

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

		Unrestricted Funds	
		2021/2022	2020/2021
		£	£
B1. CASH FUNDS			
<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
<u>Year end cash funds</u>		121	201
TOTAL CASH FUNDS		<u>12,121</u>	<u>20,201</u>
B2. OTHER MONETARY ASSETS		0	0
B3. INVESTMENT ASSETS		0	0
B4. ASSETS RETAINED FOR THE CHARITY'S OWN USE			
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			
Cabinet		1	
Laminator	A4	1	
Tea Urn		1	
B5. LIABILITIES		0	0
TOTAL NET ASSETS		<u>70,109</u>	<u>78,189</u>

Approved by the Trustees on

23rd 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	
	£	£	£	£
RECEIPTS				
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
Total Receipts		38,775		37,680
There were no asset or investment sales				
PAYMENTS				
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
Asset Purchases		0		0
Sub total		0		0
Total Payments		46,854		23,385
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
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
Year end cash funds		121		201

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

Kelvedon Hatch Parish Council	Repair of Path	£6,720
BBC/Gov Grants		
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 as 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

Total Reserves

£12,000

Year end cash funds

£121

Approved by the Trustees on

23rd. 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

31st 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.