

# THE INSTITUTE

England & Wales · Charity number 272790

## Details

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Other names	KELVEDON INSTITUTE, KELVEDON INSTITUTE HALL, KELVEDON VILLAGE HALL, THE INSTITUTE HALL
Status	Registered
Legal form	Other
Registered	1980-11-14
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address**  
The Institute  
78 High Street  
Kelvedon  
Colchester  
CO5 9AA

**Phone** 07792674588

**Email** [secretary@kelvedoninstitute.co.uk](mailto:secretary@kelvedoninstitute.co.uk)

**Website** [www.kelvedoninstitute.co.uk](http://www.kelvedoninstitute.co.uk)

## Activities

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**Objects:** THE PROVISION AND MAINTENANCE OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF THE PARISHES OF KELVEDON AND FEERING AND THE NEIGHBOURHOOD THEREOF WITHOUT DISTINCTION OF POLITICAL RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR MEETINGS, LECTURES AND CLASSES, AND FOR OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

**Activities:** Administration, letting and maintenance of a Village Hall for the benefit of inhabitants of Kelvedon and surrounding area

## Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** PARISHES OF KELVEDON AND FEERING AND THE NEIGHBOURHOOD.
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£67,725	£51,395	-	-
2024-03-31	£27,039	£38,133	-	-
2023-03-31	£31,846	£23,009	-	-
2022-03-31	£29,778	£16,640	-	-
2021-03-31	£26,295	£12,223	-	-

## Trustees

Name	Role	Appointed
<b>BARRY LESLIE FRENCH</b>	Chair	
Alan Knibb		2018-04-01
IAN TERENCE HILL		
JEREMY WILLIAM DOUGHTON		
Keith Tremain		2018-04-01
Lorraine Knibb		2024-05-13
MRS JILL HINDS		
Matthew James Fish		2016-05-09
Nicole Freeman Rycraft		2025-05-12
Paul Everett		2025-05-12
SUSAN DIANE RAMSDEN-WALTER		

**THE INSTITUTE**

England & Wales - Charity number 272790

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# Accounts

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**THE INSTITUTE Registered Charity number 272790**  
**Known as KELVEDON INSTITUTE HALL**  
**TRUSTEES ANNUAL REPORT**  
**For the year ended 31<sup>st</sup> March 2025**

**GOVERNANCE**

Kelvedon Institute Hall (Registered Charity N0 272790) has as its Object  
“... the provision and maintenance of a village hall for the use of the inhabitants of the  
parishes of Kelvedon and Feering and the neighbourhood thereof .... “  
The trustees confirm that the chaity operates for public benefit.

The Hall is vested in the Official Custodian for Charities and is run in accordance with the  
Scheme dated 16 July 1980 by a Management Committee consisting of Elected,  
Representatives and Co-opted Members - as follows at the beginning of the year 2024/25.

Elected: Mrs. Jillian Hinds, Mr. Jeremy Doughton, Mr. Ian Hill, Mr. Matthew Fish.

Representatives: Mr. Barry French (Kelvedon Players), Kelvedon WI – no representative,  
Kelvedon and Feering Heritage Society - no representative, Junior Kelvedon Players – no  
representative.  
Feering Parish Council and Kelvedon Parish Council no longer supplies representatives.

Co-opted: Mr. Alan Knibb, Mr. Keith Tremain, Mrs Lorraine Knibb, Mrs Sue Ramsden.

Trustees Meetings are normally held in the second week of alternate months (Jan. March  
etc.) with additional meetings as required. Committee attendance remains high, and Members  
continue to take active roles in the work of the Committee including the maintenance and  
improvement of the building.

**Officers:**

Chairman – Mr. French  
Treasurer – Mrs. Knibb  
Secretary – currently vacant

In addition, various members take lead responsibility as follows:

Minutes Secretary – Mrs. Ramsden  
Booking Secretary – Mr. French  
Licensing matters & Legal Liaison – Mr. Doughton  
The Hall 100 Club – Mr. French with assistance of Mr. Doughton  
Website – Mr. French  
Fire Safety – Mr. Fish  
Fabric – Mr. Knibb & Mr. Tremain

Regular Fire Alarm and Emergency Lighting testing is undertaken by Mr. French with  
assistance of members.

**PROJECTS**

The following major building maintenance has been carried out during the year:

**Main Hall Toilets.**

Work to refurbish the Main Hall toilets has been completed. The original toilets were installed  
back in the early 1970's and were long overdue refurbishment to bring them up to current  
regulations for disability access, modern low energy lighting and reduced water usage  
cisterns. All feedback received from hirers has been very positive.

**Main Hall coffee point.**

A new coffee point has been installed within the Main Hall; this makes the making of teas and coffee for meetings a lot safer as there is no longer the need to carry equipment up and down the stage steps on the way to and from the Kitchen.

