

Vernon Institute (V.I.) - Charity No. 1156797

AGM – Chair’s Report - Tuesday January 13th, 2026

Comments: This report covers the period from November 2024 to December 2025

The Vernon Institute is known locally as the V.I.

Name of the Trustees of the Vernon Institute CIO for this period

Chris Harman – Chair

Jenny Young – Vice Chair

Peter Young – Secretary

Harry Dobson – Treasurer

Kay Parry

Claire Nicholas

Governance

This report covers the period from November 2024 to December 2025.

The following trustees were re-elected as trustees at the January 2025 AGM – Chris Harman, Peter Young and Claire Nicholas.

The Trustees priority in the last year has been to finish off remedial works after the damp report from 2022 for the cottages and renovate Cottage 1 ready for reletting in June 2025.

Financial

Our accounts for the year ending 5th April 2025 showed a large loss of £8,207 and the treasurer’s report contains some highlights of the financials with a copy of the Charity accounts, which will be submitted to the Charity Commission before the end of January 2026. The accounts were independently audited by Dave Ash, and the Audit report is also included in the annual submission to the Charity Commission.

Reserves

We had to use £5,000 of the cash reserves to support the renovation of cottage 1 before reletting. We will replace this reserve as soon as our cash reserves allow. We also have capital of £100,158 invested in Charity bonds.

Main VI Buildings

There were various maintenance jobs on the main buildings and car park costing us £12k in the last fiscal year.

Over the last year we have been investigating acoustic dampening for both halls at the Vernon Institute. We have at the end of 2025 been successful securing a National Lottery Community Fund Grant which will enable us to move forward early in 2026 with this project.

Property

The management of the four cottages is provided by Teal Estates, who manage the tenant relationship, maintenance, and legalities on all our properties. The last year has been busy with the tenants in cottage 1 leaving in April. Teal Estates managed the contractors needed to prepare the property for reletting turning the whole project around in 2 months securing a new tenant by June and reducing the lost rental revenue. We also had a change of tenant in no 2 which Teal Estates managed for us.

The main expenses on the other cottages in the last year were a new boiler in cottage 2 and work to the kitchen and bathroom in cottage 3.

Land

The Vernon Institute own the recreational land at CH1 6HH known as the Seahill Playing Field and this continues to be leased and used by Saughall Colts Junior Football Club. They continue to make significant investment in improvements to the grounds completing the new perimeter fencing. They have also applied, with our permission, for funding from the Football Foundation to erect a club and changing rooms on our land. There are now over 400 children as members of the club, and there is continued growth in the number of girls joining the club and they now are with supporting older age groups with walking football.

Development Plans 2024-25

The development plans in the last year focused on completion of the work from the damp reports in 2022. This work was completed by middle of 2025. We also were fortunate that the Sandy Bears Forestry Preschool took on the project to reclaim the back of the carpark as a contained safe outdoor space for the children. We also had InPost lockers installed in the carpark bringing in some additional revenue for the charity.

In the next year we will be looking to complete the acoustic dampening project and some outstanding cottage improvements.

Booking	Sessions
Art Group	38
Badminton	29
Ballet for Beginners	40
Bibbity Bobbity Boo	12
Bingo Night	2
Birthday Parties	17
Bloom Ellesmere Port	18
BOTChes	3
Breath & Sound	5
Business Working Group Meeting	1
Chester YFC	2
Christmas Lights	1
Christmas Wreath Workshop	4
Craft and Chat	48
CWaC Meeting	1
Dance lesson	20
Farmers Market	48
Fitness begins with Mandy	12
Forest School staff training	2
Garden Club Meeting	15
Golden Link	49
Good Company Group	1
Hallmarks Jewellery	1
Harmony of Handbags	3
Marking the life of Rosemarie Morris	1
Monthly VI Mgmt Committee & Trustees Meetir	10
New Year's Eve party	1
Paranormal Event	1
Parish Council	25
Pear Tree Group	1
Pickleball	1
Pilates	48
Police Update	1
Private Dance Lesson	45
Private meeting	1
Remembrance Sunday	1
Rotary meeting	24
Sandy Bears Forest Preschool	196
Sandy Bears staff training	1
Saughall Colts Field	1
Shotwick Park	5
Silver Swans	43
Snooker Club	1
Table Tennis	60
Taekwon-do	79
Tea Room Monthly Booking	12
Wedding dance lesson	2
WI committee meeting	12
WI Darts	4
WI main meeting	12
WI Singing	13
Xmas Band Concert	1
Grand Total	974

Bookings

The Hallmaster booking system continues to be a great tool to manage our bookings and invoicing for the hall hire along and provides useful management information. The bookings/sessions over the last year are up by 19 (2%) on the same period last year.

Personnel

The caretakers continue to make the VI a clean and safe environment for our users. They provide support completing many minor repairs during the year. Again, we have had positive customer comments on the quality of our venue. I extend the thanks of the Trustees to both Peter Durose and Debbie Harris for their continued commitment to the VI.

