
| | Computer/Broadband network | General | - | - |
| B5 Liabilities | | | | |
| | Prepaid event fees | General | 904 | |
| | Deposits due return | General | 60 | |
| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval | |
| | A.E. Shepherd | A.E. SHEPHERD | 18 APR 20 | |
| | P.W. Giles | DR P W GILES | 17 APR 20 | |

Notes:

- 1 Restricted fund comprising ring fenced Pavilion + PV loan repayment funds wound up on completion of loan repayments and expenditure of all ring fenced funds on Pavilion Project Stage 1
- 2 Transfer out of PV Solar income after final loan repayment



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Trustees' Annual Report for the period

From 01/01/19 **Period start date** **To** 31/12/19 **Period end date**

Charity name: Kingston Langley Village Hall and Recreation Ground CIO

Charity registration number: 1165128

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To run a village hall and recreation ground and to promote for the benefit of the inhabitants of Kingston Langley without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <p>The hall is available for the use of members of the village and the neighbouring communities. A wide range of sporting, educational, entertaining and social activities took place throughout the period.</p> <p>The hall is used by all ages, from toddlers to senior citizens, with activities and events taking place nearly every day of the period.</p> <p>The recreation ground (including the children's play areas) is open to all for informal use and can be booked for more significant activities at low rates.</p> <p>Our objectives are in line with the Charity Commission guidance on public benefit and the trustees have had regard to this guidance.</p> |
| | Para 1.18 | |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|---|
| Policy on grant making | Para 1.38 | |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | All our trustees are volunteers and contribute to the smooth running of the CIO. We also have a few non-trustee volunteers who make very valuable contributions in specialist areas such as technical support, our web site and social media. |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|--|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>Statutory Declaration</p> <p>The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the commission in exercising their powers or duties.</p> <p>Summary of the main achievements of the Charity during the year.</p> <p>The Trustees continued to focus on enhancing the Recreation Ground following the previous year's demolition of the old pavilion and extension of the car park. In 2019 a new fence was erected round the toddlers' play area and a competition run to select a supplier replace some of the life expired play area equipment. The work will be done in early 2020, ready for the spring.</p> <p>A wide range of village groups continued to use the hall on a regular basis covering dance, drama, music, sports, amateur radio and other cultural activities. The Hall continued to be an extremely popular venue for individuals to hold functions, especially children's parties as well as, sadly, funeral receptions.</p> <p>The Events Group continued to organise events under the auspices of Rural Arts Touring. The</p> |

| | | |
|--|--|---|
| | | <p>trustees were pleased that the acts on offer from the Rural Arts Touring scheme were of a higher quality than the previous year, and three events were booked to cover a wide range of interests: music, physical comedy and a children's show.</p> <p>The Simon and Garfunkel tribute show in February proved to be the most successful Rural Touring event held in the hall in the 15 years of running with the scheme. Unfortunately, the children's show booked for the summer was not so successful. The trustees and the Rural Arts Touring scheme organisers jointly decided to cancel the performance in the hall due to very poor ticket sales. Instead, the show was performed in the village school to a whole-school audience, with the CIO and scheme organiser sharing the cost under their remits for community engagement and social responsibility.</p> <p>The third Rural Touring event in 2019, a physical comedy, successfully extended the range of different types of events held in the hall.</p> <p>The net profit from these events combined was £510, which was a welcome addition to the financial resources of the hall, but the main purpose of running these events is to provide a variety of entertainment for the village community.</p> <p>The popularity of the facilities together with permitting judicious use of these by a few commercial organisations has meant that the trustees have been able to maintain charges unchanged since 2012 and significantly, these charges continued to be at the lower end of the spectrum charged by village halls in Wiltshire, thus furthering the achievement of our public benefit commitment.</p> |
|--|--|---|

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|-------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| | Para 1.41 | |

| | | |
|--|-----------|--|
| Performance of fundraising activities against objectives set | | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|---|
| Review of the charity's financial position at the end of the period | Para 1.21 | <p>The charitable activities of the CIO revolve around managing the hall and recreation ground to provide facilities for the community in accordance with the constitution. The main sources of income are: the charges paid for the use of the hall and recreation ground; a support grant from the Parish Council in recognition of the uncharged benefits provided by the recreation ground to local residents; and, income generated by the solar panels. Income is required to meet all running, maintenance and repair costs, and for upgrading and enhancing the facilities provided. Reserves are required to meet:</p> <ul style="list-style-type: none"> • The essential running costs (subscriptions, water rates, utilities, insurance, etc) should there be an unexpected severe downturn in income from charges. • Any unforeseen repair costs. <p>The balance of cash holdings is held in a major maintenance and facility upgrade fund (the Project Fund), which is drawn on to fulfil a prioritised rolling three-year programme to maintain the fabric and enhance the facilities. The maintenance element of the programme was based on a full building survey carried out in July 2015, while most of the fund is earmarked for the Play Area work and progressing the Pavilion Replacement programme.</p> <p>The Trustees will review and adjust the reserves policy annually.</p> |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | <p>After considering relevant factors the Trustees concluded that an appropriate reserve would be four months essential running costs which equates to £4,000.</p> |

| | | |
|--|-----------|--|
| Amount of reserves held | Para 1.22 | Reserves of £49,794 were held at the year end |
| Reasons for holding zero reserves | Para 1.22 | Not applicable |
| Details of fund materially in deficit | Para 1.24 | No funds are in deficit |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | No uncertainties over the charity's ability to continue as a going concern |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|--|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution dated 6 th January 2016. |
| How is the charity constituted? (e.g. unincorporated association, CIO) | Para 1.25 | CIO |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Six trustees are elected at the Annual General Meeting. Up to 5 are co-opted. Two appointed by the Parish Council. Up to 18 appointed by village organisations, according to the terms of the constitution. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | The full Board of Trustees meets as a minimum twice yearly. Day to day management of the property and activities is undertaken by the House and Grounds Committees and by the Events Group, whose members are drawn from trustees and volunteers. Major projects are overseen by the Projects Group. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The CIO is an active member of the Wiltshire Village Halls Association (WVHA) and from time to time works with ACRE. |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Kington Langley Village Hall and Recreation Ground CIO |
| Other name the charity uses | Kington Langley Village Hall KLVH |
| Registered charity number | 1165128 |
| Charity's principal address | SPY COTTAGE 2 ASHES LANE KINGTON LANGLEY CHIPPENHAM SN15 5NP |
| | |

Funds held as custodian trustees on behalf of others

| | |
|---|-----|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | N/A |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|--------------|---|
| Bank | CAF Bank plc | 25 Kings Hill Avenue, Kings Hill, West Malling, ME19 4JQ |
| I/E | Andy Davis | Mander Duffill, The old Post Office, 41-43 Market Place, Chippenham, SN15 3HR |
| | | |
| | | |

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|--------------------|---|
| Signature(s) | A.E. Shepherd |  |
| Full name(s) | ANTHONY E SHEPHERD | DR PETER W GILES |
| Position (eg Secretary, Chair, etc) | CHAIRMAN | TREASURER |
| Date | 17 APR 20 | |