**Redecoration.**

Both halls have been redecorated this year improving the look and feel of both halls.

**Committee room flooring.**

The committee room flooring has been replaced with new modern commercial carpet tiles improving the look and feel of the room.

**ACTIVITIES:**

Use continues to a level which augers well for the future of the original building and of the Small Hall. The Institute's success in fundraising and the continuing stability of bookings confirm the need for these facilities in the locality and the affection in which the Institute is held by the local community. The Small Hall in particular is being used for parties and other celebrations where the original hall was not totally suitable. The Trustees wish to express their appreciation to all donors and volunteers for their efforts throughout the year in helping to develop and maintain such a valuable community asset.

**CAR PARK:**

The Parish Council's car park is now chargeable and is being managed by NCP Car Parking. We have lost a few of our regular hirers that have stated the new charges were a major reason for them leaving, however the proximity of the car park to the halls remains an important asset to hirers.

**FINANCE:**

There is a surplus on unrestricted funds of £1330.88, a little lower than last year's unrestricted fund surplus of £3905.33. Hall hire receipts increased by £9917.40 (up 39%) and donations of £4610 were received, but these were cancelled out by increased payments for insurance (up 23%), for energy costs (up 61%) and a contribution of £10380.24 towards the refurbishments projects.

Restricted fund grants totalling £25000 were received for the Toilets refurbishment and Coffee Bar projects. £5000 was received from each of the following: Tom Amos Charity, Indaver, Bernard Sunley, ACRE and Kelvedon Community Association. £15000 was spent at the end of the previous financial year and the balance of £10000 spent in the current year.

**EMPLOYMENT:**

The Hall does not have any permanent employees. Cleaning contractors are used on a weekly basis, and hirers set out and return chairs and tables used during their hire period.

**RISKS AND RESERVES**

At 31<sup>st</sup> March 2025 the charity is holding unrestricted fund reserves of £59905.92 which is almost 2 years of running costs. The trustees are confident that the charity is able to meet its commitments for the foreseeable future.

**THE INSTITUTE (Kelvedon)**  
**Registered Charity 272790**  
**Receipts and Payments Account for the year ended 31st March 2025**

	Unrestricted	2024/25 Restricted	£	2023/24 £
<b>INCOME</b>				
<b>From Trading Activities</b>				
Hiring	35,501.89		35,501.89	25,584.49
KPC	984.94		984.94	596.02
<b>From Voluntary Sources</b>				
Grants	0.00	25,000.00	25,000.00	0.00
Donations	4,610.00		4,610.00	0.00
Fund Raising	750.00		750.00	
<b>From Assets</b>				
Interest	98.39		98.39	85.14
<b>From 100 Club</b>				
Surplus for year	780.23		780.23	772.98
<b>TOTAL RECEIPTS</b>	<b>42,725.45</b>	<b>25,000.00</b>	<b>67,725.45</b>	<b>27,038.63</b>
<b>EXPENDITURE</b>				
<b>Charitable Activities</b>				
Running expenses	8,856.48		8,856.48	8,092.88
Insurance	1,754.17		1,754.17	1,426.62
Energy costs	10,691.10		10,691.10	6,626.47
Building repairs	9,626.58		9,626.58	6,987.33
Bank Charges 100 Club	86.00		86.00	0.00
Toilet project	10,380.24	7,066.80	17,447.04	15,000.00
Coffee Bar project	0.00	2,933.20	2,933.20	0.00
<b>TOTAL PAYMENTS</b>	<b>41,394.57</b>	<b>10,000.00</b>	<b>51,394.57</b>	<b>38,133.30</b>
<b>NET SURPLUS</b>	1,330.88	15,000.00	16,330.88	-11,094.67
<b>Balances Brought Forward</b>	58,575.04	-15,000.00	43,575.04	54,669.71
<b>Balances Carried Forward</b>	<b>59,905.92</b>	<b>0.00</b>	<b>59,905.92</b>	<b>43,575.04</b>

**THE INSTITUTE (Kelvedon)**  
**Registered Charity 272790**  
**Statement of Assets and Liabilities at 31st March 2025**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>MONETARY ASSETS</b>		
<b>Deposits and Bank Balances</b>		
Charities Aid Foundation	4,062.12	3,967.21
Current Account	48,537.50	32,999.24
100 Club Account	7,306.30	6,608.59
	<b>59,905.92</b>	<b>43,575.04</b>
 <b>CURRENT ASSETS AND LIABILITIES</b>		
<b>Debtors</b>		
Hiring income due	2,875.15	2,181.98
Hiring income overdue	762.77	885.63
 <b>Creditors</b>		
Invoices due but not paid	1,356.33	
Hiring received in advance		438.50
 <b>NON MONETARY ASSETS ( BOTH HALLS )</b>		
Land and buildings		
Tables		
Chairs		
Kitchen Equipment		
Sundry other tables and chairs		

**Independent Examiner's Report to the Trustees of The Institute (Kelvedon)  
Registered Charity number 272790**

I report to the trustees on my examination of the accounts of The Institute (Kelvedon) for the year ended 31<sup>st</sup> March 2025.

