

# Kingston Reading Room



## Annual Report & Accounts for the year ended 31 January 2024

Registered Charity No: 300882



# Trustee's Annual Report

For 1<sup>st</sup> February 2023 to 31<sup>st</sup> January 2024

## 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, 2024, 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 continue preparatory work to apply for grants for a proposed two storey extension.

### Fundraising

There was no Fun Day in 2023 so there was no Grand Draw.

Owen and Elaine Roberts sold 194 tickets for the "200 Club", with a monthly prize draw increasing to £80 per month. The "200 Club" provides unrestricted funds for hall maintenance with 50% of sales returned as prizes.

### Financial Position

Trading receipts are up from £3,103 last year at £4,935 but fundraising receipts is down at £1,963 from £3,369, donations totalling £3,730 and the related Gift Aid tax rebate resulted in an increased overall receipts of £11,988 (£8,090 in 2022/3). Maintenance and development expenditure was up at £3,396 (£1,873), general expenditure excluding 200 Club was £6,509 (£4,660) and the designated maintenance and development reserve has been increased by £3,986 (£1,755). The two small restricted funds have been released by agreement with the donor.



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The Reading Room holds the following reserve funds:

- A General Fund of £4,340 to cover 6 months estimated hall running costs and the 200 club prizes for February to September.
- A Maintenance and Development Fund, now £17,676, 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. This has been released to the Maintenance and Development Fund.
  - £7 surplus funds raised to subsidise a puppet show for families in Kingston. This has been released to the General Fund.
- 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 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

## 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 Kingston Parish Council website. This Scheme has been replaced by a constitution approved on 15<sup>th</sup> February 2024, that expands on and updates the Scheme.

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



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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 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  
 Simon John Eatwell, Secretary (from September 2022 to May 2023)  
 Juliet Manners, Secretary (from 11<sup>th</sup> May 2023)  
 Alan Coleman-Smith, Treasurer

Appointed Representatives: Pauline Deschamps, St James the Less Church  
 Tina Aletta Mears, Tuesday Morning Market  
 Benjamin Russell, Kingston Events Group and Booking Secretary  
 Heather Jane Summer, Kingston Parish Council (to 18<sup>th</sup> October 2023)  
 Guy Richard John Walker, Kingston Local History Society  
 Jennifer May Kinder, Kingston Arts Group  
 Sarah Banham, Kingston Parish Council (from 11<sup>th</sup> January 2024)

Co-opted Trustee: Joan Anderson

This Trustees Report was approved by the trustees in their meeting on 26<sup>th</sup> March 2024 and is signed on behalf of the Trustees:

Signature		
Full Name	Andrew Edward Summer-Nutting	Juliet Manners
Position	Chair	Secretary
Date	26 / 3 / 24	



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 2024

Charity no  
(if any)

300882

Set out on pages

5 to 7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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").

Independent  
examiner's statement

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.

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: *PEllis*

Date: 23<sup>rd</sup> February 2024

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 2023 to 31 January 2024

	Note	Maintenance &				Total £	Last Year £
		General Fund £	Development Fund £	Restricted Funds £	Endowment Funds £		
<b>Receipts</b>							
Donations		3,730	-	-	-	3,730	150
Grants	1	150	-	-	-	150	-
Fundraising		1,963	-	-	-	1,963	3,369
Hall Hire		3,444	-	-	-	3,444	2,091
Morning Market		1,491	-	-	-	1,491	1,012
Interest		437	-	-	-	437	218
Gift Aid		773	-	-	-	773	1,250
Other		-	-	-	-	-	-
		<b>11,988</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,988</b>	<b>8,090</b>
<b>Payments</b>							
Events		-	-	-	-	-	-
Fundraising		950	-	-	-	950	1,175
Utilities		2,759	-	-	-	2,759	2,264
Services		2,222	-	-	-	2,222	1,532
Maintenance		-	2,261	-	-	2,261	913
Purchases		140	-	-	-	140	60
Development		-	3,396	-	-	3,396	960
Insurance		678	-	-	-	678	615
Other		710	-	-	-	710	189
		<b>7,459</b>	<b>5,657</b>	<b>-</b>	<b>-</b>	<b>13,116</b>	<b>7,708</b>
<b>Surplus/(shortfall)</b>		<b>4,529</b>	<b>( 5,657)</b>	<b>-</b>	<b>-</b>	<b>( 1,128)</b>	<b>382</b>
Transfers		( 3,789)	3,986	( 197)	-	-	-
Fund movements	3	740	( 1,671)	( 197)	-	( 1,128)	382
<b>Cash and Bank</b>							
Balances last year		3,600	19,347	197	-	23,144	22,762
Balances this year		<b>4,340</b>	<b>17,676</b>	<b>-</b>	<b>-</b>	<b>22,016</b>	<b>23,144</b>

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## Statement of Assets and Liabilities

As at 31 January 2024

		General Fund £	Maintenance & Development Fund £	Restricted Funds £	Endowment Funds £	Total £	Last Year £
<b>Land &amp; Buildings</b>							
Reading Room	Note 4	-	-	-	581,790	581,790	487,915
<b>Cash and Bank</b>							
Current Account		3,658	-	-	-	3,658	1,743
Deposit Account		682	17,676	-	-	18,358	21,301
Cash in Hand		-	-	-	-	-	100
		4,340	17,676	-	-	22,016	23,144
<b>Other Assets</b>							
Deposit for Electricity		364	-	-	-	364	-
<b>Total Assets</b>		4,704	17,676	-	581,790	604,170	511,059

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## Notes to the Accounts

1 February 2023 to 31 January 2024

**Note 1 Grant income**  
Grant income consists of a Government funded Alternative Fuel Payment which was credited to the Electricity Account, but was a grant made to offset the high price of oil (2022/23 £0).

**Note 2 Fund descriptions**

- The **General Fund** has been set to cover six months hall running costs (£3,700) plus the prize money that will be paid out to winners of the 200 Club monthly draws for February to September (£640). Surplus funds have been designated for use in the Maintenance and 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	Valuation	Closing Balance
	note	£	£	£	£		£
General		3,600	11,988	( 7,459)	( 3,789)	-	4,340
Maintenance & Development		19,347	-	( 5,657)	3,986	-	17,676
<u>Restricted</u>							
Cupboard	a	190	-	-	( 190)	-	-
Puppet Show	b	7	-	-	( 7)	-	-
	total	197	-	-	( 197)	-	-
<u>Endowment</u>		487,915	-	-	-	93,875	581,790

- The Puppet Show restricted fund has been transferred to the General Fund by agreement with the donor.
- The Cupboard restricted fund has been transferred to the Maintenance and Development Fund by agreement with the donor.

**Note 4 Asset valuation**  
The Reading Room is shown at the valuation used for Insurance purposes and includes VAT. A Rebuild Cost Assessment was carried out in June 2021 on behalf of the insurers.