

KELVEDON HATCH VILLAGE HALL

Charitable Trust

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

Registered Charity Number. **301350**

TRUSTEES ANNUAL REPORT

1st April 2024 to 31st March 2025

TRUSTEES ANNUAL REPORT 2024/2025

TRUSTEES

<u>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			Kelvedon Hatch Football Club
Cumming, Richard			
Hughes, David	Minute/Booking Secretary		
North, Catherine	Treasurer		
Wright, Janet			Kelvedon Hatch Parish Council
North, Richard	Chairman		
Cockerton, Patrick			
Cockerton, Dawn			
Custodian Trustee	Official Custodian for Charities		

Type of Governing Document Trust Deed dated 1st March 1962

How the Charity is constituted Trust

TRUSTEE SELECTION METHOD

Elected by Beneficiaries 5

Bodies entitled to appoint a Trustee

The Kelvedon Hatch Parochial Church Council

Kelvedon Hatch Parish Council

The Committee of the Kelvedon Hatch Football Club

Bodies entitled to appoint a Trustee no longer in existence

The Committees of Kelvedon Hatch : Women's Institute, Garden Society, Youth Club
Arts and Craft Clubs.

Co-opted 6

Summary of the objects of the Charity set out in the 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.

Summary of main achievements of the Charity during the year.

Weekdays

Dance Classes	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	1 morning per week
Martial Arts	All ages	1 evening per week
Various committee meetings	Various village groups	Approx. 4 per month

Weekend

Football Club	Seasonal Use	Approx 1 afternoon per week
Tennis Club	Seasonal Use	Occasional
Fundraising for Village Groups and NFPs		

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 encouraged 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 Trust's 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 25th 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

1st April 2024 to 31st March 2025

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

CASH FUNDS

	2024/2025	2023/2024
	£	£
Unrestricted Funds		
<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
<u>Restricted Funds</u>		
Projects (Hall Rewiring)	24,790	
<u>Year end cash funds</u>	568	263
TOTAL CASH FUNDS	34,858	11,013

OTHER MONETARY ASSETS Historic Business Reserve Acc.	529	521
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INVESTMENT ASSETS	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

LIABILITIES	0	0
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TOTAL NET ASSETS	93,375	69,522
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Approved by the Trustees on 25th November, 2025

Signed

1 R. North

Position if any

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

	2024/2025		2023/2024	
	£	£	£	£
RECEIPTS				
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
Subtotal		<u>£21,620</u>		<u>£20,307</u>
Restricted Funds (Hall re-wiring)				
<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		
Subtotal		<u>£26,500</u>		<u>£1,585</u>
Total Receipts		<u>£48,120</u>		<u>£21,892</u>
There were no asset or investment sales		0.00		0
PAYMENTS				
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	
Sub total		£22,565		£16,486
Restricted Funds (Hall re-wiring)				
Report on the works to be undertaken to comply with regulations	£1,710		£1,585	
Sub total		£1,710		£1,585
Asset Purchases		£0		£0
Sub total		£0		£0
Total Payments		<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
Reserved Funds		£9,500		£10,000
Restricted Funds (Hall re-wiring)		£24,790		£0
Total Cash Funds		<u>£34,858</u>		<u>£11,013</u>



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: M. W. Tatner

Date: 4/1/26

Name: Michael William Tatner

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

Company Director

Address:

Mikalian

Blackmore Road

Kelvedon Hatch, Brentwood, Essex CM15 0AP

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.