**Responsibilities and basis of report**

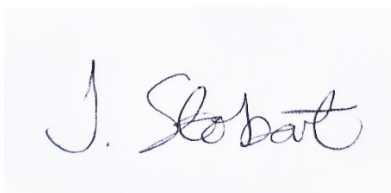
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').  
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

A handwritten signature in blue ink that reads "J. Stobart". The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

J Stobart FCCA  
19 Westfield Drive, Coggeshall, Essex CO6 1PU  
1<sup>st</sup> August 2025

**THE INSTITUTE**

England & Wales - Charity number 272790

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# Accounts

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# KELVEDON INSTITUTE HALL ANNUAL REPORT 2023-2024

Kelvedon Institute (Registered Charity N0 272790) has as its Object  
“... the provision and maintenance of a village hall for the use of the inhabitants of  
the parishes of Kelvedon and Feering and the neighborhood thereof .... “

The Hall is vested in the Official Custodian for Charities and is run in accordance with  
the Scheme dated 16 July 1980 by a Management Committee consisting of Elected,  
Representative and Co-opted Members - as follows at the beginning of the year  
2023-24

Elected: Mrs. Jillian Hinds, Mr. Jeremy Doughton, Mr. Ian Hill,  
Mr. Matthew Fish.

Representative: Mrs. Sue Ramsden (Junior Kelvedon Players), Mr. Barry French  
(Kelvedon Players), Mrs. Gillian Westall (Kelvedon WI), Kelvedon and Feering  
Heritage Society - no representative.

Feering Parish Council and Kelvedon Parish Council no longer supplies  
representatives.

Co-opted: Mr. Alan Knibb, Mr. Keith Tremain,

Trustees Meetings are normally held in the second week of alternate months (Jan.  
March etc.) with additional meetings as required. Committee attendance remains  
high, and Members continue to take active roles in the work of the Committee  
including the maintenance and improvement of the building.

Officers:

Chairman – Mr. French

Treasurer – Mr. Hill

Secretary – Mrs. Westall

In addition, various members take lead responsibility as follows:

Minutes Secretary – Mrs. Ramsden

Booking Secretary – Mrs. Hinds

Licensing matters & Legal Liaison – Mr. Doughton

Website – Mr. French

Fire Safety – Mr. Fish

Fabric – Mr. Knibb & Mr. Tremain

Regular Fire Alarm and Emergency Lighting testing is undertaken by Mr. French with  
assistance of members.

Financial Examiner: Mrs. Jan Cole FCCA

## PROJECTS

The following major building maintenance has been carried out during the year:

Work to refurbish the Main Hall toilets is nearing completion. The original toilets were installed back in the early 1970's and were long overdue a full refurbishment to bring them up to current regulations for disability access, modern low energy lighting and reduced water usage cisterns.

All feed back received so far from hirers has been very positive.

## FINANCE:

Details of the Charity's finances appear in the Income/Expenditure Account and on the Balance Sheet.

The Hall 200 Club, established Jan 2015 and administered by Mr. French with the assistance of Mr. Doughton, has produced additional regular income.

## CAR PARK:

The Parish Council's car park is currently free for users and hirers due to the ticket machine getting vandalized and being removed. The proximity of the car park to the halls remains an important asset to hirers.

## EMPLOYMENT ISSUES:

The Hall does not have any permanent employees. Cleaners are used on a weekly basis, and hirers set out and return chairs and tables used during their hire period.

## CONCLUSION:

Use continues to a level which auger well for the future of the original building and of the Small Hall. The Institute's success in fundraising and the continuing stability of bookings confirm the need for these facilities in the locality and the affection in which the Institute is held by the local community. The Small Hall in particular is being used for parties and other celebrations where the original hall was not totally suitable.

The Trustees wish to express their appreciation to all donors and volunteers, including Friends of the Institute, for their efforts throughout the year in helping to develop and maintain such a valuable community asset.

