

# Kingston Reading Room



## Annual Report & Accounts for the year ended 31 January 2021

Registered Charity No: 300882



# Trustee's Annual Report

For 1<sup>st</sup> February 2020 to 31<sup>st</sup> January 2021

## Kingston Reading Room

(Registered Charity No 300882)

### Objects and Activities

In accordance with the Scheme dated 30<sup>th</sup> January 1940, "The object of the Charity shall be the maintenance of the Reading Room of the Charity for the purposes of physical and mental training and recreation and. social, moral and intellectual development, through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient, for the benefit of the inhabitants of the Parish of Kingston. without distinction of sex or of political or other opinions."

During the year to 31<sup>st</sup> January, 2021, the Reading Room was little used due to the COVID-19 pandemic. However, until the first lockdown, imposed by Government on 23<sup>rd</sup> March, 2020, the Reading Room was being well utilised for the following activities:

- A twice weekly short mat bowls club;
- Weekly Tuesday morning market, Arts group, Dance practice, Keep Fit classes and Music practice;
- Monthly meetings of the Kingston Local History Society, Flicks in the sticks, Parish Council and Neighbourhood Plan team;
- Occasional events of St James the Less church; and
- Professional yoga classes

Government funded support grants totalling £11,334 replaced lost income which enabled the trustees to continue to engage a cleaner/caretaker; carry out a complete external redecoration; and to replace three blown double-glazing panes and three downstairs windows with UPVC double-glazed units.

The Reading Room has been kept clean and secure by a rota of daily inspections which have enabled insurance cover to continue.

### Fundraising

The annual Grand Draw was cancelled because the annual Kingston Fun Day, the main prize-giving event and a major ticket sales opportunity, was cancelled due to the COVID-19 regulations.

Despite the restrictions, Owen and Elaine Roberts succeeded in selling 180 tickets for the "200 Club", drawing the monthly prizes, totalling £75 per month, carefully in accordance with the restrictions in force. The "200 Club" provides unrestricted funds for hall maintenance with 50% of sales returned as prizes.



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### Financial Position

The COVID-19 pandemic has meant that although trading income fell by £3,581 and fundraising income by £1,722, the government grants mentioned above have resulted in income for the year increasing from £9,754 to £14,537. This has enabled maintenance expenditure of £4,234, general expenditure excluding 200 Club of £3,972 and a maintenance reserve increase of £5,455.

The Reading Room holds the following reserve funds:

- A General Fund of £2,600 to cover 6 months estimated hall running costs plus the 200 club prizes for February to September.
- A Maintenance Fund, now £12,545, which is used to maintain the fabric of the Reading Room, a building which was gifted to Kingston Parish in 1912 having previously been used as almshouses.
- Restricted Funds that keep separate funds raised for specific purposes. At present these funds consist of the following:
  - £190 raised to pay for the rebuilding of the cupboard used to house equipment such as chairs, tables and Bowls mats.
  - £7 surplus funds raised to subsidise a puppet show for families in Kingston.
- An Endowment Fund which represents the current valuation of the Land and Buildings of the Reading Room. The Scheme dated 30<sup>th</sup> January 1940 vested the Reading Room land and hereditaments in Kingston Parish Council.

The Reading Room's bankers are:

Lloyds Bank plc  
Kingsbridge branch  
65-67, Fore Street  
Kingsbridge  
Devon  
TQ7 1PN

Coventry Building Society  
Oakfield House  
Binley Business Park  
Binley  
Coventry  
CV3 2TQ



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For 1<sup>st</sup> February 2020 to 31<sup>st</sup> January 2021

## Kingston Reading Room

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### Structure, Governance and Management

The Reading Room is governed by a Scheme approved and established by the Charity Commission and dated 30<sup>th</sup> January 1940, a copy of which is on the Parish Council website.

The Scheme appointed three trustees, two individuals and the Kingston Parish Council, with no provisions for the individual trustees to be replaced.

The Scheme allows for members of a Committee of Management to be appointed consisting of representatives of certain village organisations and three elected members (Chair, Secretary and Treasurer). Under Charities Act 2011 "persons having the general control and management of the administration of a charity" are also trustees, which now includes the Committee of Management.

Hence the Parish Council continues to be the surviving trustee under the Scheme and representatives appointed by the village organisations which use the hall are now also trustees.

The following were Trustees during the period above and up to the date of signature of this Annual Report:



Trustee under the Scheme: Kingston Parish Council.

