



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

31/12/18

Charity no  
(if any)

1165128

Set out on pages

1-3

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the 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 the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

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 any 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 material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

Date:

09/07/2019

Name:

Mander Duffill

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

Institute of Chartered Accountants in England and Wales (ICAEW)

**Address:**

Mander Duffill, 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 details of any items that the examiner wishes to disclose.

## 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 £
<b>B1 Cash funds</b>	CAF Bank Current Account	34,910	11,369	-
	Cash in hand	255	-	-
			-	-
	<b>Total cash funds</b>	<b>35,165</b>	<b>11,369</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Hire fees due	2,330	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Hall Bldg, Grounds, Pavilion, outbldgs, 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	-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
	Prepaid event fees	General	765	
	Deposits due return	General	115	
	RAW not yet invoiced	General	-	
	PV Solar Loan	Restricted	3,180	Feb 2019

- Notes:
- Transfer out of PV Solar income leaving sufficient in restricted fund to cover final loan repayments due in Feb 19
  - Restricted fund comprises ring fenced Pavilion + PV loan repayment funds

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
A.E. Shepherd	A.E. SHEPHERD	07/07/19
[Signature]	P.J. GILES	7 JUL 19



Charity Name Kington Langley Village Hall	No (if any) 1165128
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CC16a

## Receipts and payments accounts

For the period from	Period start date 01-Jan-18	To	Period end date 31-Dec-18
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### 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 £
<b>A1 Receipts</b>					
Hire of Hall, Grounds and equipment	22,205	-	-	22,205	21,302
Social Functions	1,431	-	-	1,431	1,215
Donations and Grants	1,078	-	-	1,078	1,040
PV Solar income	-	4,625	-	4,625	4,446
Miscellaneous	550	-	-	550	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>25,264</b>	<b>4,625</b>	<b>-</b>	<b>29,889</b>	<b>28,003</b>
<b>A2 Asset and investment sales, etc.</b>	-	-	-	-	-
<b>Total receipts</b>	<b>25,264</b>	<b>4,625</b>	<b>-</b>	<b>29,889</b>	<b>28,003</b>
<b>A3 Payments</b>					
Booking and Administrative Costs	1,056	-	-	1,056	1,000
Return of Deposits	1,297	-	-	1,297	1,718
Cost of Running Social Functions	894	-	-	894	678
Utilities	2,378	-	-	2,378	2,026
Facilities Management	3,300	-	-	3,300	3,300
Maintenance and Repairs	3,211	-	-	3,211	2,223
Insurance and Safety Checks	1,496	-	-	1,496	1,833
Loan Repayments	-	3,360	-	3,360	2,470
Subscriptions and Fees	894	-	-	894	1,016
Miscellaneous	400	-	-	400	-
Projects (non-capital)	1,926	-	-	1,926	492
<b>Sub total</b>	<b>16,852</b>	<b>3,360</b>	<b>-</b>	<b>20,212</b>	<b>16,756</b>
<b>A4 Asset and investment purchases, etc.</b>	988	-	-	988	184
<b>Total payments</b>	<b>17,840</b>	<b>3,360</b>	<b>-</b>	<b>21,200</b>	<b>16,940</b>
<b>Net of receipts/(payments)</b>	<b>7,424</b>	<b>1,265</b>	<b>-</b>	<b>8,689</b>	<b>11,064</b>
<b>A5 Transfers between funds</b>	1,445	# -	-	-	-
<b>A6 Cash funds last year end</b>	<b>26,296</b>	<b>11,549</b>	<b>-</b>	<b>37,845</b>	<b>26,782</b>
<b>Cash funds this year end</b>	<b>35,165</b>	<b>11,369</b>	<b>-</b>	<b>46,534</b>	<b>37,845</b>



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## Trustees' Annual Report for the period

From 01/01/18 Period start date To 31/12/18 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. In addition we have a few non-trustee volunteers who make very valuable contributions in specialist areas such as technical support.
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><b>Statutory Declaration</b></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><b>Summary of the main achievements of the Charity during the year.</b></p> <p>Three years after the merger of the Village Hall and Recreation Ground charities we are starting to see the benefits from the merger. In particular, work started on the Recreation Ground upgrade with the demolition of the old pavilion building and the much-needed extension of the car park, which has more than doubled hard surface parking. The trustees have continued to build up funds for this upgrade while undertaking the necessary repairs and refurbishment of the Hall facilities.</p> <p>A wide range of village groups continued to use the hall on a regular basis covering dance, drama, music, sports, and other cultural activities. During the period the Chippenham &amp; District Amateur Radio Club moved to the Hall, extending the range of activities offered in yet another direction. 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 continues to organise events under the auspices of Rural Arts Touring, deliberately selected to cover a wide range of interests. However, due to funding cuts and reduced offerings, the CIO was only able to</p>

		<p>obtain one Rural Arts Touring event during this period, and that proved less popular than previous events. To make up the shortfall and gap in the programme, the CIO organised a successful in-house event. The trustees intend to continue the Rural Arts Touring programme and hope to be able to obtain more events and of a higher quality in 2019.</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>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
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 surplus 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"> <li>• The essential running costs (subscriptions, water rates, utilities, insurance, etc) should there be an unexpected severe downturn in income from charges.</li> <li>• Any unforeseen repair costs.</li> </ul> <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 the majority of the fund is earmarked for the Pavilion Replacement programme planned to commence in the current year.</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	After considering relevant factors the Trustees concluded that an appropriate reserve would be four months essential running costs which equates to £4,000.
Amount of reserves held	Para 1.22	Reserves of £46,532 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:

	Para 1.47	
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The charity's principal sources of funds (including any fundraising)		
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 <sup>th</sup> 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

### **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)
Anita Holbrook			Helping Hands/Hobbies
Daphne Povey			S-M-B
Valerie Young			Elected
Barbara Sealy			KL WI
Ian Morrison			Croquet
Tony Shepherd	Chairman		KL Chapel
Andy Boulton			Elected
Peter Giles	Treasurer		Elected
Steve Duffill			St Peter's Church
Julia Cook	Booking Clerk		Elected
Robert Atwell			Elected
Euan Sudbury			Tennis
Helen Gartland			C-M-D
Warren Burgess			Coopted
Eilis Longley-Brown			Coopted
Keith Bennett			Table Tennis
Helen Biggadike	Secretary		Elected
Michelle Thomas			Langley Fitzurse PTA

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## 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	David Pritchard	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 EDWARD SHEPHERD	DR PETER W GILES
Position (eg Secretary, Chair, etc)	CHAIRMAN	TREASURER

Date

7 JUL 19
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