**THE INSTITUTE (Kelvedon)**  
Registered Charity 272790

**Receipts and Payments Account for the year ended 31st March 2024**

	<b>2023/24</b>			<b>2022/23</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>				
<b>From Trading Activities</b>				
Hiring Income	25584.49	0.00	25584.49	25057.57
KPC	596.02	0.00	596.02	0.00
<b>From Voluntary Sources</b>				
Grants	0.00	0.00	0.00	0.00
Donations	0.00	0.00	0.00	5080.00
<b>From Assets</b>				
Interest	85.14	0.00	85.14	26.44
<b>From 200 Club</b>				
Surplus for year	772.98	0.00	772.98	960.51
<b>TOTAL RECEIPTS</b>	<b>27038.63</b>	<b>0.00</b>	<b>27038.63</b>	<b>31124.52</b>
<b>EXPENDITURE</b>				
<b>Charitable Activities</b>				
Running expenses	8092.88	0.00	8092.88	5906.65
Insurance	1426.62	0.00	1426.62	1412.45
Energy costs	6626.47	0.00	6626.47	4240.29
Building repairs	6987.33	0.00	6987.33	10392.48
Toilet project - part	0.00	15000.00	15000.00	
<b>TOTAL PAYMENTS</b>	<b>23133.30</b>	<b>15000.00</b>	<b>38133.30</b>	<b>21951.97</b>
<b>NET SURPLUS</b>	3905.33	-15000.00	-11094.67	9172.65
<b>Balances Brought Forward</b>	54669.71	0.00	54669.71	45497.06
<b>Balances Carried Forward</b>	<b>58575.04</b>	<b>-15000.00</b>	<b>43575.04</b>	<b>54669.71</b>

**THE INSTITUTE (Kelvedon)**  
**Registered Charity 272790**

**Statement of Assets and Liabilities at 31st March 2024**

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
<b>MONETARY ASSETS</b>		
<b>Deposits and Bank Balances</b>		
Charities Aid Foundation	3967.21	3882.07
Current Account	32999.24	44952.03
200 Club Account	6608.59	5835.61
	<u><b>43575.04</b></u>	<u><b>54669.71</b></u>
 <b>CURRENT ASSETS AND LIABILITIES</b>		
<b>Debtors</b>		
Hiring income due	2181.98	2007.75
Invoices due but not paid	885.63	818.24
<b>Creditors</b>		
Hiring received in advance	438.50	398.75
 <b>NON MONETARY ASSETS ( BOTH HALLS )</b>		
Land and buildings		
Tables	20 small & 8 large	
Chairs	81 , 40	
Kitchen Equipment		
Sundry other tables and chairs		

**Independent Examiner's Report to the Trustees of The Institute (Kelvedon)  
Registered Charity number 272790**

I report to the trustees on my examination of the accounts of The Institute (Kelvedon) for the year ended 31<sup>st</sup> March 2024.

**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').

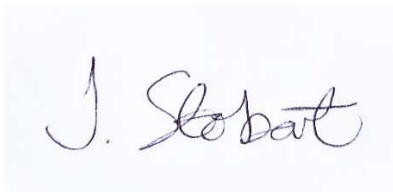
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

A handwritten signature in black ink that reads "J. Stobart". The signature is written in a cursive style and is centered within a light blue rectangular box.

J Stobart FCCA  
19 Westfield Drive, Coggeshall, Essex CO6 1PU  
17<sup>th</sup> June 2024

**THE INSTITUTE**

England & Wales - Charity number 272790

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# Accounts

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# KELVEDON INSTITUTE HALL ANNUAL REPORT 2022-2023

Kelvedon Institute (Registered Charity N0 272790) has as its Object  
“... the provision and maintenance of a village hall for the use of the inhabitants of  
the parishes of Kelvedon and Feering and the neighborhood thereof .... “

The Hall is vested in the Official Custodian for Charities and is run in accordance with  
the Scheme dated 16 July 1980 by a Management Committee consisting of Elected,  
Representative and Co-opted Members - as follows at the beginning of the year  
2021-22

Elected: Mrs. Jillian Hinds, Mrs. Nicki Wilson, Mr. Jeremy Doughton, Mr. Ian Hill,  
Mr. Matthew Fish.

Representative: Mrs. Sue Ramsden (Junior Kelvedon Players), Mr. Barry French  
(Kelvedon Players), Mrs. Gillian Westall (Kelvedon WI), Kelvedon and Feering  
Heritage Society - no representative.

Feering Parish Council and Kelvedon Parish Council no longer supplies  
representatives.

Co-opted: Mr. Alan Knibbs, Mr. Keith Tremain,

During the year Mrs. N. Wilson sadly passed away following a short battle with  
cancer and the Trustees would like to record our condolences for her family.

Trustees Meetings are normally held in the second week of alternate months (Jan.  
March etc.) with additional meetings as required. Committee attendance remains  
high, and Members continue to take active roles in the work of the Committee  
including the maintenance and improvement of the building.

