



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Receipts and payments accounts

CC16a

For the period  
from

To

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Rent (Cottage)	3,307	-	-	3,307	6,492
Refunds	-	-	-	-	460
Interest	479	-	-	479	573
Grants and Donations	289	-	-	289	-
Room Hire	17,313	-	-	17,313	16,445
Events	9,116	-	-	9,116	10,403
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	30,504	-	-	30,504	34,373
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	30,504	-	-	30,504	34,373
<b>A3 Payments</b>					
Administration	448	-	-	448	429
Electricity/Gas	17,701	-	-	17,701	3,306
Water Rates	1,531	-	-	1,531	1,475
Repairs and Maintenance	16,242	-	-	16,242	35,527
Cleaning and Caretaking	10,400	-	-	10,400	8,990
Audit/IE	288	-	-	288	252
Events	4,932	-	-	4,932	7,158
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	51,542	-	-	51,542	57,138
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	51,542	-	-	51,542	57,138
<b>Net of receipts/(payments)</b>	- 21,038	-	-	- 21,038	- 22,765
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	48,057	-	-	48,057	70,822
<b>Cash funds this year end</b>	27,019	-	-	27,019	48,057

## 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	Community Direct Plus	1,213	-	-
	Business Select Account	25,806	-	-
		-	-	-
	<b>Total cash funds</b>	<b>27,019</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Hall		-	305,000
	Cottage		-	225,000
	Equipment		-	26,307
	Boilers		-	2,000
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

# **Silverter Horne Institue Trustees' Annual Report**

## **1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

**Charity name:** Silvester Horne Institute and Holt Endowment Fund

**Charity registration number:** 215846 and 215846-1

### **1. Objectives and Activities**

#### **1.1 Purposes**

The Council (as sole Trustee) shall permit the property known as the Silvester Horne Institute to be used as an institute and club for the use of residents in the Urban district of Church Stretton and its neighbourhood.

#### **1.2 Main Activities**

Management of Silvester Horne Institute and Institute Cottage.

Provision of buildings and facilities for:

- Community groups providing activities to residents.
- SHI events group to arrange performances and entertainment.
- Local theatre groups to provide public entertainment
- Church Stretton Council for meetings.
- Private hire to residents

#### **1.3 Statement on Public Benefit**

The public benefits are:

- (a) the provision of increased opportunities to engage in new activities that bring people together, leading to greater social cohesion and fulfilment;
- (b) an enhanced quality of life and sense of well-being through engagement with and participation in activities and events that bring people together, leading to improvements in physical and emotional well-being, quality of life and a more stable and cohesive community;
- (c) enhanced active citizenship and involvement in community life.

## **2. Achievements and Performance**

The Silvester Horne Institute provides residents with a valued place to meet, be entertained and attend groups.

The availability of the institute provides residents with opportunities to:

- Reduce social isolation
- Improve knowledge and share expertise
- Improve mental well being
- Improve physical well being

The institute is a valued local historical building.

### **2.1 Events**

The SHI Events group staged the following events during the year:

- January – Much Ado About Jazz
- February – Dirty Rockin Scoundrels
- March – John Kirkpatrick
- April – Holder & Smith
- October – 309s
- October – Fleetwood Mac
- November – Little Rumba
- December – Fever 49

The total profit for the events, organised by the volunteers were £4,184. These are donated to the institute for repairs and improvements.

### **2.2 Room Hire**

The income from room hire services the building covering running costs. There was an increase in private and commercial hire.

Income from room hire was £868 higher this year showing a 5% increase from 2023/2024

Room hire rates were reviewed in 2022 and increases averaging 6% agreed.



### 3. Financial Review

#### 3.1 Receipts and Payments Account

##### Year End Statement of Accounts and Bank Reconciliation Silverster Horne Institute

31st March 2024			31st March 2025
	<b><u>Receipts</u></b>		
£ 6,492	Rent (Cottage)	£ 3,307	
£ 460	Refunds	£ -	
£ 573	Interest	£ 479	
£ -	Grants and Donations	£ 289	
£ 16,445	Room Hire	£ 17,313	
£ 10,403	Events	£ 9,116	
<b>£ 34,373</b>		<b>£ 30,504</b>	
	<b><u>Payments</u></b>		
£ 429	Administration Expenses	£ 448	
£ 3,306	Electricity / Gas	£ 17,701	
£ 1,475	Water Rates	£ 1,531	
£ 35,527	Repairs & Maintenance	£ 16,242	
£ 8,990	Cleaning and Caretaking	£ 10,400	
£ 252	Audit / IE	£ 288	
£ 7,158	Events	£ 4,932	
<b>£ 57,138</b>		<b>£ 51,542</b>	
	<b><u>Bank Reconciliation</u></b>		
£ 70,822	Opening Balance	£ 48,058	
£ 34,373	Plus Receipts	£ 30,504	
£ 57,138	Less Payments	£ 51,542	
<b>£ 48,057</b>		<b>£ 27,019</b>	
	<b><u>Cash Held</u></b>		
£ 18,730	Community Direct Plus Account	£ 1,213	
£ 29,327	Business Select Instant Access	£ 25,806	
<b>£ 48,057</b>		<b>£ 27,019</b>	

