

Kingston Reading Room



Annual Report & Accounts

for the year ended 31 January 2025

Registered Charity No: 300882



Trustees' Annual Report

For 1st February 2024 to 31st January 2025

Kingston Reading Room

(Registered Charity No 300882)

Objects and Activities

In accordance with the Scheme dated 30th January 1940 and amended as approved by the Charity Commission on 3rd June 2024, “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, sexual orientation, age, disability, nationality, political or other opinions.”

During the year to 31st January, 2025, the Reading Room was utilised for just under 30% of sessions, mainly for the following activities:

- Kingston Short Mat Bowls club;
- Tuesday morning market;
- Local elections and a General Election;
- 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; newly formed Wild about Kingston;
- Occasional events of St James the Less church; and
- Local parties, a Craft Market and a Produce Show.

Applications for grants for a proposed two storey extension were unsuccessful, so a reduced plan for reordering the internal structure to provide a safe and secure store for chairs and tables has been approved with work starting on 3rd March 2025 with a planned finish of June 2025. The reordering is expected to cost £15,000 and is being supervised and carried out by local volunteers and initially funded from the Maintenance and Development Fund. Grants have been sought to enable the purchase of lighter stackable chairs.

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 £1,427 in ticket sales. There is no Fun Day in 2025 so the Grand Draw is in doubt.

Owen and Elaine Roberts sold 213 tickets for the “200 Club”, with a monthly prize draw increasing to £85 per month. The “200 Club” provides unrestricted funds for hall maintenance with 50% of sales returned as prizes.



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Financial Position

Trading receipts were up from £4,935 last year to £5,221 and fundraising receipts were up from £1,963 to £3,573 due to the Grand Draw, donations totalling £648 and building society interest of £766 resulted in overall receipts of £10,208 (£11,988 in 2022/23). Maintenance and Development Fund payments were £1,566 (£3,396), General Fund payments, excluding fundraising, were £6,718 (£6,509) and the designated Maintenance and Development Fund was increased by transfers from the General Fund of £1,976 (£3,986).

The Reading Room holds the following reserve funds as at 31st January 2025:

- A General Fund of £4,480 to cover 6 months estimated hall running costs and the 200 club prizes for February to September.
- A Maintenance and Development Fund, now £18,086, 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. This fund will be used for the reordering mentioned above.
- At present there are no Restricted Funds to keep separate funds raised for specific purposes.
- The Endowment Fund which represents the rebuild cost assessment of the Land and Buildings of the Reading Room including 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. This Scheme was amended as approved by the Charity Commission on 3rd June 2024.

The 1940 Scheme appointed three trustees, two individuals and the Kingston Parish Council, with no provisions for the individual trustees to be replaced.

The amended Scheme allows for members of a Committee of Management to be appointed consisting of representatives of certain village organisations and three elected members (Chair,



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Secretary and Treasurer). Under Charities Act 2011 “persons having the general control and management of the administration of a charity” are also trustees, which includes the Committee of Management. Hence Kingston Parish Council continues to be the surviving trustee under the Scheme and the members of the Committee of Management are 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 Summer-Nutting, Chair (to 14th January 2025)
Juliet Manners, Chair (from 14th January 2025) and Secretary
Alan Coleman-Smith, Treasurer

Committee members: Sarah Banham, Kingston Parish Council
Carol Beard (from 23rd April 2024)
Pauline Deschamps, St James the Less Church
Jennifer Kinder, Kingston Arts Group
Tina Mears, Tuesday Morning Market
Benjamin Russell, Kingston Events Group and Booking Secretary
Andrew Summer-Nutting (from 14th January 2025)
Guy Walker, Kingston Local History Society

Co-opted Trustee: Joan Anderson to 23rd April 2024

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

Signature	<i>Juliet Manners</i>	<i>Alan Coleman-Smith</i>
Full Name	Juliet Manners	Alan Coleman-Smith
Position	Chair and Secretary	Treasurer

Date *02/04/2025*



Report to the trustees of Kingston Reading Room

On accounts for the year 31st January 2025

Charity no 300882
(if any)

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 31/01/2025.

