

# KELVEDON HATCH VILLAGE HALL

England & Wales · Charity number 301350

## Details

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**Status** Registered

**Legal form** Trust

**Registered** 1962-09-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 63 Great Fox Meadow  
Kelvedon Hatch  
Brentwood  
Essex  
CM15 0AX

**Phone** 01277373197

**Email** [kelvedonhatchhall@gmail.com](mailto:kelvedonhatchhall@gmail.com)

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

## Activities

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**Objects:** VILLAGE HALL

**Activities:** Maintaining a Village Hall for the use of the inhabitants of Kelvedon Hatch in particular for use for meetings, lectures and classes and for other forms of recreation and leisure time occupation to improve the conditions of life for the inhabitants.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Recreation
- **Who:** Other Defined Groups

## Geography

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- **Area of benefit:** KELVEDON HATCH AND THE NEIGHBOURHOOD
- Essex

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£48,120	£24,275	-	-
2024-03-31	£21,892	£18,071	-	-
2023-03-31	£20,681	£25,159	-	-
2022-03-31	£38,775	£46,854	-	-
2021-03-31	£37,680	£23,385	-	-

## Trustees

Name	Role	Appointed
<b>Richard North</b>	Chair	2018-01-16
CATHERINE NORTH		
DAVID HUGHES		
Dawn Cockerton		2025-11-25
MRS JAN WRIGHT		
Patrick Cockerton		2025-11-25
RAYMOND BALCOMBE		
Richard Cumming		2024-03-05

**KELVEDON HATCH VILLAGE HALL**

England & Wales - Charity number 301350

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# Accounts

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# **KELVEDON HATCH VILLAGE HALL**

**Charitable Trust**

Poors' Field, School Road, Kelvedon Hatch, Brentwood, Essex, CM15 0AX

Registered Charity Number. 301350

## **TRUSTEES ANNUAL REPORT**

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



Commercial/Private Hires of the Hall are carefully monitored to ensure that these do not interfere with the availability of the hall to deliver its charitable objects. Family occasions make up all of this hire. Although the Trust has been approached to allow hire for three mornings a week, the purpose was non-charitable and would not meet the need to benefit the beneficiaries, therefore the hire was not in the beneficiaries or charity's interest, but more of a commercial enterprise so it was not agreed to.

### **Continuing Public Benefit**

Baby Sensory sessions are very popular, with three one hour sessions. It gives small children (and parent(s)) the chance to socialise in a calm and supportive atmosphere. Unfortunately, the parents running Play and Stay can now only manage one morning a week. The hire by groups is stable at present, some, like the Dance Classes having been with us for twenty years.

A record is kept of all requests for hire that cannot be met and these people are contacted to see if they wish to take vacant sessions when they arise.

The PTA hire the hall for end of year parties and other fundraisers and also hire the Meeting Room for their occasional meetings. The Parish Council also hire the Meeting Room for its Council and Committee meetings.

### **Summary of Attainments**

The Trustees must provide a safe facility for the community to use, we also want the hall to be welcoming, clean, attractive and importantly, affordable for all beneficiaries to hire, but without compromising the financial viability of the Charity. A list of improvement projects has been drawn up to be undertaken when funds and grants are available. Some upgrades and repairs cannot be planned for, e.g. the need to comply with new standards in a shorter time frame than expected.

#### Works undertaken to meet the Trustees responsibilities to the Charity and Beneficiaries:

The damaged stage asbestos ceiling was replaced as a matter of urgency. The Hall was closed during August and a specialist firm removed the asbestos and issued certificates confirming proper disposal. After the removal air sampling tests confirmed there were no asbestos particles in the Hall and it reopened for the Autumn term.

Part of the electrical circuit had to be disconnected and could not be repaired. The insurers were informed, ensuring cover was not compromised. We were advised that the original electrical system was 'domestic' and would not meet the incoming safety standards. The Hall is over 50 years old and has undergone many additions and repurposing, and the electrical system, while safe, was altered to suit the needs at that time. To comply with HSE requirements (and be able to get insurance cover) it was decided that it would be more cost effective to re-wire the hall entirely. Plans and schedules were drawn up, with the aid of a qualified electrician and six firms were invited to tender for the work to be done at a time and within the timeframe set by the Trustees. Three firms submitted tenders. Once the cost of the works had been determined grants could be sought, a difficult task in this climate. By end March 2025 grants had been obtained or money promised, so the re-wiring of the hall will start end of July and finish end of August 2025.

### **Meetings of the Trust Board**

We continue to hold meetings every other month unless there is urgent business. Although the Trust Deed does allow the Board to hold meeting in any way that is convenient, it does not give specific permission to hold video meetings, so we will have to take advice from a specialist on if and how to add this permission to the Trust Deed.