### **3.2 Accounting Statements**

- a. There were no loans outstanding to the Charity
- b. There was one tenancy in operation in respect of Institute Cottage but vacated the property in November 2024
- c. There were no leases in operation
- d. There were no creditors
- e. There were no amounts paid to the charity in advance
- f. There are no funds in deficit
- g. There are no identified uncertainties in the future of the charity.

### **3.3 Reserves**

Total unrestricted reserves at the end of year was £27,019

### **3.4 Assets**

The Charity held the following assets as of 31<sup>st</sup> March 2025.

Buildings	
Institute Hall	305,000
Institute Cottage	225,000
Building Contents	26,307
Boilers	2,000

A review of these assets will be held in the next financial year.

## **3. Structure, Governance and Management**

Church Stretton Town Council is sole Trustee of the Silvester Horne Institute Charity incorporating the Holt Endowment Fund as bequeathed in the Indenture dated 17<sup>th</sup> April 1917. The Council consists of 13 democratically elected members who are all appointed as Trustees of the Charity on their acceptance of office. The aims and objectives of the Charity are set in the Indenture.

The Board of Trustees meets at least twice a year in public session, for the Board to be quorate it must have at least 5 Councillors present. The Chair of the Council is also the Chair of the Board of Trustees. All notices of meetings, agendas, minutes and reports relating to the Charity are published on the Council's website and members of the public are invited to speak at meetings.

Decisions relating to the day to day running and financial management of the Charity are managed by the Town Clerk / RFO in line with the Council's Standing Orders.

Council staff cover the arrangements for the running of the Silvester Horne Institute, including booking, arranging Council led events, caretaking and cleaning arrangements and health and matters relating to health and safety. A team of volunteers organise regular events and performances in the institute and manage the events website. All proceeds from this activity are donated to the Charity for repairs and improvements to the building.

All volunteers are recruited and inducted in line with the Council's volunteer guidelines, which requires all volunteers to work within the terms of the role agreed with the organisation and not to exceed any authority conferred by that role.

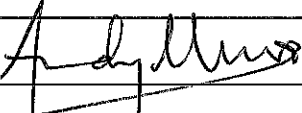
## 5. Reference and Administrative details

Charity name	Silvester Horne Institute Holt Endowment Fund
Other name the charity uses	NA
Registered charity number	215846 215846-1
Charity's principal address	c/o Church Stretton Town Council 60 High Street Church Stretton Shropshire SY6 6BY

## 6. Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		







## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

The Silvester Horne Institute

**On accounts for the  
period ended**

31<sup>st</sup> March, 2025

**Charity no  
(if any)**

215846

**Set out on pages**

CC16A accounts 2 pages, Trustees' Annual Report 5 pages

**Respective  
responsibilities of  
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent  
examiner's statement**

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no matter has come to my attention other than that disclosed in Section B below:

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:** 24/02/2026

**Name:**

John Henry

**Relevant professional**

ICAEW

qualification(s) or body  
(if any):

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Address:

Carreg lwyd
Cefn Bychan Road
Pantymwyn, Flintshire, CH75EW

## Section B

## Disclosure

Aged debtors ledger	<p>NB this issue relates to Income and Expenditure/accruals accounts, rather than the receipts and payments accounts of the Charity as filed with the Charity Commission.</p> <p>Review of the aged debt analysis and ledger identified that there was evidence of duplicate transactions in the I.&amp;E. accounts as income from payment of invoices was being posted to current year income in the I.&amp;E. accounts, rather than being posted against the corresponding debtor in the Balance Sheet. An exercise has been carried out by finance officers and we are informed the total journal that will be posted to the I&amp;E accounts/debtors ledger for removing duplicated entries is £10,909. Therefore, although the 2024/25 accounts reflect the correct cash and bank balances in the Balance Sheet, the aged debtor ledger used to monitor outstanding debts was significantly overstated.</p> <p>The council should ensure new bookings software and improved internal controls for the maintaining of accounts are in place as soon as practicable. When the adjustments have been posted to the debtors account, the remaining outstanding debtors should be followed up with customers.</p>
Analytical review procedures	<p>Although a partial explanation was provided for the substantial changes in energy costs from 2023/24 to 2024/25, which was the payment of 2023/24 estimated bills in 2024/25, a detailed explanation with quantification of financial variances was not provided.</p> <p>We have recommended that comprehensive financial analysis and explanations should be provided for all material variances between financial years for all income and expenditure categories.</p>