



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From 1 January 2025 To 31 December 2025**

**Charity name: The Oulton Institute**

**Charity registration number: 523794**

## **Objectives and Activities**

<p>Summary of the purposes of the charity as set out in its governing document. Para 1.17</p>	<p>The object of the Institute is to manage and control by charitable means but not otherwise the freehold property at Oulton in the County of York described in and conveyed by a Conveyance dated 7 July 1893 and made between Edmund Calverley of the one part and himself and other of the other part (now vested in Trustees on behalf of the Institute) for the purpose of a village hall for the use of the inhabitants of the parishes of Oulton and Woodlesford without distinction of political religious or other opinions including use for meetings, lectures and classes and for other forms of recreation and leisure time with the object of improving the conditions of life for the said inhabitants.</p>	
<p>Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. Para 1.17 and 1.19</p>	<p>The year 2025 was a continuation of normality.</p> <p>Most of the regular activities continued with one or two additions and losses. Children's birthday parties were a regular feature at weekends in the Hall. The Hall (refurbished in 2020) continues to impress.</p> <p>The Fair Exchange (link and build the local community) run a number of events at the Institute including an Art Class, Coffee Morning, Salsa and Healing Minds weekly and Craft &amp; Chat fortnightly.</p> <p>The local Oulton &amp; Woodlesford Neighbourhood Forum concerned with planning for the future of our villages continued to use the building for their monthly meetings and will continue in 2026. A notice board is provided to act as an information centre for the group.</p> <p>The Annual Service of Remembrance was held in the Hall before attendees made their way to the local War Memorial for the two-minute silence. Many then returned to the Hall for a warming Tea/Coffee and biscuits hosted by the Management Committee.</p> <p>The Trustees again organised the Annual Craft Fair, which was well received by all, to raise funds for the upkeep of the Institute. The weekly Tea Dance is now a regular feature and contributed to our Fund-raising effort.</p> <p>All the available Office space was let during the year and we had a full year of Rental Income which was very welcome.</p>	

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit Para 1.18	The Trustees have given due regard to Charity Commission guidance on public benefit.
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### Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making Para 1.38	
Policy on social investment including program related investment Para 1.38	
Contribution made by volunteers Para 1.38	
Other	

## Achievements and Performance

<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p> <p>Para 1.20</p>	<p>Revenue from Community Letting was 7% lower than the previous year. Our charges were increased by 3.8% for the year, in line with the inflation rate at the time.</p> <p>We had a full year of Office Lettings which saw revenue from that source increase by just under 9% for the year. One tenant reduced the amount of space they were letting but that space was immediately taken up by a new tenant.</p> <p>Overall our income (including the loan of £29k) exceeded our expenditure by £8,994 in the year so we ended the year with £32,908 in hand.</p> <p>Our major focus in 2025 was again the exterior of the building. During winter 2023-4 there was an instance of stone falling from the building. The replacement of the worn-out stonework continued through the first quarter of 2025. We took advantage of the investment in scaffolding to replace nearly all the stone on the first floor and above and also to repair the timber windows at that level.</p> <p>The loan facility from the Charity Bank remained available into the first part of 2025 and we drew a further £29k.</p> <p>The whole process shows the Trustees determination to make this building the best it can be and extend its usefulness to the Community far into the future.</p> <p>In the area of general maintenance:</p> <ul style="list-style-type: none"><li>• All necessary Gas, Electrical, Emergency Lighting, Fire alarm and Fire Extinguisher testing was carried out.</li><li>• Repair to damp affected wood.</li><li>• Miscellaneous plumbing and electrical issues were dealt with.</li></ul> <p>Unfortunately, our General Maintenance man retired during the year, and we are yet to find a permanent replacement. He had been with us for over 10 years and been involved in all the enhancements we have made to the building over those years</p> <p>We wish him a long and happy retirement.</p> <p>This building is a focus of Community Activity and the on-going projects to maintain and improve it is welcomed and enjoyed by the increasing number of people who use it.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set  Para 1.41	
Performance of fundraising activities against objectives set  Para 1.41	
Investment performance against objectives  Para 1.41	
Other	

### Financial Review

Review of the charity's financial position at the end of the period.  Para 1.21	The charity finished the year with a balance of £32,908 having made continuing investment in repairing and improving the building. The Trustees have taken a Loan to cover work currently being undertaken and are confident that this will be repaid within the 10 year term of that Loan. The outstanding balance of the loan at the end of the year was £82,979.	
Statement explaining the policy for holding reserves stating why they are held  Para 1.22	During the year the Reserves Policy was reviewed by the Management Committee. We believe we are in a comfortable position to continue our program of future proofing the building so that it is available for future generations.	
Amount of reserves held	Para 1.22	£32,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no specific uncertainties at this time although the Management Committee is not getting any younger and could do with some maybe newly (rather than long) retired persons for the future.