### **Online Banking**

The attempts to be allowed by NatWest to access online banking was put in abeyance while grants and donations were being sought just in case the bank decided to close the account which would have meant the whole re-wiring project would fail. Once the project is finished and signed off, the bank will again be

approached to see if they can give clearer advice about the information they need. Other banks have been researched, one wanted the signatures of the original Trustees, the last of whom died in the 1980s, yet another wanted us to provide a 'constitution' not a Trust Deed.

### **Policy on Conflicts of Interest**

The Trust was set up to have members of the community and specified organisations to be Trustees. The Board has had a Conflicts of Interest policy for over 20 years, although not requiring Trustees to fill in a form. The Trustees know each other and which groups etc people belong to, but the process will be formalised to meet our duties.

### **Management of Conflicts of Interest**

Where a decision will affect a specific group more than everyone else, that Trustee has always been required to leave the room and take no part in the discussion or decision, and this is minuted.

To ensure all beneficiaries have the same opportunity to hire the hall all hire must be booked through a single booking system and be accompanied by a Hire Agreement.

The financial policy determines the annual increase in Hire Fees.

### **Policy on Risk**

The Trust is required by our insurers to carry out risk assessments, which are formally undertaken annually and all Hirers are encourage to report any concerned about safety, risk or damage. Accidents are recorded and if necessary, the insurers are advised and action taken, if necessary or possible, to mitigate the risk of another accident.

The boundary trees are assessed every two years by a tree surgeon, unless there are any concerns about a tree from either the public or Trustees. We take particular care of our boundary trees as most of them are the remnants of an ancient woodland and contain oaks, hornbeam and many other native species.

The Trust also has Public Liability Insurance. Hirers of the land have to provide their own insurance for their activity. Hirers of the Hall must also have insurance for inflatables, including Bouncy Castles; as this is a requirement and is part of the Hire Agreement.

### **Financial Policy**

Trustees are kept up to date with the finances of the charity and expenditure, unless paid by Direct Debit, and this is agreed or ratified at meetings of the board. There is an annual increase in Hire Fees to meet the needs of the coming year, as far as can be predicted, with enough money to put into reserves. We do not carry a large amount in reserves as this could be seen as making a profit, and therefore, commercial and not charitable. Trustees are reimbursed for any money paid on behalf of the Trust, these payments must be accompanied by an invoice and approved by the Trustees. No Trustees claim expenses, although they may.

Hire Fees are determined in October/November of each year and the increased fees are at least the RPI published in September. If it is felt that more than that percentage needs to be charged to offset any financial risk, then that is what is charged. The percentage increase applies across the board for hire that delivers the Trusts charitable objects and Trustees understand that the Charity's needs must come before any other consideration. The Trustees are also aware that if the fees increase too much, hire will become unaffordable. It is a fine balancing act.

### **Policy on Reserves and Financial Risk**

There must be enough money reserved to undertake Emergency Repairs as they occur along with essential planned maintenance and upgrades.

Income from hire is critical and any emergency repairs and maintenance will be undertaken as soon as possible so that income is not compromised.

Emergency Repairs	£3,000
Essential Maintenance	£3,500
Fluctuation in Income	£3,000
Total Reserves	£9,500
Restricted Funds	£24,790
Year End Cash Funds	£568

The Trust also has policies including Safeguarding and Complaints.

As required in the Trust Deed, reports on the finances and fabric of the building are prepared annually for the beneficiaries. We will now include an explanation of the policy on conflicts of interest and how to raise concerns

Approved by the Trustees on 25<sup>th</sup> November, 2025

*Signed*

*Position if any*

1 J. M. Wright

Janet Margaret Wright

Print Name

2. P. Cockerton

Patrick Cockerton

Print Name

# **KELVEDON HATCH VILLAGE HALL**

Charitable Trust

Poors' Field, School Road, Kelvedon Hatch, Brentwood, Essex, CM15 0AX

Registered Charity Number. 301350

## **ACCOUNTS**

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

**KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES YEAR ENDING 31/03/25**

**CASH FUNDS**

	<b>2024/2025</b>	<b>2023/2024</b>
	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>		
<u>Reserved Funds</u>		
Emergency Repairs	3,000	2,000
Essential Maintenance	3,500	2,750
Fluctuation in receipts	3,000	2,000
Projects (Hall Rewiring)		4,000
 <b>Restricted Funds</b>		
Projects (Hall Rewiring)	24,790	
 <b>Year end cash funds</b>	<b>568</b>	<b>263</b>
 <b>TOTAL CASH FUNDS</b>	<b>34,858</b>	<b>11,013</b>

