

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 31st March 2022.

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.



J Stobart FCCA
19 Westfield Drive, Coggeshall, Essex CO6 1PU
12th 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	£
INCOME						
From Trading Activities						
Hiring Income	17721.45	0.00	17721.45	3389.39	0.00	3389.39
From Voluntary Sources						
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
From Assets						
Interest	0.66	0.00	0.66	1.75	0.00	1.75
From 200 Club						
Surplus for year	808.50	0.00	808.50	726.10	0.00	726.10
TOTAL RECEIPTS	29777.61	0.00	29777.61	26294.96	0.00	26294.96
EXPENDITURE						
Charitable Activities						
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
TOTAL PAYMENTS	16640.25	0.00	16640.25	12222.64	0.00	12222.64
NET SURPLUS	13137.36	0.00	13137.36	14072.32	0.00	14072.32
Balances Brought Forward	32359.70	0.00	32359.70	18287.38	0.00	18287.38
Balances Carried Forward	45497.06	0.00	45497.06	32359.70	0.00	32359.70

Statement of Assets and Liabilities at 31st March 2020

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

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