Officers:

Chairman – Mr. French

Treasurer – Mr. Hill

Secretary – Mrs. Westall

In addition, various members take lead responsibility as follows:

Minutes Secretary – Mrs. Ramsden

Booking Secretary – Mrs. Hinds

Licensing matters & Legal Liaison – Mr. Doughton

Website – Mr. French

Fire Safety – Mr. Fish

Fabric – Mr. Knibb & Mr. Tremain

Regular Fire Alarm and Emergency Lighting testing is undertaken by Mr. French with  
assistance of members.

Financial Examiner: Mrs. Jan Cole FCCA

## PROJECTS

The following major building maintenance has been carried out during the year:

Work to repair the roof turret on the Main Hall roof has been completed, the vent panels have been modified so they can be removed from the inside to allow easy future maintenance.

## FINANCE:

Details of the Charity's finances appear in the Income/Expenditure Account and on the Balance Sheet.

The Hall 200 Club, established Jan 2015 and administered by Mr. French with the assistance of Mr. Doughton, has produced additional regular income. Thanks, are also due to Friends of the Institute for their continuing efforts to fund and publicize the Hall.

## Constitution:

During the year we have modified the Institutes constitution to remove the section stating that the 2 local parish councils need to supply representatives for the committee due to the councils being no longer willing to supply representatives.

## CAR PARK:

The Parish Council's car park is currently free for users and hirers due to the ticket machine getting vandalized and being removed. The proximity of the car park to the halls remains an important asset to hirers.

## EMPLOYMENT ISSUES:

The Hall does not have any permanent employees. Cleaners are used on a weekly basis, and hirers set out and return chairs and tables used during their hire period.

## CONCLUSION:

Use continues at a level which auger well for the future of the original building and of the Small Hall. The Institute's success in fundraising and the continuing stability of bookings confirm the need for these facilities in the locality and the affection in which the Institute is held by the local community. The Small Hall in particular is being used for parties and other celebrations where the original hall was not totally suitable.

The Trustees wish to express their appreciation to all donors and volunteers, including Friends of the Institute, for their efforts throughout the year in helping to develop and maintain such a valuable community asset.

**THE INSTITUTE (Kelvedon)**  
**Registered Charity 272790**

**Audited Receipts and Payments Account for the year ended 31st March 2023**

	2022/23			2021/22		
	Unrestricted	Restricted	£	Unrestricted	Restricted	£
<b>INCOME</b>						
<b>From Trading Activities</b>						
Hiring Income	25057.57	0.00	25057.57	17721.45	0.00	17721.45
<b>From Voluntary Sources</b>						
Fundraising	0.00	0.00	0.00	0.00	0.00	0.00
Gift Aid	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	10667.00	0.00	10667.00
Donations	80.00	5000.00	5080.00	580.00	0.00	580.00
<b>From Assets</b>						
Interest	26.44	0.00	26.44	0.66	0.00	0.66
<b>From 200 Club</b>						
Surplus for year	960.51	0.00	960.51	808.50	0.00	808.50
<b>TOTAL RECEIPTS</b>	<b>26124.52</b>	<b>5000.00</b>	<b>31124.52</b>	<b>29777.61</b>	<b>0.00</b>	<b>29777.61</b>
<b>EXPENDITURE</b>						
<b>Charitable Activities</b>						
Running expenses	5906.65	0.00	5906.65	7300.89	0.00	7300.89
Insurance	1412.45	0.00	1412.45	1326.55	0.00	1326.55
Energy costs	4240.29	0.00	4240.29	5023.83	0.00	5023.83
Building repairs	5392.48	5000.00	10392.48	2988.98	0.00	2988.98
<b>TOTAL PAYMENTS</b>	<b>16951.87</b>	<b>5000.00</b>	<b>21951.87</b>	<b>16640.25</b>	<b>0.00</b>	<b>16640.25</b>
<b>NET SURPLUS</b>	9172.65	0.00	9172.65	13137.36	0.00	13137.36
<b>Balances Brought Forward</b>	45497.06	0.00	45497.06	32359.70	0.00	32359.70
<b>Balances Carried Forward</b>	<b>54669.71</b>	<b>0.00</b>	<b>54669.71</b>	<b>45497.06</b>	<b>0.00</b>	<b>45497.06</b>

**Statement of Assets and Liabilities at 31st March 2023**

	2022/23	2021/22
<b>MONETARY ASSETS</b>		
<b>Deposits and Bank Balances</b>		
Charities Aid Foundation	3882.07	3855.63
Current Account	44952.03	36766.33
200 Club Account	5835.61	4875.10
	<b>54669.71</b>	<b>45497.06</b>
<b>CURRENT ASSETS AND LIABILITIES</b>		
<b>Debtors</b>		
Hiring income due	2007.75	1136.00
<b>Creditors</b>		
Hiring received in advance	398.75	196.00
Invoices due but not paid	818.24	
<b>NON MONETARY ASSETS ( BOTH HALLS )</b>		
Tables 20 small & 8 large		
Chairs 81 , 40		
Kitchen Equipment		
Sundry other tables and chairs		

**Independent Examiner's Report to the Trustees of The Institute (Kelvedon)**  
**Registered Charity number 272790**

I report to the trustees on my examination of the accounts of The Institute (Kelvedon) for the year ended 31<sup>st</sup> March 2023.