<b>OTHER MONETARY ASSETS Historic Business Reserve Acc.</b>	529	521
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<b>INVESTMENT ASSETS</b>	0	0
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**ASSETS RETAINED FOR THE CHARITY'S OWN USE**

Land and Buildings at cost	57,988	57,988
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Comprising:

Land		approx 5.75 acres			
Building	Village Hall	1			
Building	Annex	1	Cooker	8 burner range	1
Tables	Folding	24	Fridge		1
	Fixed	8	Freezer		1
Chairs	Folding	133	Microwave		1
	Fixed	20	Hoover		1
Trolleys	Table	2	Filing Cabinet		1
	Chairs	1	Laminator	A4	1
	Food	2	Tea Urn		1

<b>LIABILITIES</b>	0	0
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<b>TOTAL NET ASSETS</b>	<b>93,375</b>	<b>69,522</b>
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Approved by the Trustees on 25<sup>th</sup> November, 2025

*Signed*

*Position if any*

1 R. North  
\_\_\_\_\_

Chairman  
\_\_\_\_\_

Print Name Richard North

2. R. Cumming  
\_\_\_\_\_

Print Name Richard Cumming

## KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**1 ACCOUNTING CONVENTION AND POLICIES**

The accounts have been prepared under the historical cost convention on the "receipts and payments" basis.

**2 TRUSTEE EXPENSES**

There were no expenses paid to or claimed by the Trustees.

**3 REIMBURSEMENT TO TRUSTEES**

D. Hughes £12,390.62p payments by electronic banking insisted on by suppliers of crucial services.

**4 ASSETS RETAINED FOR THE CHARITY'S OWN USE**

Upkeep, refurbishment and repair costs relating to the buildings are written off to the Receipts and Payments account, with the buildings themselves being carried forwards in the Statement of Assets and Liabilities at their original cost.

**5** No valuation survey of the property has been undertaken

**KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST**  
**RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

	<b>2024/2025</b>		<b>2023/2024</b>	
	£	£	£	£
<b>RECEIPTS</b>				
Hire of Hall delivering charitable objects		£10,147		£9,632
Hire of Land		£10,097		£9,415
Private Hire of Hall (net of returned damage deposits)		£1,376		£1,085
Nat West Compensation/Insurance repayment		£0		£175
<b>Subtotal</b>		<u>£21,620</u>		<u>£20,307</u>
<b>Restricted Funds (Hall re-wiring)</b>				
<u>Donations</u>				£0
Private		£16,500		
Kelvedon Hatch Football Club		£2,500		
<u>Grants</u>				
Kelvedon Hatch Parish Council		£5,000		£1,585
Walter Farthing Foundation		£2,500		
<b>Subtotal</b>		<u>£26,500</u>		<u>£1,585</u>
<b>Total Receipts</b>		<u>£48,120</u>		<u>£21,892</u>
There were no asset or investment sales		0.00		0
<b>PAYMENTS</b>				
Utilities	£2,759		£4,566	
Insurance	£2,839		£2,840	
Buildings maintenance	£8,647		£1,392	
Grounds maintenance (Weed Clearing, Boundary Trees & Sewers)	£1,415		£970	
Cleaning	£4,605		£4,445	
Refuse Collection	£1,456		£1,404	
Administration/Stationary/Computers/telephones etc	£0		£0	
Rates & Licences	£843		£742	
Hire Cancelled - returned hire fee	£0		£127	
<b>Sub total</b>		£22,565		£16,486
<b>Restricted Funds (Hall re-wiring)</b>				
Report on the works to be undertaken to comply with regulations		<u>£1,710</u>		<u>£1,585</u>
<b>Sub total</b>		£1,710		£1,585
Asset Purchases		£0		£0
Sub total		£0		£0
<b>Total Payments</b>		<u>£24,275</u>		<u>£18,071</u>
Surplus (deficit) of income over expenditure		£23,845		£3,822
Reserves brought forward 1 April 2024		£69,293		£65,471
Reserves carried forward 31 March 2025		£93,138		£69,293
<b>Reserved Funds</b>		£9,500		£10,000
<b>Restricted Funds (Hall re-wiring)</b>		£24,790		£0
<b>Total Cash Funds</b>		<u>£34,858</u>		<u>£11,013</u>



**Section A**      **Independent Examiner's Report on A**      *Independent Examiner's*  
*Repo*

**Report to the trustees/  
members of**

Charity Name  
**KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST**

**On accounts for the year  
ended**

**31 MARCH 2025**

**Charity no  
(if any)**

**301350**

**Set out on pages**

**1 & 2**  
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **DD / MM / YYYY**.

**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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

**Date:**

**Name:**

**Relevant professional qualification(s) or body (if any):**

**Address:**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**KELVEDON HATCH VILLAGE HALL**

England & Wales - Charity number 301350

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# Accounts

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**Kelvedon Hatch Village Hall**

