

## LANGTON GREEN VILLAGE HALL

Langton Green Village Hall is situated adjacent to the Recreation Ground in Langton Green and is primarily used for hire to the local community for social and other occasions. It is run by a small group of voluntary trustees whose role is to manage the Hall as a charity (Charitable Incorporated Organisation) in the interests of the local community.

Hirers are required to submit a returnable deposit prior to their hire which may be withheld in the event of any non-compliance with the terms of that hire e.g., damage incurred during the hire. Hirers are contacted after the hire with a request to provide bank details for a transfer (or are sent a cheque) for the return of the deposit. The vast majority of hirers comply with this, but over several years a small number have not done so, or possibly have not cashed their cheque despite several attempts to contact them.

As a consequence, an amount of money, which is not the property of the charity, has accumulated in the account that holds the deposits and has become dormant. The Trustees are minded to disburse this money for the benefit of the local community to charities yet to be identified.

Prior to undertaking this, the Trustees would like to provide a last opportunity for anyone who believes they may be eligible for a payment to make a claim for the return of their deposit. If you are one of these people, please provide the following details by 30th April 2022:

Full name on booking

Booking reference/type of hire

Date of hall hire

Current address

Any previous address that would have been applicable at date of hall hire

Current telephone number

Current and any previous email address used

Amount of deposit, if known

Please send the information in writing

by email to

[langtongreenvillagehall@outlook.com](mailto:langtongreenvillagehall@outlook.com)

or

by post to

The Trustees

Langton Green Village Hall

Langton Green

Tunbridge Wells

TN3 0JJ

Our response to you may take up to one month after your submission.

The Trustees reserve the right to reject any application that they consider fails to meet the necessary threshold of proof of validity for payment.

The Trustees

The Langton Green Village Hall CIO.