**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 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**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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J Stobart FCCA  
19 Westfield Drive, Coggeshall, Essex CO6 1PU  
27<sup>th</sup> July 2023

**THE INSTITUTE**

England & Wales - Charity number 272790

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# Accounts

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# KELVEDON INSTITUTE HALL ANNUAL REPORT 2021-2022

Kelvedon Institute (Registered Charity N0 272790) has as its Object  
“... the provision and maintenance of a village hall for the use of the inhabitants of  
the parishes of Kelvedon and Feering and the neighborhood thereof .... “

The Hall is vested in the Official Custodian for Charities and is run in accordance with  
the Scheme dated 16 July 1980 by a Management Committee consisting of Elected,  
Representative and Co-opted Members - as follows at the beginning of the year  
2021-22

Elected: Mrs. Jillian Hinds, Mrs. Nicki Wilson, Mr. Jeremy Doughton, Mr. Ian Hill,  
Mr. Matthew Fish.

Representative: Mrs. Sue Ramsden (Junior Kelvedon Players), Mr. Barry French  
(Kelvedon Players), Mrs. Gillian Westall (Kelvedon WI), Kelvedon and Feering  
Heritage Society - no representative.

Feering Parish Council and Kelvedon Parish Council no longer supplies  
representatives.

Co-opted: Mr. Alan Knibbs, Mr. Jon Barrell, Mr. Keith Tremain, Mrs. H. Edwards

During the year Mr. J. Barrell and Mrs H. Edwards both resigned due to personal  
reasons and the Trustees would like to record our thanks for his support.

Trustees Meetings are normally held in the second week of alternate months (Jan.  
March etc.) with additional meetings as required. Committee attendance remains  
high and Members continue to take active roles in the work of the Committee  
including the maintenance and improvement of the building.

Officers:

Chairman – Mr. French

Treasurer – Mr. Hill

Secretary – Mrs. Westall

In addition, various members take lead responsibility as follows:

Minutes Secretary – Mrs. Ramsden

Booking Secretary – Mrs. Hinds

Licensing matters & Legal Liaison – Mr. Doughton

Website – Mr. French

Fire Safety – Mr. Fish

Fabric – Mr. Barrel & Mr. Knibb

Regular Fire Alarm and Emergency Lighting testing is undertaken by Mr. French with  
assistance of members.

Financial Examiner: Mrs. Jan Cole FCCA

## PROJECTS

The following major building maintenance has been carried out during the year:

A Dado rail has been installed in the Small Hall to help prevent damage to the walls.

Work began to look into the replacement of the roof turret on the Main hall roof but due to the cost involved as planning permission was going to be required it was decided to have the existing turret repaired. Quotes have been obtained and hopefully work will start in the coming months.

#### FINANCE:

Details of the Charity's finances appear in the Income/Expenditure Account and on the Balance Sheet.

The Hall 200 Club, established Jan 2015 and administered by Mr French with the assistance of Mr Doughton, has produced additional regular income. Thanks, are also due to Friends of the Institute for their continuing efforts to fund and publicise the Hall.

#### Covid 19:

We have been following all of the Governments guidelines in respect to this globe pandemic. Many of our regular hirers are now starting to meet again following the strict new procedures that we have implemented to make our halls Covid secure.

#### CAR PARK:

Although the Parish Council's car park is no longer free for users and hirers at evenings and weekends the close proximity of the car park to the halls remains however an important asset to hirers. The Parish Council has agreed to waive fees for Trustees working in the hall or on the gardens or at the Regular Trustee meetings.

#### EMPLOYMENT ISSUES:

The Hall does not have any permanent employees. Cleaners are used on a weekly basis, and hirers set out and return chairs and tables used during their hire period

#### CONCLUSION:

Use continues at a level which augers well for the future of the original building and of the Small Hall. The Institute's success in fundraising and the continuing stability of bookings confirm the need for these facilities in the locality and the affection in which the Institute is held by the local community. The Small Hall in particular is being used for parties and other celebrations where the original hall was not totally suitable.

The Trustees wish to express their appreciation to all donors and volunteers, including Friends of the Institute, for their efforts throughout the year in helping to develop and maintain such a valuable community asset.

**Independent Examiner's Report to the Trustees of The Institute (Kelvedon)  
Registered Charity number 272790**

I report to the trustees on my examination of the accounts of The Institute (Kelvedon) for the year ended 31<sup>st</sup> March 2022.