**Charitable Trust**

Reg. Charity No. 301350

*Poors Field, School Road, Kelvedon Hatch, Brentwood, Essex, CM15 0DL*

**ACCOUNTS**

**Receipts &**

**Payments**

**1ST APRIL 2021**

**31ST MARCH 2022**

**KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES YEAR ENDING 31/03/22**

B1. <b>CASH FUNDS</b>	Unrestricted Funds	
	2021/2022	2020/2021
	£	£
<u>Reserved Funds</u>		
Emergency Repairs	2,000	3,000
Essential Maintenance	3,000	5,000
Fluctuation in receipts	2,000	12,000
Projects	5,000	0
<b><u>Year end cash funds</u></b>	121	201
<b>TOTAL CASH FUNDS</b>	12,121	20,201
B2. <b>OTHER MONETARY ASSETS</b>	0	0
B3. <b>INVESTMENT ASSETS</b>	0	0
B4. <b>ASSETS RETAINED FOR THE CHARITY'S OWN USE</b>		
Land and Buildings at cost	57,988	57,988
Comprising:		
Land	approx. 5 acres	
Building	Village Hall	1
Building	Annex	1
Tables	Folding	24
	Fixed	8
Chairs	Folding	120
	Fixed	20
Trolleys	Table	2
	Chairs	1
	Food	2
Cooker	8 burner range	1
Fridge		1
Freezer		0
Microwave		1
Hoover		1
Filing		1
Cabinet		1
Laminator	A4	1
Tea Urn		1
B5. <b>LIABILITIES</b>	0	0
<b>TOTAL NET ASSETS</b>	70,109	78,189

**Approved by the Trustees on**

23<sup>rd</sup> August, 2022

Signed

*position if any*

David Hughes	Booking/Minute Sec
Janet M. Wright	Trustee

**KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST**  
**RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

		2021/2022		2020/2021	
		£	£	£	£
A 1	<b>RECEIPTS</b>				
	Hire of Hall delivering charitable objects		10,198		1,560
	Hire of Land		8,752		8,535
	Hire of Buildings (net of returned damage deposits)		2,075		0
	Donations		0		500
	Grants		17,387		26,943
	Eon Refund		363		142
	Business Account Interest		0		0
	<b>Total Receipts</b>		<u><u>38,775</u></u>		<u><u>37,680</u></u>
A 2	There were no asset or investment sales				
A 3	<b>PAYMENTS</b>				
	Refunded Hire Fees (Covid)		307		817
	Utilities		2,218		2,106
	Insurance		2,466		2,367
	Buildings maintenance		29,172		7,997
	Grounds maintenance (Trees & Sewers)		7,050		6,805
	Cleaning		3,352		1,894
	Refuse Collection		1,222		1,042
	Administration Costs (PRS/APL/Sundries/Adverts)		272		358
	Business Rates 2020 & 2021		795		0
	Sub total		46,854		23,385
A 4	Asset Purchases		0		0
	Sub total		<u>0</u>		<u>0</u>
	<b>Total Payments</b>		<u><u>46,854</u></u>		<u><u>23,385</u></u>
	Surplus (deficit) of income over expenditure		(8,079)		14,295
	Reserves brought forward 1 April 2021		78,189		63,894
	Reserves carried forward 31 March 2022		70,109		78,189
A 5	Reserved Funds				
	Emergency Repairs		2,000		3,000
	Essential Maintenance :		3,000		5,000
	Fluctuation in receipts.		2,000		12,000
	Projects: New Curtains/Bring underused area back into service as storage.		5,000		0
A 6	<b>Year end cash funds</b>		<u><u>121</u></u>		<u><u>201</u></u>

**KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST**

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**

**1 ACCOUNTING CONVENTION AND POLICIES**

The accounts have been prepared under the historical cost convention on the "receipts and payments" basis.

**2 TRUSTEE EXPENSES**

There were no expenses paid to or claimed by the Trustees.

**3 REIMBURSEMENT TO TRUSTEES**

Until the Trust gets its own electronic banking system, two Trustees offered to pay invoices requiring electronic payment and will be reimbursed as follows:-

Covid Hall Hire Cancelled	£258.55	Maint. & Repair Paths and Car Park	£8,760.00
New Heating Boiler	£7,610.48	Metal Cladding exterior wiring	£1,650.00
Gas & Electric Certs.	£475.40	Sewer Lining & repair to surface of drive	£2,937.50
Repairs & Decoration to: Exterior Building,	£3,294	Insurance	£2,466.31
		Project Management Heater replacement	£150.00

**4 ASSETS RETAINED FOR THE CHARITY'S OWN USE**

Upkeep, refurbishment and repair costs relating to the buildings are written off to the Receipts and Payments account, with the buildings themselves being carried forwards in the Statement of Assets and Liabilities at their original cost.

