

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

	2023/24			2022/23
	Unrestricted	Restricted	Total	
	£	£	£	£
INCOME				
From Trading Activities				
Hiring Income	25584.49	0.00	25584.49	25057.57
KPC	596.02	0.00	596.02	0.00
From Voluntary Sources				
Grants	0.00	0.00	0.00	0.00
Donations	0.00	0.00	0.00	5080.00
From Assets				
Interest	85.14	0.00	85.14	26.44
From 200 Club				
Surplus for year	772.98	0.00	772.98	960.51
TOTAL RECEIPTS	27038.63	0.00	27038.63	31124.52
EXPENDITURE				
Charitable Activities				
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	
TOTAL PAYMENTS	23133.30	15000.00	38133.30	21951.97
NET SURPLUS	3905.33	-15000.00	-11094.67	9172.65
Balances Brought Forward	54669.71	0.00	54669.71	45497.06
Balances Carried Forward	58575.04	-15000.00	43575.04	54669.71

THE INSTITUTE (Kelvedon)
Registered Charity 272790

Statement of Assets and Liabilities at 31st March 2024

	2024	2023
	£	£
MONETARY ASSETS		
Deposits and Bank Balances		
Charities Aid Foundation	3967.21	3882.07
Current Account	32999.24	44952.03
200 Club Account	6608.59	5835.61
	<u>43575.04</u>	<u>54669.71</u>
 CURRENT ASSETS AND LIABILITIES		
Debtors		
Hiring income due	2181.98	2007.75
Invoices due but not paid	885.63	818.24
Creditors		
Hiring received in advance	438.50	398.75
 NON MONETARY ASSETS (BOTH HALLS)		
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 31st 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').

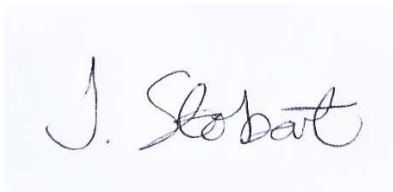
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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 blue ink, reading 'J. Stobart', is displayed within a light blue rectangular box.

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