Elected Trustees: Andrew Edward Summer-Nutting, Chair  
Pauline Deschamps, Secretary  
Alan Coleman-Smith, Treasurer

Appointed Trustees: John Connor, Flicks in the Sticks (until 30 June 2020)  
Lorraine Squire, Flicks in the Sticks (from 1 October 2020)  
Tina Aletta Mears, Tuesday Morning Market  
Judy Alloway, St James the Less Church  
Elaine Roberts, 200 club (until 30 June 2020)  
Benjamin Russell, Kingston Events Group (from 11 June 2020)  
Jennifer May Kinder, Art Club  
Heather Jane Summer, Kingston Parish Council  
Guy Richard John Walker, Kingston Local History Society (from 22 July 2020)

Co-opted Trustee: Sue Green, Kingston Parish Clerk

This Trustees Report was approved by the trustees in their meeting and is signed on behalf of the Trustees:

Signature		
Full Name	Andrew Edward Summer-Nutting	Pauline Deschamps
Position	Chair	Secretary

2, Overlangs, Kingston, Kingsbridge

Date 23 March 2021

Devon, TQ7 4PF



Section A

Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name:  
**Kingston Reading Room**

**On accounts for the year  
ended**

**31<sup>st</sup> January 2021**

**Charity no  
(if any)**

**300882**

**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

**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:**

**Date:**

**20th February 2021**

**Name:**

**Paul Ellis**

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

**A.C.I.B.**

**Address:**

**Pooh Corner, off Arnolds Close,  
Kingston, Kingsbridge,  
Devon TQ7 4PL**

# Kingston Reading Room

Registered Charity No: 300882

## Receipts and Payments account

1 February 2020 to 31 January 2021

	Note	General Fund £	Maintenance Fund £	Restricted Funds £	Endowment Funds £	Total £	Last Year £
<b>Receipts</b>							
Donations		139	-	-	-	139	375
Grants	1	11,334	-	-	-	11,334	1,000
Ticket sales		-	-	-	-	-	214
Fundraising		1,836	-	-	-	1,836	3,558
Hall Hire		559	-	-	-	559	3,491
Morning Market		338	-	-	-	338	1,031
Interest		128	-	-	-	128	85
Gift Aid		193	-	-	-	193	-
Other		10	-	-	-	10	-
		<b>14,537</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,537</b>	<b>9,754</b>
<b>Payments</b>							
Events		-	-	-	-	-	325
Fundraising		925	-	-	-	925	1,295
Utilities		1,230	-	-	-	1,230	1,685
Services		1,709	-	-	-	1,709	1,755
Maintenance		-	4,234	-	-	4,234	1,155
Purchases		290	-	-	-	290	203
Revival project		-	-	-	-	-	4,787
Insurance		538	-	-	-	538	463
Other		205	-	-	-	205	125
		<b>4,897</b>	<b>4,234</b>	<b>-</b>	<b>-</b>	<b>9,131</b>	<b>11,793</b>
<b>Surplus/(shortfall)</b>							
		9,639	( 4,234)	-	-	5,405	( 2,039)
Transfers		( 9,689)	9,689	-	-	-	-
Fund movements	3	( 50)	5,455	-	-	5,405	( 2,039)
<b>Cash and Bank</b>							
Balances last year		2,650	7,090	197	-	9,937	11,976
Balances this year		2,600	12,545	197	-	15,342	9,937

# Kingston Reading Room

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## Statement of Assets and Liabilities

1 February 2020 to 31 January 2021

	General Fund £	Maintenance Fund £	Restricted Funds £	Endowment Funds £	Total £	Last Year £
Note						
<b>Land &amp; Buildings</b>						
Reading Room	4	-	-	288,798	288,798	284,867
<b>Cash and Bank</b>						
Current Account	1,927	-	-	-	1,927	2,650
Deposit Account	673	12,545	197	-	13,415	7,287
Cash in Hand	-	-	-	-	-	-
	2,600	12,545	197	-	15,342	9,937

## Notes to the Accounts

### Note 1

#### Grant income

2020/21 Grant income consists of £10,000 Retail Hospitality and Leisure Grant funding in response to the COVID-19 pandemic crisis with an additional £1,334 of Local Restriction Support Grant. These grants are Government funded. £1,000 in 2019/20 was from Tesco Bags of Help for decorating downstairs.

### Note 2

#### Fund descriptions

- The **General Fund** has been set to cover six months hall running costs (£2,000) plus the prize money that will be paid out to winners of the 200 Club monthly draws for February to September (£600). Surplus funds have been designated for use in the Maintenance Fund
- The **Maintenance Fund** has been designated by the Reading Room Committee to be used for the maintenance of the Reading Room.
- Restricted Funds** reflect the wishes of donors and the aims of certain fundraising events. The areas covered by these funds are shown in the Funds movement table below.
- The **Endowment Fund** represents the current valuation of the Land and Buildings that are held in trust as the Reading Room.

### Note 3

#### Funds Movements

<u>Fund</u>	Opening Balance £	Receipts £	Payments £	Transfers £	Closing Balance £
General	2,650	14,537	( 4,897)	( 9,689)	2,600
Maintenance	7,090	-	( 4,234)	9,689	12,545
<u>Restricted</u>					
Cupboard	190	-	-	-	190
Puppet Show	7	-	-	-	7
total	197	-	-	-	197

### Note 4

#### Asset valuation

The Reading Room is shown at the valuation used for Insurance purposes.