**5 GRANTS Received 21/22**

<b>Kelvedon Hatch Parish Council</b>	Repair of Path	£6,720
<b>BBC/Gov Grants</b>		
Restart Grant		£8,000.00
Grant		£2,667

**6 DONATIONS**

£0

7 No valuation survey of the property has been undertaken

8 The Charity had no restricted funds at the beginning or end of the year.

9 Administration costs are made up of payments of £92.08 to PRS & £180.00 to Brentwood Borough Council for the Premises License.

**KELEDON HATCH VILLAGE HALL CHARITABLE TRUST**  
**Trustees Annual Report 2021/2022**

Section A

**Charity Name** Kelvedon Hatch Village Hall  
**Registered charity number** 301350  
**Charity Address** Poors Field, School Road, Kelvedon Hatch, Brentwood, Essex, CM15 0DL  
**Trustees**

<u>Trustee Name</u>	<u>Office</u>	<u>Dates Acted if not for whole year</u>	<u>Name of body entitled to appoint a trustee</u>
Balcombe, Raymond			Senior Football Club
Dawson, Tracey			
Hughes, David	Minute/Booking Secretary		
North, Catherine	Treasurer		
Smith, Bryan	Chairman		
Wright, Janet			Kelvedon Hatch Parish Council
North, Richard			

Custodian Trustee Official Custodian for Charities

Section B

**Type of Governing Document** Trust Deed  
**How the charity is constituted** Trust

**Trustee selection methods**

Elected by beneficiaries 5

Bodies entitled to appoint trustees

The Kelvedon Hatch Parochial Church Council

The Kelvedon Hatch Parish Council

The Committee of the Kelvedon Hatch Football Club

no longer in existence

The Committee of the Kelvedon Hatch Women's Institute

The Committee of the Kelvedon Hatch Garden Society

The Committee of the Kelvedon Hatch Youth Club

The Kelvedon Hatch Craft Club (from Dec. 06)

The Kelvedon Hatch Art Group (from Dec. 06)

Co-opted 6

Section C

**Summary of the objects of the charity set out in its governing document**

Improving the conditions of life for the inhabitants of Kelvedon Hatch and the area of benefit.

**Summary of the main activities in relation to these objects**

Maintaining a village hall for the use of the inhabitants of Kelvedon Hatch in particular

for use for meetings, lectures and classes and for other forms of recreation and leisure time occupation.

Section D

**Summary of the main achievements of the charity during the year.**

<u>Weekdays</u>		
Dance and Drama	Children/teenagers	3 afternoons/evenings per week
Baby Sensory	Babies	1 morning per week
Art Club	All ages	1 evening per week
Art Club	All ages	1 afternoon per week
Play and Stay	Adult/Children	2 mornings per week
Martial Arts	All ages	1 evening per week
Various committee meetings	Various village groups	Approx. 4 per month

Weekend

Snr. Football Club	Adult	seasonal use	1 afternoon per week (approx.)
Tennis Club	All ages	seasonal use	1 afternoon per week (approx.)

**Continuing Public Benefit**

The Trustees will encourage hiring for both traditional activities and novel pastimes from individuals, clubs or businesses as long as the purpose of hire is legal and will not bring the charity into disrepute and that it is clear that the hire will deliver the objects of the Charity to some or all of the beneficiaries.

Approximately 7% of hire is private and in the vast majority of cases are birthday parties for small children.

The cost of hire differentiates between types of hire and beneficiary status to ensure that the beneficiaries gain the most benefit.

**Summary: Main achievements of the Trust during the year to facilitate delivery of the objects of the Charity.**

Maintenance on the boundary trees was undertaken as the trees get older more needs to be done to care for them.

The sewers have been inspected to obviate any emergency problems.

The rendering on the front wall of the hall, under the large window, has been repaired and the whole wall, including above the window, has been repainted. The path around the hall was also repaired with a grant from the PC.

**Impact of Covid 19 Pandemic and Cost of Living Rise**

Several new groups came forward once the hall was open again, but only one is continuing. This is a Play and Stay session (2 mornings a week) run by a grandmother for young mothers in the village.

One group was lost entirely (Pilates) as the leader found that she could work just a well via Teams.

The other established groups came back and are doing well.

As the cost of living rises it is hoped that the effect on hire will be limited, but with nearly all the groups being from the younger age bracket, the lack disposable income may well cause some impact.

**Meetings of the Trust Board**

As allowed in the Trust Deed, the Trustees are now meeting every other month and will monitor to see if this is a more efficient way of working.