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 PCC's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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:

- the accounting records were not kept in accordance with section 130 of the Charities 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: 23/2/2025

Name: Paul Ellis

Relevant professional qualification: AICB

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

Kingston Reading Room
Registered Charity No: 300882

Receipts and Payments account
1 February 2024 to 31st January 2025

Receipts	Note	Maintenance &				Total £	Last Year £
		General Fund £	Development Fund £	Restricted Funds £	Endowment Funds £		
Donations		648	-	-	-	648	3,730
Grants	1	-	-	-	-	-	150
Fundraising		3,573	-	-	-	3,573	1,963
Hall Hire		3,913	-	-	-	3,913	3,444
Morning Market		1,308	-	-	-	1,308	1,491
Interest		766	-	-	-	766	437
Gift Aid		-	-	-	-	-	773
Other		-	-	-	-	-	-
		10,208	-	-	-	10,208	11,988
Payments							
Events		-	-	-	-	-	-
Fundraising		1,374	-	-	-	1,374	950
Utilities		3,161	-	-	-	3,161	2,759
Services		2,600	-	-	-	2,600	2,222
Maintenance	2	-	606	-	-	606	1,066
Purchases		107	-	-	-	107	140
Development	2	-	960	-	-	960	4,591
Insurance		702	-	-	-	702	678
Other		148	-	-	-	148	710
		8,092	1,566	-	-	9,658	13,116
Surplus/(shortfall)							
Transfers		2,116	(1,566)	-	-	550	(1,128)
Fund movements	3	(1,976)	1,976	-	-	-	-
		140	410	-	-	550	(1,128)
Cash and Bank							
Balances last year		4,340	17,676	-	-	22,016	23,144
Balances this year		4,480	18,086	-	-	22,566	22,016

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Statement of Assets and Liabilities

	Note	Maintenance &				Total £	Last Year £
		General Fund £	Development Fund £	Restricted Funds £	Endowment Funds £		
Land & Buildings							
Reading Room	4	-	-	-	602,153	602,153	581,790
Cash and Bank							
Current Account		771	-	-	-	771	3,658
Deposit Account		3,539	18,086	-	-	21,625	18,358
Cash in Hand		170	-	-	-	170	-
		4,480	18,086	-	-	22,566	22,016
Other Assets							
Deposit for Electricity		-	-	-	-	-	364
Total Assets		4,480	18,086	-	602,153	624,719	604,170

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Notes to the Accounts
1 February 2024 to 31st January 2025

Note 1 **Grant income**
Grant income in 2023/24 consists of a Government funded Alternative Fuel Payment, which was credited to the Electricity Account, was a grant made to offset the high price of oil.

Note 2 **Maintenance and Development prior year adjustment**
Building Control fee of £1,195 in 2023/24 has been reallocated from maintenance to development within the Maintenance and Development Fund.

Note 3 **Fund descriptions**

- a) The **General Fund** has been set to cover six months hall running costs (£3,800) plus the prize money that will be paid out to winners of the 200 Club monthly draws for February to September (£680). Surplus funds have been designated for use in the Maintenance and Development Fund.
- b) The **Maintenance & Development Fund** has been designated by the Reading Room Committee to be used for the maintenance and enhancement of the building.
- c) **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.
- d) The **Endowment Fund** represents the current valuation of the Land and Buildings that are held in trust as the Reading Room.

Funds Movements

Fund	Note	Opening	Receipts	Payments	Transfers	Valuation	Closing
		Balance					£
General	3a)	4,340	10,208	(8,092)	(1,976)	-	4,480
Maintenance & Development	3b)	17,676	-	(1,566)	1,976	-	18,086
Restricted	3c)	-	-	-	-	-	-
Endowment	3d)	581,790	-	-	-	20,363	602,153
Total		603,806	10,208	(9,658)	-	20,363	624,719

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