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 2025

31ST MARCH 2026

KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST

STATEMENT OF ASSETS AND LIABILITIES YEAR ENDING 31/03/26

B1. **CASH FUNDS**

					2025/2026	2024/2025
Unrestricted Funds						
Reserved Funds					£	£
Emergency Repairs						
Essential Maintenance					4,000	3,000
Fluctuation in receipts					5,000	3,500
					4,000	3,000
Restricted Funds						
Projects (Hall Rewiring) 2024-2026 Completed					0	
Total Grants and Donations						
Village Hall Unrestricted funds	£79,992				55,202	24,790
Total Income	£1,671					
Total Payments	£81,663					
		£81,663				
Year end cash funds						
					772	568
TOTAL CASH FUNDS					13,772	34,858

B2. **OTHER MONETARY ASSETS Historic Business Reserve Acc.**

B3. **INVESTMENT ASSETS** 534 529

B4. **ASSETS RETAINED FOR THE CHARITY'S OWN USE** 0 0

Land and Buildings at cost			
Comprising:	57,988	57,988	
Land Approx. 5.75 acres			
Building Village Hall			
Building Annex	1		
Tables Folding	1	Cooker	1
Tables Fixed	24	Fridge	1
Chairs Folding	8	Freezer	1
Chairs Fixed	133	Microwave	1
Trollies Table	20	Hoover	1
Trolley Chairs	2	Filing Cabinet	1
Trollies Food	1	Laminator	1
	2	Tea Urn	1

B5. **LIABILITIES** 0 0

TOTAL NET ASSETS 72,294 £93,375

Approved by the Trustees on 28/7/26

Signed	Print Name	Position if any
R. Cumming	Richard Cumming	Trustee
D. Cockerton	Dawn Cockerton	Tustee

KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST

RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

		2025/2026		2024/2025	
		£	£	£	£
A1	**RECEIPTS**				
	Hire of Hall delivering charitable objects		10,273		10,147
	Hire of Land		10,107		10,097
	Private Hire of Hall (net of returned damage deposits)		1,374		1,376
	Subtotal		21,754		21,620
	Restricted Funds (Hall re-wiring)				
	Donations		1,500		
	Grants		53,702		7,500
	Sub Total		55,202		7,500
	Total Receipts		76,956		**29,120**
A2	There were no asset or investment sales		0		0
A3	**PAYMENTS**				
	Utilities	2,919		2,759	
	Insurance	2,002		2,839	
	Buildings maintenance	4,138		8,647	
	Grounds maintenance (Weed Clearing, BoundaryTrees & Sewers)	1,305		1,415	
	Cleaning	4,973		4,605	
	Refuse Collection	1,456		1,456	
	Administration/Stationary/Computers/telephones etc	0		0	
	Rates & Licences	1,248		843	
	Hire Cancelled - returned hire fee	48		0	
	Sub Total		18,090		22,565
	Restricted Funds (Hall re-wiring)				
	Report on the works to be undertaken to comply with regulations			1,710	
	Cobra	79,953			
	Sub Total		79,953		1,710
A4	Asset Purchases		0		0
	Sub Total		0		0
	Total Payments		98,043		24,275
	Surplus (deficit) of income over expenditure		-21,087		4,845
	Reserves brought forward 1 April 2025		93,138		69,293
	Reserves carried forward 31 March 2026		72,052		74,138
A5	**Reserved Funds**		12,000		9,500
	Restricted Funds (Hall re-wiring)		0		5,790
A6	**Total Cash Funds**		£13,772		34,858

KELVEDON HATCH VILLAGE HALL CHARITABLE TRUST

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

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 and R. North have been reimbursed for payments on behalf of the Trust through their electronic accounts. Reimbursements are accompanied by evidence of payment.

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

6 GRANTS/DONATIONS TOWARDS REWIRING THE VILLAGE HALL

Received with Thanks 2025/2026

Donations	
Private	£1,500.00
Grants	
Walter Farthing	£2,500.00
Kelvedon Hatch Parish Council	£25,000.00
Fowler Smith	£2,000.00
Nat. Lot. Grant	£15,000.00
Bernard Sunley	£5,000.00
Football Foundation	£4,202.00
Axis Foundation	£2,500.00

Private donations came from members of the community known to the Trustees

We would like to thank all those who contributed both last year (Stonebond) and this.

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 2025

31ST MARCH 2026

TRUSTEES ANNUAL REPORT 2025/2026

TRUSTEES

Name	Office	Dates Acted If not for whole yr	Name of body entitled to appoint a Trustee
Balcombe, Raymond			Kelvedon Hatch Football Club
Cumming, Richard			
Hughes, David	Minute/Booking Sec.		
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

Yoga	Seniors	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.

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.

Future

The Trustees will continue to reachout to the community to explain what the Charity can and does provide and what it cannot, and encourage people to come forward to provide activities for the village.

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:

Rewiring the Hall : The planned rewiring was started and finished on time (during August 2025). Minor redecoration was undertaking post installation.

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 advice was taken and the relevant clause in the Trust Deed amended.

Online Banking

We continue to attempt to access this service.

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 understand conflicts of interest and all have filled in an appropriate form.

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 encourage 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 and hall have to provide their own insurance for their activity.

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 Trusts 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	£4,000
Essential Maintenance	£5,000
Fluctuation in Income	£4,000
Total Reserves	£13,000
Restricted Funds	£0
Year End Cash Funds	£772

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 28/7/26

Signed *Position if any*

1 R. Cumming Trustee

Richard Cumming

Print Name

2. D. Cockerton Trustee

Dawn Cockerton

Print name

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A *Independent Examiner's Report*

Report to the trustees/ members of

Charity Na

Kelvedon Hatch Village Hall Charitable Trust

On accounts for the year ended	31st MARCH, 2026	**Charity no (if any)**	301350

Set out on pages

1 - 3

mber 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

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. Tatner	**Date:**	29/08/2026

Name: Michael William Tatner

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

Address:	26, Shortcroft
	Kelvedon Hatch
	Brentwood CM15 0BS

Section B Disclosure

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.	