**Online Banking** As security around these accounts seems to be strengthened, the Trust will apply for these services. The financial policy will be revisited to make any adjustments necessary when the application is successful.

Section E

**Policy on reserves**

There must be enough money reserved to undertake Emergency Repairs as they occur along with essential planned maintenance.

Receipts from hire is critical, unfortunately, matters outside of our control can cause fluctuations and we must have a reserve to ensure prompt payment of invoices.

Projects will be undertaken as and when either the Trust has enough funds and/or grants become available.

Emergency Repairs	2,000
Essential Maintenance	3,000
Fluctuation in receipts	2,000
Projects New Curtains/Bring underused area back into service as storage.	5,000

<b>Total Reserves</b>	<u>£12,000</u>
<b>Year end cash funds</b>	£121

**Approved by the Trustees on**

23<sup>rd</sup>. August, 2022

Signed

David Hughes

*position if any*

Minute/Booking Sec

Janet M Wright

Trustee



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Kelvedon Hatch Village Hall Charitable Trust

On accounts for the year  
ended

31<sup>st</sup> March, 2022

Charity no  
(if any)

301350

Set out on pages

1 & 2

Independent examiner's  
statement

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/3/2022

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

David Williams

Date:

16/11/22

Name:

David Williams

Relevant professional  
qualification(s) or body  
(if any):

None

Address:

45. Roding Drive,  
Kelvedon Hatch  
Brentwood,  
Essex CM15 0XA

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**KELVEDON HATCH VILLAGE HALL**

England & Wales - Charity number 301350

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# Accounts

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**Kelvedon Hatch Village Hall**

**Charitable Trust**

Reg. Charity No. 301350

*Poors Field, School Road, Kelvedon Hatch, Brentwood, Essex, CM15 0DL*

**ACCOUNTS**

**Receipts &**

**Payments**

**1ST APRIL 2020**

**31ST MARCH 2021**

**KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST**  
**STATEMENT OF ASSETS AND LIABILITIES YEAR ENDING 31/03/21**

**CASH FUNDS**

	Unrestricted Funds	
	2020/2021	2019/2020
	£	£
<u>Reserved Funds</u>		
Essential Planned Works :	5,000	1,000
Projects 2019 - ?: Refurbishment of Stage Area (est. cost £7,000)	0	0
Emergency Repairs	3,000	1,350
Fluctuation in receipts (Covid restriction may be reintroduced)	12,000	3,500
<b><u>Year end cash funds</u></b>	201	57
<b>TOTAL CASH FUNDS</b>	20,201	5,907

**OTHER MONETARY ASSETS**

-

**INVESTMENT ASSETS**

-

**ASSETS RETAINED FOR THE CHARITY'S OWN USE**

Land and Buildings at cost	57,988	57,988
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Comprising:

Land		approx 4.75 acres
Building	Village Hall	1
Building	Annex	1
Tables	Folding	24
	Fixed	8
Chairs	Folding	133
	Fixed	20
Trolleys	Table	2
	Chairs	1
	Food	2
Cooker	8 burner range	1
Fridge		1
Freezer		1
Microwave		1
Hoover		1
Filing Cabinet		1
Laminator	A4	1
Tea Urn		1

**LIABILITIES**

-

**TOTAL NET ASSETS**

78,189

63,895

**Approved by the Trustees on**

15<sup>th</sup> June 2021

Signed

*position if any*

Bryan Edward Smith

Chairman

David Hughes

Trustee

**KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST**  
**RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

	2020/2021		2019/2020	
	£	£	£	£
<b>A1 RECEIPTS</b>				
Hire of Hall delivering charitable objects		1,560		9,845
Hire of Land		8,535		9,622
Hire of Buildings (net of returned damage deposits)		0		2,673
Donations		500		2
Grants		26,943		1,700
Gas Refund/Insurance Claim		142		9,402
Business Account Interest		0		1
<b>Total Receipts</b>		<b>37,680</b>		<b>33,245</b>
A2 There were no asset or investment sales				
<b>A3 PAYMENTS</b>				
Refunded Hire Fees (Covid 19 Restrictions)		817		
Utilities		2,106	2,886	
Insurance		2,367	2,254	
Buildings maintenance		7,997	26,718	
Grounds maintenance		6,805	2,203	
Cleaning		1,894	4,555	
Refuse Collection		1,042	1,040	
Administration Costs (PRS/APL/Sundries/Adverts)		358	461	
Business Rates		0	237	
Sub total		23,385	40,354	
A4 Asset Purchases		0	0	
Sub total		0	0	
<b>Total Payments</b>		<b>23,385</b>	<b>40,354</b>	
Surplus (deficit) of income over expenditure		14,295	(7,108)	
Reserves brought forward 1 April 2019		64,555	71,663	
Reserves carried forward 31 March 2020		78,850	64,555	
<b>A5 Reserved Funds</b>				
Essential Planned Works :		5,000	1,000	
Projects 2019 - ?: Refurbishment of Stage Area (est. cost £7,000)		0	0	
Emergency Repairs		3,000	1,350	
Fluctuation in receipts (Covid restriction may be reintroduced)		12,000	3,500	
<b>A6 Year end cash funds</b>		<b>201</b>	<b>57</b>	

# KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

### 1 ACCOUNTING CONVENTION AND POLICIES

The accounts have been prepared under the historical cost convention on the "receipts and payments" basis.

### 2 TRUSTEE EXPENSES

There were no expenses paid to or claimed by the Trustees.

### 3 REIMBURSEMENT TO TRUSTEES

Because of doubts around security of electronic banking, the Trustees have not sanctioned its use.

Unfortunately, due to the pandemic, it was not possible to continue with the Trust's normal financial practices. As an emergency solution D. Hughes offered to refund hire fees and pay some invoices electronically, he was reimbursed: £6,889.91

PRS	£	178.30	Gardening/Weed Killing around Hall	£	345.00
Cancelled Covid 20	£	816.77	Roof & Security	£	3,378.20
Drain Cover	£	700.00	Security Signs for Buildings	£	261.98
Electrical inspection	£	275.00	Annual inspection of Fire	£	540.00
Electrical remedial work	£	255.00	Extinguishers	£	139.66
			Fit Wall mounted hand sanitisers & refill	£	139.66

### 4 ASSETS RETAINED FOR THE CHARITY'S OWN USE

Upkeep, refurbishment and repair costs relating to the buildings are written off to the Receipts and Payments account, with the buildings themselves being carried forwards in the Statement of Assets and Liabilities at their original cost.

In line with Use Class the Tennis Courts have been removed from the Charity's Asset List as these were provided and are maintained by the Kelvedon Hatch Tennis Club.

The 'Changing Rooms' are now described more accurately as an 'Annex' because the Kelvedon Hatch Football Club provided and maintain the internal requirements for its use.

### 5 PROJECTS FOR 2020/21

None undertaken (see Essential Works) 0

### 6 GRANTS

<b>Kelvedon Hatch Parish Council</b>	Boundary Tree Maintenance		£5,750
	Security		£1,000
<b>BBC/Gov Covid 19 Small Business Grants</b>		(5)	£20,193
<b>BBC 15% discretionary rate relief.</b>		£699	

### 7 DONATIONS

received with thanks from 1 personal donor £500

### 8 ESSENTIAL/EMERGENCY WORKS

Security installation for insurance purposes following vandalism 19/20 £3,700

Further removal of tree roots from sewers £1,500

### 9 The Fluctuation in Receipts Reserve has been increased £12,000

because of the uncertainty of the return to 'normal' hire patterns.

It could take a year for confidence to return especially for groups with older (vulnerable) members.

10 No valuation survey of the property has been undertaken

11 The Charity had no restricted funds at the beginning or end of the year.

12 Administration costs are made up of payments of £178.30 to PRS & £180.00 to Brentwood Borough Council for the Premises License.

**Kelvedon Hatch Village Hall**

**Charitable Trust**

Reg. Charity No. 301350

*Poors Field, School Road, Kelvedon Hatch, Brentwood, Essex, CM15 0DL*

**TRUSTEES**

**ANNUAL**

**REPORT**

**1ST APRIL 2020**

**31ST MARCH 2021**

**KELEDON HATCH VILLAGE HALL CHARITABLE TRUST**  
**Trustees Annual Report 2020/2021**

Section A

**Charity Name** Kelvedon Hatch Village Hall  
**Registered charity number** 301350  
**Charity Address** Poors Field, School Road, Kelvedon Hatch, Brentwood, Essex, CM15 0DL  
**Trustees**

<u>Trustee Name</u>	<u>Office</u>	<u>Dates Acted if not for whole year</u>	<u>Name of body entitled to appoint a trustee</u>
Balcombe, Raymond			Senior Football Club
Dawson, Tracey			
Hughes, David	Minute/Booking Secretary		
North, Catherine	Treasurer		
Smith, Bryan	Chairman		
Wright, Janet			Kelvedon Hatch Parish Council
Jordan, Tina			
Birch, Andrea			
North, Richard			
Custodian Trustee	Official Custodian for Charities		

Section B

**Type of Governing Document** Trust Deed  
**How the charity is constituted** Trust

**Trustee selection methods**

Elected by beneficiaries 5

Bodies entitled to appoint trustees

The Kelvedon Hatch Parochial Church Council	no longer in existence
The Kelvedon Hatch Parish Council	The Committee of the Kelvedon Hatch Women's Institute
The Committee of the Kelvedon Hatch Football Club	The Committee of the Kelvedon Hatch Garden Society
The Kelvedon Hatch Craft Club (from Dec. 06)	The Committee of the Kelvedon Hatch Youth Club
The Kelvedon Hatch Art Group (from Dec. 06)	
<u>Co-opted</u> 6	

Section C

**Summary of the objects of the charity set out in its governing document**

Improving the conditions of life for the inhabitants of Kelvedon Hatch and the area of benefit.

