

Kingston Reading Room



Annual Report & Accounts for the year ended 31 January 2023

Registered Charity No: 300882



Trustee's Annual Report

For 1st February 2022 to 31st January 2023

Kingston Reading Room

(Registered Charity No 300882)

Objects and Activities

In accordance with the Scheme dated 30th 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 31st January, 2023, the Reading Room was utilised mainly for the following activities:

- Kingston Short Mat Bowls club;
- Tuesday morning market;
- Kingston Art group working sessions;
- Band and solo drum practise;
- Professional yoga classes;
- Meetings of the Kingston Local History Society, Kingston Parish Council; Kingston Gardening Club; Flicks in the Sticks;
- Occasional events of St James the Less church; and
- Local parties, a Christmas Market and a Produce Show.

Government funded support grants from during the COVID-19 pandemic enabled the trustees to develop the plans to successfully apply for planning permission for a proposed two storey extension.

Fundraising

The annual Grand Draw was back for the Kingston Fun Day, the main prize-giving event and a major ticket sales opportunity, that raised £1430 in ticket sales. There is no Fun Day in 2023 so the Grand Draw is in doubt.

Owen and Elaine Roberts succeeded in selling 190 tickets for the "200 Club", with a monthly prize draw, totalling £75 per month. The "200 Club" provides unrestricted funds for hall maintenance with 50% of sales returned as prizes.

Financial Position

The relaxation of COVID-19 restrictions has meant that trading income has recovered somewhat at £3,103 from £1,845 last year and fundraising income up considerably at £3,369 from £1,991, the government grants received in 2021/22 resulted in income for the year decreasing from £18,846 to



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£8,060. Maintenance and development expenditure was £1,873, general expenditure excluding 200 Club was £4,660 and the maintenance and development reserve has been increased by £1,755.

The Reading Room holds the following reserve funds:

- A General Fund of £3,600 to cover 6 months estimated hall running costs and the 200 club prizes for February to September.
- A Maintenance and Development Fund, now £19,347, which is used to maintain and enhance 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 rebuild cost assessment of the Land and Buildings of the Reading Room and now includes VAT. The Scheme dated 30th 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

Structure, Governance and Management

The Reading Room is governed by a Scheme approved and established by the Charity Commission and dated 30th January 1940, a copy of which is on the Kingston 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.



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Hence Kingston 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 Officers: Andrew Edward Summer-Nutting, Chair
Pauline Deschamps, Secretary (to September 2022)
Simon John Eatwell, Secretary (from September 2022)
Alan Coleman-Smith, Treasurer

Appointed Representatives: Judy Alloway, St James the Less Church (deceased August 2022)
Pauline Deschamps, St James the Less Church (from September 2022)
Lorraine Squire, Flicks in the Sticks (to May 2022)
Tina Aletta Mears, Tuesday Morning Market
Benjamin Russell, Kingston Events Group and Booking Secretary
Jennifer May Kinder, Art Club (to September 2022)
Heather Jane Summer, Kingston Parish Council
Guy Richard John Walker, Kingston Local History Society

Co-opted Trustee: Sue Green, Kingston Parish Clerk (to April 2022)
Joan Anderson, (from May 2022)

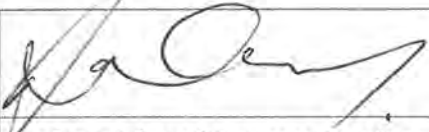

This Trustees Report was approved by the trustees in their meeting on 9th March 2023 and is signed on behalf of the Trustees:

Signature

Full Name

Position

Date

	
Andrew Edward Summer-Nutting	Simon John Eatwell
Chair	Secretary

9 March 2023

Willow Cottage, Kingston, Kingsbridge
Devon, TQ7 4PU



**Report to the trustees/
members of**

Kingston Reading Room

**On accounts for the year
ended**

31st January 2023

**Charity no
(if any)**

300882

Set out on pages

5 and 6

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st January 2023

**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:

8th March 2023

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 2022 to 31 January 2023

		General Fund £	Maintenance & Development Fund £	Restricted Funds £	Endowment Funds £	Total £	Last Year £
Receipts	Note						
Donations		150	-	-	-	150	5,164
Grants	1	-	-	-	-	-	9,669
Ticket sales		-	-	-	-	-	-
Fundraising		3,369	-	-	-	3,369	1,991
Hall Hire		2,091	-	-	-	2,091	1,549
Morning Market		1,012	-	-	-	1,012	296
Interest		218	-	-	-	218	167
Gift Aid		1,250	-	-	-	1,250	-
Other		-	-	-	-	-	10
		8,090	-	-	-	8,090	18,846
Payments							
Events		-	-	-	-	-	-
Fundraising		1,175	-	-	-	1,175	975
Utilities		2,264	-	-	-	2,264	1,960
Services		1,532	-	-	-	1,532	1,792
Maintenance		-	913	-	-	913	2,795
Purchases		60	-	-	-	60	2,190
Development		-	960	-	-	960	1,088
Insurance		615	-	-	-	615	527
Other		189	-	-	-	189	99
		5,835	1,873	-	-	7,708	11,426
Surplus/(shortfall)		2,255	(1,873)	-	-	382	7,420
Transfers		(1,755)	1,755	-	-	-	-
Fund movements	3	500	(118)	-	-	382	7,420
Cash and Bank							
Balances last year		3,100	19,465	197	-	22,762	15,342
Balances this year		3,600	19,347	197	-	23,144	22,762

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Registered Charity No: 300882

Statement of Assets and Liabilities

1 February 2022 to 31 January 2023

	Note	General Fund £	Maintenance & Development Fund £	Restricted Funds £	Endowment Funds £	Total £	Last Year £
Land & Buildings							
Reading Room	4	-	-	-	487,915	487,915	366,303
Cash and Bank							
Current Account		1,743	-	-	-	1,743	1,579
Deposit Account		1,757	19,347	197	-	21,301	21,083
Cash in Hand		100	-	-	-	100	100
		<u>3,600</u>	<u>19,347</u>	<u>197</u>	<u>-</u>	<u>23,144</u>	<u>22,762</u>

Notes to the Accounts

Note 1

Grant income

Grant income consists of Local Restriction Support Grants in response to the COVID-19 pandemic crisis. These grants were Government funded.

Note 2

Fund descriptions

- The **General Fund** has been set to cover six months hall running costs (£3,000) 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 & Development Fund.
- The **Maintenance & Development Fund** has been designated by the Reading Room Committee to be used for the maintenance and enhancement of the building.
- 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 movements 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	3,100	8,090	(5,835)	(1,755)	3,600
Maintenance & Development	19,465	-	(1,873)	1,755	19,347
<u>Restricted</u>					
Cupboard	190	-	-	-	190
Puppet Show	7	-	-	-	7
total	<u>197</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>197</u>

Note 4

Asset valuation

The Reading Room is shown at the valuation used for Insurance purposes. A Rebuild Cost Assessment was carried out in June 2021 on behalf of the insurers. VAT is included for 2023 as it has been deemed that it would be irrecoverable.