

**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**

		<b>2024/25</b>		<b>2023/24</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>£</b>	<b>£</b>
<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
	<u><b>59,905.92</b></u>	<u><b>43,575.04</b></u>
 <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').

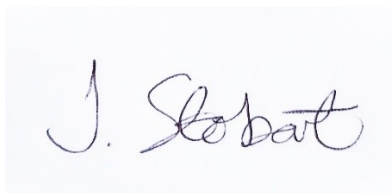
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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, flowing style.

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