



The Malling Memorial Institute

Sometimes known as
The Clout or Clout Institute

Registered Charity Number: 302878

Annual Report and Financial Statements

For the year ended 31 December 2020

Chair

The Rev David Green
The Vicarage
138 High Street
West Malling
ME19 6NE

Banking:

The NatWest Bank
Swan Street
West Malling
Kent
ME19 6HF

The CAF Bank
25 Kings Hill Avenue
Kings Hill
Kent
ME19 4JQ

Independent Examiner:

Mr Andrew Cornish
161 St Leonard's Street
West Malling
ME19 6PE

The Malling Memorial Institute

Annual Report

January to December 2020

Reference and administrative information

Background

The Malling Memorial Institute was officially opened as a building in 1908. Established by Albert Clout in memory of his late brother Richard, the Clout Building (as often known) was used as a venue for children and youth with a club for boys on certain evenings, a library on the ground floor and a shooting range in the wooden hut behind the building. The stated aims and purposes of the MMI were for:

“the intellectual and physical improvement and recreation of the youth of West Malling and near neighbourhood, and also to support the propagation among them of the principles of the Established Church of England (it being distinctly understood that persons benefitting by the Institute need not necessarily belong to the Church of England).”

Today, the Charity advances its objects by using the Clout Building for offices which are rented at competitive market rates and thus provide an income to the Charity to both maintain the building (which is listed Grade II) as our primary asset and source of income, but also and chiefly to make grants to local projects and individuals that are seeking to support children and young people, or by making grants directly to the children and young people themselves.

We seek to make grants to children and young people, individuals or projects that support their intellectual, emotional or physical improvement and recreation and/or the propagation amongst them of the principles of the Christian faith as expressed by the Church of England. While the project or individual in receipt of grants does not need to be based in the locality, the children and young people who benefit from such activities must be resident either in the ecclesiastical Parish of West Malling or, as a secondary object, the parishes of the Malling Deanery.

Trustees

During the year, the following served as Trustees:

Chair:	The Rev'd David Green	
Hon. Secretary	Mrs Becky Clifford	
Hon. Treasurer	Mr Nick Crutchfield	
Trustees	Mr Rob Hancock	
	Mrs Clare Innes	(Churchwarden, St Mary's)
	Mr Alastair Loxton	
	Mr John Musker	(Churchwarden, St Mary's)

Contact details

Correspondence is addressed to: The Hon Secretary, Malling Memorial Institute, c/o The Vicarage, 138 High Street, West Malling, ME19 6NE.

Banking with:

NatWest Bank Ltd, Swan Street, West Malling, Kent ME19 6HF and
CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ.

Independent examiner:

Mr Andrew Cornish, 161 St Leonard's Street, West Malling, ME19 6PE.

Structure, governance and management

The Malling Memorial Institute is a corporate body governed by Trust Deed and registered as a charity with the Charity Commission. The appointment of new Trustees is made in line with the Principal Deed, dated 10 February 1909 and made between Albert Clout (1) and Arthur William Lawson, George Watts Stockley, John Tolhurst Mittell, Samuel Lee Smith, Charles Bertram Mercer, James Brennan and Frederick John Allison (2) and subsequent Deeds of Appointment which are more particularly described in a Deed of Appointment made 16 May 1973.

Trustees, Committee and Property

The premises of the Institute and the property thereof are vested in the Trustees by Deed of Grant from Mr Albert Clout. The Trustees are Mr. Clout during his life, with the Vicar and Churchwardens of West Malling, and four other Trustees.

The Trustees elect the Chair, Secretary and Treasurer each year. The Committee met twice in 2020. The Charity operates through a Standing Committee between full meetings of the Trustees. This is the only committee required by law. It consists of the Chair, Secretary and Treasurer. Standing Committee decisions, where required, are reported back to full Trustee meetings.

Risk management

Policies already in place include Financial Policy and Procedures and, in regard to our building, Fire Risk Assessment and Booking Procedures are in place.

The Malling Memorial Institute makes grants to third-party activities involving children and young people. However we do not work directly with either children or vulnerable adults. All organisations who make grant applications are asked to confirm whether they have Safeguarding Policies and their own Public Liability Insurance in place.

Objectives and activities

Aims and objectives

The Malling Memorial Institute's Indenture dated 10th February 1909 sets out the aims and objectives of the charity in managing the Grade II listed building, the Malling Memorial Institute, located at 9 High Street, West Malling, ME19 6QH.

The building is to be used for *"the intellectual and physical improvement and recreation chiefly of the youth of West Malling aforesaid and the neighbourhood thereof and for the propagation among them of the principles of the Established Church of England."*

Main activities

While the Malling Memorial Institute building was used historically as a centre for youth activity and training, in the modern era the building has been equipped for use as office space and public meeting rooms for hire, which together bring the charity a regular income.

From this regular income, the building is managed and maintained and grants are made to projects whose stated aims align with our charity's stated aims and objectives; namely that they are projects or opportunities for children and young people in West Malling and the surrounding area, and they must either be for their intellectual or physical improvement or recreation and /or for the propagation of the principles of the Christian faith amongst them. It is understood that those benefitting from grants do not need to be members of the Church of England in order to apply for assistance.

