

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 2025

Chair
Mrs. Clare Innes
March Cottage
Comp Lane
Offham
ME19 5PP

Banking:

The NatWest Bank
3 High Street
Maidstone
Kent
ME14 1HJ

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

Independent Examiner:
Mr Andrew Cornish
10 King Street
West Malling
ME19 6QT

The Malling Memorial Institute

Annual Report
January to December 2025

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:	Mrs Clare Innes	(elected 24 July 2025) (Churchwarden St Mary's)
Hon. Secretary	Ms Pippa Blythe	
Hon. Treasurer	Mrs Lesley Bays	
Trustees	Mrs Jane Field	
	Mr John Musker	
	Mr Seamus Smyth	(from 8 May 2025)

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, 3 High Street, Maidstone, Kent ME14 1HJ and
CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ.

Independent examiner:
Mr Andrew Cornish, 10 King Street, West Malling, ME19 6QT

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 five times in 2025. 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

In 2025 there was almost complete occupancy of the five office suites for the full year. The Public Hire Rooms level of use, which had been impacted negatively by Covid, improved considerably in 2025. The income is now comparable to the income prior to Covid and as a result, the Charity's total income is affected more positively.

Some work continued to be carried out on the maintenance and renovation of the fabric. Overall the charity operated at a surplus in 2025 (see financial report for more information).

Grants During 2025, a total of £4,600 was paid out by the Malling Memorial Institute in grants, to applicants who met the criteria for eligibility (2024: £4,060). Again the reduction in grant making was down to a challenging financial climate in which we have to be more careful with the organisation's resources, in order to save towards planned and necessary replacement of several windows. We also received fewer grant applications than in previous years. Grants were made to individual young persons and organisations working with children and young people in West Malling and the surrounding area.

The grants made were as follows:

West Malling PCC £3,000
to assist in the tuition of Junior Choral Scholars, and the Treblemaker

Choir (primary school age)

Music at Malling Festival *for their outreach in music education to local schools*	£1,000
West Malling CEP School Year Six, 2026 Residential Trip	£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 2025, that target was met consistently.

Financial performance in 2025

The Malling Memorial Institute's financial affairs in 2025 showed a surplus of income of £8,016.13

The Total Income was £33,273.27 (2024: £37,541.30, (including an insurance claim of £7,790). Most of the income was received from rental of the office suites. There was almost complete occupancy for the full year.

The number of regular and occasional hires of the public rooms increased in 2025, with an income of £7,917, compared to £4,475 in 2024. The income from public room bookings is now comparable to the income received prior to Covid.

The Total Costs amounted to £25,257.14 (2024: £30,060.53). Expenditure on several electrical repairs and improvements and some refurbishment to the buildings cost £9,254, to include £6,524 spent on a replacement central heating boiler. (Costs in 2024: £14,620.). In addition, there were the regular running costs. Gas and electricity total payments of £3,240 compared to £4,662 in 2024.

Grants were given away to the value of £4,600.

By year end the Reserves had increased to £35,183.04, plus Rent Deposits £2,603.56

Serious incidents

The Trustees report that in the year ending 31 December 2025, there were no serious incidents or other matters that should have been reported to the Charity Commission but were not.

The Trustees declare that they have approved the trustees' report. It was approved by the Trustees on Thursday 23 July 2026 and signed on their behalf by

Clare Innes

Mrs Clare A Innes (Chair)

The Malling Memorial Institute

Accounts Year Ending 31 December 2025

Receipts	TOTAL 2025 £	TOTAL 2024 £
Suite 1	3,913.00	3,876.00
Suite 2	3,531.00	3,780.00
Suite 3	4,154.80	4,179.96
Suite 4	7,857.00	8,484.00
Suite 5	4,727.50	4,524.00
Other Rents	7,916.50	4,475.00
Interest	511.97	432.34
Insurance Claim		7,790.00
Rent Deposit - Suite 2	661.50	
	33,273.27	37,541.30

Payments		
Donations	4,600.00	4,060.00
Insurance	3,177.18	2,882.26
Water	709.36	414.84
Gas	2,058.92	2,152.97
Electricity	1,180.97	2,509.20
Maintenance	13,320.71	17,981.26
Bank Fees	60.00	60.00
Miscellaneous	150.00	
	25,257.14	30,060.53
SURPLUS	**8,016.13**	**SURPLUS** **7,480.77**

Bank Balances				
NatWest 01/01/25	3,399.33	01/01/24	2,624.33
CAF Cash 01/01/25	2,678.52	01/01/24	1,744.22
CAF Gold 01/01/25	23,692.62	01/01/24	17,921.15
TOTAL	**29,770.47**	TOTAL	**22,289.70**
NatWest 31/12/25	7,958.83	31/12/24	3,399.33
CAF Cash 31/12/25	2,695.84	31/12/24	2,678.52
CAF Gold 31/12/25	24,528.37	31/12/24	23,692.62
CAF Rent Deposits 31/12/25	2,603.56		
TOTAL	**37,786.60**	TOTAL	**29,770.47**
SURPLUS	**8,016.13**	**SURPLUS**	**7,480.77**

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

AP Cornish 05/03/2026

Andrew Cornish