**Summary of the main activities in relation to these objects**

Maintaining a village hall for the use of the inhabitants of Kelvedon Hatch in particular for use for meetings, lectures and classes and for other forms of recreation and leisure time occupation.

Section D

**Summary of the main achievements of the charity during the year.**

Weekdays

	Children/teenagers	
Dance and Drama		2 afternoons/evenings per week
Pilates	Adult	1 evening per week
Art Club	All ages	1 evening per week
Art Club	All ages	1 afternoon per week
Parent & Toddler	Adult/Children	1 morning per week
Fit Club	All ages	1 evening per week
Marathon	All ages	1 afternoon per week
Various other events	All ages	1 afternoon per week

Weekend

Snr. Football Club	Adult	seasonal use	1 afternoon per week (approx)
Tennis Club	All ages	seasonal use	1 afternoon per week (approx)

**Continuing Public Benefit**

Because of the Pandemic and legal restrictions on use, the hall has only been available for hire by those running classes for a few months during the past financial year. The Trustees have kept in touch via phone and email with hirers and are hopeful that they will return when the Gov. gives permission to open up again. The Trustees will continue to encourage all types of classes, meetings etc in line with the objects of the Charity. It is expected that the remaining hire will continue, on the whole, to be birthday parties for village children.

The Trustees will continue to take a pragmatic view on the hiring of the hall and will accept hiring from individuals, clubs or businesses as long as the purpose of hire is legal, will not bring the charity into disrepute and there is a clear benefit to some or all of the beneficiaries in line with the objects of the Charity.

The cost of hire differentiates between types of hire and beneficiary status to ensure that the beneficiaries gain the most benefit.

**Summary: Main achievements of the Trust during the year to facilitate delivery of the objects of the Charity.**

Because of past and on going attacks on the hall by vandals and a total lack of police presence, security systems have had to be put in place to keep insurance premiums at a reasonable level.

Major work on the boundary trees was undertaken, especially one very old oak tree, which it is hoped will now last for many more years.

The sewer running down the back of the hall had to be cleared of tree roots, this will obviously be an ongoing problem.

**Impact of Covid 19 Pandemic**

The Trust received all grants available and zero rate demand which helped enormously in keeping the Village Hall a viable community resource ready to open again when the law allows.

The AGM was postponed, with the same Trustees continuing to manage the property, The Trustees Report (2019/20) to the beneficiaries, the Accounts and Financial Report that would normally been presented at the AGM were delivered to each household in the village via the Village News

Due to the vulnerable or clinically vulnerable status of all but two of the Trustees, it was decided that urgent business would be delt with via email plus regular updates on the Trust's financial position.

The Trustees decided to continue with the cleaning contract, but just once a month.

Along with the government grants received, the land brought in much needed income. The Trust is fortunate that unlike other halls it does not rely on the activities of a Social Club (ie bar) for revenue.

Section E

**Policy on reserves**

Essential Planned Works :	£5,000
Projects 2019 - ? : Refurbishment of Stage Area (est. cost £7,000)	£0
Emergency Repairs	£3,000
Fluctuation in receipts (Covid restriction may be reintroduced)	<u>£12,000</u>
<b>Total Reserves</b>	<u><u>£20,000</u></u>
<b>Year end cash funds</b>	£201

**Approved by the Trustees on**

15th June 2021
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Signed

Bryan Edward Smith
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*position if any*

Chairman
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David Hughes
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Trustee
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Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

Kelvedon Hatch Village Hall Charitable Trust

On accounts for the year  
ended

31<sup>st</sup> March 2021

Charity no  
(if any)

301350

Set out on pages

1 - 3 (remember to include the page numbers of additional sheets)

Responsibilities and basis of  
report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 3.

As the charity's trustees, 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [ ] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

Signed: David Williams

Date: 29/08/2021

Name: DAVID WILLIAMS

**Relevant professional qualification(s) or body (if any):**

none

**Address:**

47 Roding Drive

Kelvedon Hatch

Brentwood, Essex. CM15 0XA

## Section B

### Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