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**Independent examiner's statement**

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J Stobart FCCA  
19 Westfield Drive, Coggeshall, Essex CO6 1PU  
12<sup>th</sup> August 2022

**THE INSTITUTE (Kelvedon)**  
Registered Charity 272790

**Receipts and Payments Account for the year ended 31st March 2022**

	2021/22		2021/22	2020/21		£
	Unrestricted	Restricted	£	Unrestricted	Restricted	
<b>INCOME</b>						
<b>From Trading Activities</b>						
Hiring Income	17721.45	0.00	17721.45	3389.39	0.00	3389.39
<b>From Voluntary Sources</b>						
Fundraising	0.00	0.00	0.00	0.00	0.00	0.00
Gift Aid	0.00	0.00	0.00	0.00	0.00	0.00
Grants	11167.00	0.00	11167.00	22127.72	0.00	22127.72
Donations	80.00	0.00	80.00	50.00	0.00	50.00
<b>From Assets</b>						
Interest	0.66	0.00	0.66	1.75	0.00	1.75
<b>From 200 Club</b>						
Surplus for year	808.50	0.00	808.50	726.10	0.00	726.10
<b>TOTAL RECEIPTS</b>	<b>29777.61</b>	<b>0.00</b>	<b>29777.61</b>	<b>26294.96</b>	<b>0.00</b>	<b>26294.96</b>
<b>EXPENDITURE</b>						
<b>Charitable Activities</b>						
Running expenses	7300.89	0.00	7300.89	7321.82	0.00	7321.82
Insurance	1326.55	0.00	1326.55	1303.00	0.00	1303.00
Energy costs	5023.83	0.00	5023.83	2739.46	0.00	2739.46
Building repairs	2988.98	0.00	2988.98	858.36	0.00	858.36
<b>TOTAL PAYMENTS</b>	<b>16640.25</b>	<b>0.00</b>	<b>16640.25</b>	<b>12222.64</b>	<b>0.00</b>	<b>12222.64</b>
<b>NET SURPLUS</b>	13137.36	0.00	13137.36	14072.32	0.00	14072.32
<b>Balances Brought Forward</b>	32359.70	0.00	32359.70	18287.38	0.00	18287.38
<b>Balances Carried Forward</b>	<b>45497.06</b>	<b>0.00</b>	<b>45497.06</b>	<b>32359.70</b>	<b>0.00</b>	<b>32359.70</b>

**Statement of Assets and Liabilities at 31st March 2020**

	2021/22	2020/21
<b>MONETARY ASSETS</b>		
<b>Deposits and Bank Balances</b>		
Charities Aid Foundation	3855.63	3854.97
Current Account	36766.33	24438.13
200 Club Account	4875.10	4066.60
	<b>45497.06</b>	<b>32359.70</b>
<b>CURRENT ASSETS AND LIABILITIES</b>		
<b>Debtors</b>		
Hiring income due	1136.00	787.82
Bad Debts	410.00	689.00
Hallmaster subscription pd in adv	224.40	
<b>Creditors</b>		
Hiring received in advance	196.00	
<b>NON MONETARY ASSETS ( BOTH HALLS )</b>		
Tables 20 small & 8 large		
Chairs 81 & 40		
Kitchen Equipment		
Sundry other tables and chairs		

**Independent Examiner's Report to the Trustees of The Institute (Kelvedon)  
Registered Charity number 272790**

I report to the trustees on my examination of the accounts of The Institute (Kelvedon) for the year ended 31<sup>st</sup> March 2022.

**Responsibilities and basis of report**

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J Stobart FCCA  
19 Westfield Drive, Coggeshall, Essex CO6 1PU  
12<sup>th</sup> August 2022

**THE INSTITUTE (Kelvedon)**  
Registered Charity 272790

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	2021/22		2021/22	2020/21		£
	Unrestricted	Restricted	£	Unrestricted	Restricted	
<b>INCOME</b>						
<b>From Trading Activities</b>						
Hiring Income	17721.45	0.00	17721.45	3389.39	0.00	3389.39
<b>From Voluntary Sources</b>						
Fundraising	0.00	0.00	0.00	0.00	0.00	0.00
Gift Aid	0.00	0.00	0.00	0.00	0.00	0.00
Grants	11167.00	0.00	11167.00	22127.72	0.00	22127.72
Donations	80.00	0.00	80.00	50.00	0.00	50.00
<b>From Assets</b>						
Interest	0.66	0.00	0.66	1.75	0.00	1.75
<b>From 200 Club</b>						
Surplus for year	808.50	0.00	808.50	726.10	0.00	726.10
<b>TOTAL RECEIPTS</b>	<b>29777.61</b>	<b>0.00</b>	<b>29777.61</b>	<b>26294.96</b>	<b>0.00</b>	<b>26294.96</b>
<b>EXPENDITURE</b>						
<b>Charitable Activities</b>						
Running expenses	7300.89	0.00	7300.89	7321.82	0.00	7321.82
Insurance	1326.55	0.00	1326.55	1303.00	0.00	1303.00
Energy costs	5023.83	0.00	5023.83	2739.46	0.00	2739.46
Building repairs	2988.98	0.00	2988.98	858.36	0.00	858.36
<b>TOTAL PAYMENTS</b>	<b>16640.25</b>	<b>0.00</b>	<b>16640.25</b>	<b>12222.64</b>	<b>0.00</b>	<b>12222.64</b>
<b>NET SURPLUS</b>	13137.36	0.00	13137.36	14072.32	0.00	14072.32
<b>Balances Brought Forward</b>	32359.70	0.00	32359.70	18287.38	0.00	18287.38
<b>Balances Carried Forward</b>	<b>45497.06</b>	<b>0.00</b>	<b>45497.06</b>	<b>32359.70</b>	<b>0.00</b>	<b>32359.70</b>