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

**Structure, Governance and Management**

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution drawn up in 1970
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated Association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	By proposal to the Management Committee and vote to join the Committee. Must be residents of the Parish of Oulton & Woodlesford or have an attribute that would be beneficial to the running of the Institute.

**Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	The Oulton Institute
Other name the charity uses	
Registered charity number	523794
Charity's principal address	Quarry Hill Oulton LEEDS LS26 8SX

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Margaret Peniston	President Chairman		
2	Pat Hoyle	Secretary		
3	Ron Walker	Treasurer		
4	Elizabeth Tonks			
5	Pauline Hope			
6	Hannah Harvey	Vice President		
7	Stuart Ward			
8	Mike Ball			
19	Brenda Ball			

## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

## Additional information (optional)

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

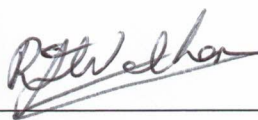
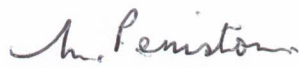
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
Full name(s)	
Position (eg Secretary, Chair, etc)	
Ronald James Walker	Margaret Peniston
Honorary Treasurer	Honorary President & Chair

Date

2<sup>nd</sup> March 2026



Receipts and payments accounts

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For the period  
from

1 January 2025

To

31 December 2025

Section A Receipts and payments


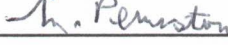
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall Lettings	32,538	-	-	32,538	31,674
Office Rents	19,926	-	-	19,926	18,379
House Rent	11,016	-	-	11,016	9,874
Bank Loan	29,000	-	-	29,000	61,000
Grants	-	-	-	-	5,000
Feed-in Tariff	2,354	-	-	2,354	1,651
Interest	550	-	-	550	1,141
Subs	18	-	-	18	18
Donations	24	-	-	24	615
Sundries	-	-	-	-	15
Fund Raising	3,367	-	-	3,367	3,319
<b>Sub total (Gross income for AR)</b>	<b>98,793</b>	<b>-</b>	<b>-</b>	<b>98,793</b>	<b>132,686</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>98,793</b>	<b>-</b>	<b>-</b>	<b>98,793</b>	<b>132,686</b>
<b>A3 Payments</b>					
Loan Repayment	6,115	-	-	6,115	906
Loan Interest	6,205	-	-	6,205	592
Supplies	793	-	-	793	831
Admin Exp	1,284	-	-	1,284	3,158
Cleaning	2,978	-	-	2,978	2,931
Gas Hall	2,037	-	-	2,037	1,291
Electric Hall	637	-	-	637	775
Gas Offices	1,709	-	-	1,709	1,363
Electric Offices	485	-	-	485	711
Water	929	-	-	929	605
Rates	333	-	-	333	147
Waste Removal	773	-	-	773	703
Insurance	1,815	-	-	1,815	1,782
Telecom	736	-	-	736	552
Licences	1,029	-	-	1,029	717
Sundries	10	-	-	10	122
Donations	300	-	-	300	300
Gas House	-	-	-	-	94
Electric House	-	-	-	-	7
Repair & Maint.	12,185	-	-	12,185	15,387
<b>Sub total</b>	<b>40,352</b>	<b>-</b>	<b>-</b>	<b>40,352</b>	<b>32,974</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Re-furbishment Labour	49,027	-	-	49,027	129,947
Materials	420	-	-	420	1,537
Equipment	-	-	-	-	298
<b>Sub total</b>	<b>49,447</b>	<b>-</b>	<b>-</b>	<b>49,447</b>	<b>131,782</b>
<b>Total payments</b>	<b>89,798</b>	<b>-</b>	<b>-</b>	<b>89,798</b>	<b>164,756</b>
<b>Net of receipts/(payments)</b>	<b>8,994</b>	<b>-</b>	<b>-</b>	<b>8,994</b>	<b>- 32,070</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>23,913</b>	<b>-</b>	<b>-</b>	<b>23,913</b>	<b>55,984</b>
<b>Cash funds this year end</b>	<b>32,908</b>	<b>-</b>	<b>-</b>	<b>32,908</b>	<b>23,913</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Current Account	698	-	-
	Bank Reserve Account	32,208	-	-
	Cash on Hand	1	-	-
	<b>Total cash funds</b>	<b>32,908</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>				
	Charity Bank Loan		82,979	12 December 2034
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		R J Walker (Treasurer)	2.3.2026
		Margaret Peniston (President)	2.3.2026

**THE OULTON INSTITUTE**  
**Independent Examiner's Report to The Oulton Institute**

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signed: A Cutler FCCA

Date:

Cutler & Co Chartered Certified Accountants  
Brook House  
Church Lane  
Garforth  
Leeds  
LS25 1HB

**THE OULTON INSTITUTE**  
**Independent Examiner's Report to The Oulton Institute**

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signed: A Cutler FCCA

Date:

Cutler & Co Chartered Certified Accountants  
Brook House  
Church Lane  
Garforth  
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LS25 1HB