

ANNUAL REPORT 2008/09

CAPEL-LE-FERNE VILLAGE HALL

**The Village Hall,
Lancaster Avenue,
Capel-le-Ferne,
CT187LX**

REGISTERED CHARITY No.281786

Section 1

Administrative details

Charity Name	Capel-le-Ferne Village Hall.
Charity Registration Number	281786
Address	Lancaster Ave, Capel-le-Ferne, CT18 7LX.
Trustees at year end Elected	Cherry Leppard (Secretary), Jerry Watson, Jenny Barraclough, Jayne Stone (Chairman), Mike Stone, Julie Young.
Appointed	Short mat bowls Jenny Carter (Treasurer) Over 60s Club Pim Scales (Vice Chair) Parochial Council Richard Salmon Parish Council no appointment WI Sheila French Youth Club no appointment.
Trustees who have served for part year	None.
Names and addresses of relevant organisations or persons.	
Banker	HSBC, Biggin St, Dover, Kent.
Solicitor	None.
Auditor	G Webb, 17, Bernard Gardens, Sheperdswell Dover, Kent.

Section 2 Structure, governance and management

Governing document details

Date and amendments	1980, updated under charity regulations and 2006 at AGM.
Nature	Conveyance and Trust Deed.
Appointment process for Trustees	
Elected Trustees	Six Trustees are elected at the AGM.
Appointed Trustees & appointing bodies	The following organisations have the right to appoint Trustees: Short mat bowls club, Over 60's Club, Parochial Church Council, Parish Council, WI, Youth Club.
Co-opted Trustees (co-opted by Trustees at meetings post AGM)	None.
Assurance Trustees are eligible to serve as trustees	At first meeting in December, Charity Commission documents shared with Trustees, who then sign that they are eligible to serve as Trustees.

Organisational structure

The Trustees have met monthly (with the exception of July and August) and invited user representatives to attend the meetings. These representatives have speaking but not voting rights. Any confidential matters would be discussed by Trustees only.

All expenditure must be approved by Trustees; specific responsibilities are delegated as follows:

**Fire Safety Michael Stone
Boot Fairs Debbie Jones**

**Maintenance Derek Jeffrey
Farmers' Market Cherry Leppard,
Jenny Barraclough**

Craft Fair Jayne Stone

Thursday teas Barbara Brisley

Cleaning and letting duties are subcontracted.

Section 3

Financial review

Policy on reserves- no formal policy although reserves above £3,000 are transferred to a higher interest account.

Explanation of any deficit - no deficit.

Section 4

Funds held as custodian trustees – none.

Section 5

Public benefit statement.

Summary description of purposes (objectives) of charity & Main activities of the charity to further public benefit:

“The village hall is held in trust for the use of the inhabitants of Capel-le-Ferne for meetings, lectures, classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants”.

The charity trustees 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.

Achievements this year

Brief summary

Hall is well used

Bookings every week day evening, every school day and most weekends. New organisations include brownies and girl guides.

Hall is well maintained

Deep cleaned, toilets refurbished and total income exceeds total expenditure.

Improving conditions of life

Farmers' Market run weekly,

including postal office service for local inhabitants; community warden base provided, advice surgeries available as are various sports, educational and leisure activities.

Serious incident reporting: Incidents which cause a significant loss of funds or pose serious risks to the charity's beneficiaries should be reported to the Charity Commission as soon as possible

Incident	Number of occurrences
Fraud/theft/loss of funds	0
Significant donations from unknown sources	0
Links with proscribed organisation/terrorists / unlawful activities	0
Person disqualified from acting as Trustee has been/is acting as a Trustee	0
No policy for safeguarding the vulnerable	0
There is no vetting procedure to ensure Trustees are eligible to act as Trustee	0
Beneficiaries have been/are suspected of being abused/mistreated	0
Charity has been subject to criminal investigation or other regulatory investigation	0
Sanctions imposed/ concerns raised by regulator or agency (e.g. Health & Safety)	0

This annual report has been prepared, taking account of the following guidance published on the Charity Commission's website September 2009, for presentation at the Annual General Meeting November 2009.

Charities with an income between £25,001 and £500,000 in the reporting period must complete an Annual Return consisting of essential information (Part A) and a statement of the trustees' legal obligation to report serious incidents (RSI) to the Charity Commission. The nature of reportable incidents and information about how to report them is explained fully in the guidance notes accompanying the paper form and the help pages in the online form. In completing the declaration at the end of the Return, the trustee signatory will be certifying that any such incident occurring in the period has been reported to the Charity Commission.

Statutory audit. This means an audit which is required by an Act of Parliament ('statute') as opposed to one which is required by a charity's governing document or funder. (This guidance describes when a statutory audit is required by the 1993 Act.)

SignedChairman

Name.....Date.....

Signed.....Treasurer

Name.....Date.....

SignedSecretary

Name.....Date.....