Grants can be made to young people directly (for example enabling a young person to take part in an outward bounds excursion by funding or part-funding their place), or to organisations (for example, a local uniform organization) seeking funding for new resources).

In all that we do, the Trustees seek to have regard to the guidance issued by the Charity Commission on public benefit.

Achievements and performance

Management of the building

2020 was a difficult year with the Coronavirus Pandemic reaching the UK in the early part of the year and the resulting impact on business through the various lockdowns and restrictions imposed by Government. Nonetheless, all of our tenants continued to rent office space in the building and the one vacant Suite from the end of 2019 was occupied from September 2020 onwards. The Public Rooms were particularly affected as our regular bookings and occasional hires all had to cease because of Covid-19 safety restrictions. The Charity's income was significantly affected for the year as a whole, but we are thankful for the Covid grant from Tonbridge & Malling Borough Council which offset that drop and helped us to maintain a healthy surplus on the year as a whole.

In regard to the maintenance of the fabric, the Pandemic had an impact on our ability to undertake major projects but the Trustees dealt with various issues in 2020, including finishing the electrical work which had started in 2019. Our further consideration of the sash windows mentioned in last year's report will be held over to 2021. We also plan to redecorate the hallway, stairs, landing and three toilet rooms.

Grants

During 2020, a total of £9,850 was paid out by the Malling Memorial Institute in grants to applicants who met the criteria for eligibility. Grants were made to individual young persons and organisations working with children and young people in West Malling and the surrounding area. The largest grants made were as follows:

Music at Malling Festival <i>for their outreach in music education to local schools</i>	£3,000
Friends of West Malling School <i>to assist in fund-raising for outdoor recreation equipment for the school.</i>	£2,500
Offham Village Hall <i>to assist in fund-raising for roof repairs.</i> <i>The Hall is a vital community asset frequently used by children and young people's groups.</i>	£2,000
A family <i>towards the cost of a bespoke trike for a local boy with Downs Syndrome.</i>	£1,750
Benefice of Birling, Addington, Ryarsh & Trottiscliffe <i>to help fund an online Summer Holiday Club (£600)</i>	£600

Public Benefit

In the information provided on this page of the Annual Report, the Trustees have profiled the achievements and performance of the Malling Memorial Institute, which enable us to meet the criteria of public benefit.

Financial Report

Reserves policy

It is the Trustees' policy to maintain a balance on unrestricted funds, if possible, of at least £10,000 or 12 months' running and repair costs; whichever is the greater of those two sums, in order to cover emergency situations which may arise from time to time. During 2020, that target was met consistently.

Financial performance in 2020

The Institute ended 2020 in a surplus for the year, something for which we are thankful given the challenges of the year as a whole.

Our Total Income was £29,922.01 (2019: £25,666.73) with the vast majority of that income received from rental of the office suites and a £10,000 COVID-19 grant from Tonbridge & Malling Borough Council. At year end, all five office suites were occupied.

£2,602.50 (2019: £7,005) was raised through other occasional and regular hires of the public rooms, and there was £40.32 received from interest and miscellaneous income streams.

Expenditure on the building in 2019 was £5,487.02 (2019: £7,490.53). In addition there were the regular running costs. £9,850 was given away in grants with a total expenditure on the year of £20,306.34 (2019: £26,614.95).

By year end, reserves had increased by £9,615.67 to £58,625.55

Serious incidents

The Trustees report that in the year ending 31 December 2020, there were no serious incidents or other matters that should have been reported to the Charity Commission but were not.

This Trustees declare that they have approved the trustees' report. It was approved by the Trustees on Thursday 6 May 2021 and signed on their behalf by



Rev'd David Green (Chair)

MALLING MEMORIAL INSTITUTE

ACCOUNTS Y/E 31 DECEMBER 2020

RECEIPTS	2020	2019
Suite 1	3250.00	3250.00
Suite 2	3000.00	3000.00
Suite 3	950.00	3000.00
Suite 4	6840.00	6840.00
Suite 5	1349.60	2500.00
Other rents	2602.50	7005.00
Interest	40.32	71.73
Insurance Claim	1889.59	
Covid T&MBC	10000.00	
Total Receipts	29922.01	25666.73
PAYMENTS		
Donations	9850.00	9770.00
Insurance	1805.07	1735.74
Water	348.00	175.96
Electricity	1427.12	1237.38
Gas	1389.13	1522.16
Maintenance & Misc	5487.02	7490.53
Major works		4683.18
Total Payments	20306.34	26614.95
	Surplus	Deficit
	9615.67	948.22

NatWest	01/01/2020	1499.98		NatWest	01/01/2019	3844.93	
CAF	01/01/2020	47509.90	49009.88	CAF	01/01/2019	46113.17	49958.10
NatWest	31/12/2020	1443.33		NatWest	31/12/2019	1499.98	
CAF	31/12/2020	57182.22	58625.55	CAF	31/12/2019	47509.90	49009.88
	Increase		9615.67		Decrease		948.22

Independent Examiner's Report

I have examined the books, records and other information provided to me and confirm that these accounts are in accordance therewith

Signed and dated

ACornish 01/02/2021

Andrew Cornish

NB There are potential liabilities to repay rent deposits of £2349

Made up as follows

Suite 1	Nil
Suite 2	500.00
Suite 3	500.00
Suite 4	625.00
Suite 5	724.00
	2349.00