Management Committee

I would like to thank the management committee members for their support. The Vernon Institute is all about being a place for the local community and the continued support of the many affiliated groups using the Vernon Institute enables us to meet our charity's objective.

Trustees

We will only have 5 Trustees as of the AGM as Peter Young will be standing down as a trustee as he no longer meets the requirement of living in Saughall. After over 14 years of working with Peter, I and the other trustees want to extend our thanks for his great work leading the transformation of the management of the Vernon Institute to a CIO, the great work on the building refurbishment project and his impeccable work as the charity's secretary.

As Chair I would like to thank all my fellow Trustees for their support and advice with the management of the Vernon Institute and special thanks to Claire and Kay for organising the Xmas events again.

Prepared by Chris Harman

Chharman

Chair of the Vernon Institute



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

No (if any)

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	06-Apr-24		05-Apr-25

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hire of Hall	19,412	-	-	19,412	32,123
Dividends & Interest	5,086	-	-	5,086	4,894
Property Rental & Café	40,356	-	-	40,356	35,159
Parish Council Grant	5,000	-	-	5,000	5,000
Fund Raising / Donations	-	-	-	-	190
Pre School Rental	7,724	-	-	7,724	-
Car Park & Sports Field	1,843	-	-	1,843	1,475
Sundry	622	-	-	622	-
Sub total (Gross income for AR)	80,043	-	-	80,043	78,841
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	80,043	-	-	80,043	78,841
A3 Payments					
Wages & Taxes	39,817	-	-	39,817	32,763
Utilities	7,869	-	-	7,869	5,724
V.I.Repairs	11,906	-	-	11,906	7,426
Cottage Repairs & Maintenance	13,116	-	-	13,116	5,024
Capital Expenditure	-	-	-	-	6,557
Hall Insurance	3,930	-	-	3,930	3,817
Agent Mgmt Fees	3,882	-	-	3,882	3,819
Gain on Investments	- 854	-	-	- 854	-
Misc.Expenditure	8,584	-	-	8,584	17,076
Sub total	88,250	-	-	88,250	82,206
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	88,250	-	-	88,250	82,206
Net of receipts/(payments)	- 8,207	-	-	- 8,207	- 3,365
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 8,207	-	-	- 8,207	- 3,365

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Co-operative Current Account	6,709	-	-
	Co-operative Deposit Account	20,636	-	-
	Petty Cash	94	-	-
	Total cash funds	27,439	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	M&G Charibonds	Perm	-	31,236
	M&G Charifunds	Perm	-	42,440
	Blackrock Charinco	Perm	-	15,967
	CCLA Charity	Perm	-	10,495
		-	-	
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Vernon Institute	Perm	-	850,000
	Cottages 1-4	Perm	-	850,000
	Furniture	Perm	-	3,474
	Green Lane Field	Perm	-	25,000
	School Fence	Perm	-	2,333
	Cottage Fence	Perm	-	3,321
		-	-	
		-	-	
		-	-	
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to

The Vernon Institute, Church Road, Saughall, CH1 6AN

the trustees

On accounts for the
year ended

31 March 2025

Charity no
(if any)

1156797

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 30 / 03 / 2025.

Responsibilities and basis
of report

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were kept in accordance with section 130 of the Charities Act; or
- the accounts did accord with the accounting records; or
- the accounts did 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.

Shw. As 1

Signed:

Date: 14 October 2025

Vernon Institute Independent Examiners notes tax year ended 5 April 2025

Introduction

The accounts were presented in an easy to follow format with an encompassing memory stick which enhanced the method of examining the accounts. Having previous had experience of a charity commission audit, and having to file the annual report, I obtained their guidelines, bearing in mind this was not a complete audit, just an independent examination of accounts. I have previously examined the Vernon Institutes account, and found them to be true and accurate.

I took a selection of various aspects of the accounts to perform selected checks.

First Impressions

The accounts were extremely well set out and the inclusion of the accounts in electronic data assisted in assessing that accounts were in good order.

The method of payments i.e. cash, cheque, direct debit was clearly itemised.

Ideally cash and cheques should be a thing of the past, which would make the treasurers job easier, but taking into account it can be difficult to get some people to change their habits, the method involved in dealing with this problem has been dealt with in a clear and accurate way.

Wages

I did not perform a full check, only a few months, which were correct. Holiday pay and year to date figures were not included on pay advices, unfortunately this possible comes with the payroll software.

The employees were paid above the minimum wage.

The other reports were comprehensive and were easy to follow.

General Documentation

General documentation was good with plenty of computerised reports to assist in balancing the accounts. A scroll report covering the period of examination was included which simplified the interrogation of the accounts.

Having the accounts on a memory stick made the examination easier.

Overall Recommendations

The main area of concern would be cash and cheque reconciliation, as this is a minor irrational, there is no overall concern, with the accounts demonstrating that the Charity is run in good and professional manner..

More sections are now paying directly into the Vernon Institute bank account, the remainder were possible should be also encouraged to avoid cash and cheques, which would avoid cash and cheque reconciliation, and hopefully less work for the treasurer.

Dave Ash

Independent examiner

14 October 2025