

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
<u>Year end cash funds</u>	201	57
TOTAL CASH FUNDS	<u>20,201</u>	<u>5,907</u>

OTHER MONETARY ASSETS

-

INVESTMENT ASSETS

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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 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	<u>78,189</u>	<u>63,895</u>
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Approved by the Trustees on

15th 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	
	£	£	£	£
A1 RECEIPTS				
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
Total Receipts		<u>37,680</u>		<u>33,245</u>
A2 There were no asset or investment sales				
A3 PAYMENTS				
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		<u>0</u>		<u>0</u>
Total Payments		<u>23,385</u>		<u>40,354</u>
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
A5 Reserved Funds				
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
A6 Year end cash funds		<u>201</u>		<u>57</u>

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		
Electrical remedial work	£	255.00	Extinguishers	£	540.00
			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

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

The Kelvedon Hatch Parish Council

The Committee of the Kelvedon Hatch Football Club

The Kelvedon Hatch Craft Club (from Dec. 06)

The Kelvedon Hatch Art Group (from Dec. 06)

Co-opted 6

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

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	Adult	2 afternoons/evenings per week
Pilates	All ages	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 community 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)	£12,000
Total Reserves	£20,000
Year end cash funds	£201

Approved by the Trustees on

15th June 2021

Signed

Bryan Edward Smith

position if any

Chairman

David Hughes

Trustee



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

31st 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.