**Statement of Assets and Liabilities at 31st March 2020**

	2021/22	2020/21
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<b>Debtors</b>		
Hiring income due	1136.00	787.82
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Hallmaster subscription pd in adv	224.40	
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Hiring received in advance	196.00	
<b>NON MONETARY ASSETS ( BOTH HALLS )</b>		
Tables 20 small & 8 large		
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Kitchen Equipment		
Sundry other tables and chairs		

**THE INSTITUTE**

England & Wales - Charity number 272790

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# Accounts

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**THE INSTITUTE (Kelvedon)**  
Registered Charity 272790

**Receipts and Payments Account for the year ended 31st March 2021**

	2020/21		2020/21	2019/20		
	Unrestricted	Restricted	£	Unrestricted	Restricted	£
<b>INCOME</b>						
<b>From Trading Activities</b>						
Hiring Income	3389.39	0.00	3389.39	21867.57	0.00	21867.57
<b>From Voluntary Sources</b>						
Fundraising	0.00	0.00	0.00	17.94	0.00	17.94
Gift Aid	0.00	0.00	0.00	0.00	0.00	0.00
Grants	22127.72	0.00	22127.72	0.00	0.00	0.00
Donations	50.00	0.00	50.00	0.00	4000.00	4000.00
<b>From Assets</b>						
Interest	1.75	0.00	1.75	8.82	0.00	8.82
<b>From 200 Club</b>						
Surplus for year	726.10	0.00	726.10	876.20	0.00	876.20
<b>TOTAL RECEIPTS</b>	<b>26294.96</b>	<b>0.00</b>	<b>26294.96</b>	<b>22770.53</b>	<b>4000.00</b>	<b>26770.53</b>
<b>EXPENDITURE</b>						
<b>Charitable Activities</b>						
Running expenses	7321.82	0.00	7321.82	6168.83	0.00	6168.83
Insurance	1303.00	0.00	1303.00	1302.06	0.00	1302.06
Energy costs	2739.46	0.00	2739.46	4402.68	0.00	4402.68
Building repairs	858.36	0.00	858.36	15013.56	4000.00	19013.56
<b>Other Expenditure</b>						
Small Hall Project				6724.22		6724.22
<b>TOTAL PAYMENTS</b>	<b>12222.64</b>	<b>0.00</b>	<b>12222.64</b>	<b>33611.35</b>	<b>4000.00</b>	<b>37611.35</b>
<b>NET SURPLUS</b>	14072.32	0.00	14072.32	-10860.82	0.00	-10860.82
<b>Balances Brought Forward</b>	18287.38	0.00	18287.38	29128.20	0.00	29128.20
<b>Balances Carried Forward</b>	<b>32359.70</b>	<b>0.00</b>	<b>32359.70</b>	<b>18287.38</b>	<b>0.00</b>	<b>18287.38</b>

**Statement of Assets and Liabilities at 31st March 2020**

	2020/21	2019/20
<b>MONETARY ASSETS</b>		
<b>Deposits and Bank Balances</b>		
Charities Aid Foundation	3854.97	3853.22
Current Account	24438.13	11093.66
200 Club Account	4066.60	3340.50
	<b>32359.70</b>	<b>18287.38</b>
<b>CURRENT ASSETS AND LIABILITIES</b>		
<b>Debtors</b>		
Hiring income due	787.82	893.00
Bad debts	689.00	
Affiliation fee in advance		72.00
<b>Creditors</b>		
Hiring received in advance		188.00
<b>NON MONETARY ASSETS ( BOTH HALLS )</b>		
Tables and Chairs		
Kitchen Equipment		
Sundries		

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J Stobart FCCA  
11 Sherwood Way, Feering, Essex CO5 9LJ  
16<sup>th</sup> May 2021