

# KENLEY MEMORIAL HALL CIO

England & Wales - Charity number 1173776

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2017-07-11

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 92 Godstone Road  
Kenley  
CR8 5AB

**Phone** 07788755752

**Email** [elizabeth.goodridge@kmh.org.uk](mailto:elizabeth.goodridge@kmh.org.uk)

**Website** <http://www.kenleymemorialhall.org.uk>

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE:(A) THE PROVISION AND MAINTENANCE IN PERPETUITY OF THE KENLEY MEMORIAL HALL, UPON SUCH TERMS AND SUBJECT TO SUCH CONDITIONS AS THE CHARITY TRUSTEES SHALL APPROVE AS AND FOR THE PURPOSES OF A VILLAGE HALL FOR THE USE OF THE INHABITANTS OF KENLEY WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, INCLUDING USE FOR HIRE OR OTHERWISE FOR: (I) MEETINGS, LECTURES AND CLASSES, AND (II) OTHER FORMS OF RECREATION AND LEISURE-TIME OCCUPATION, WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE AND PROMOTING THE WELFARE OF AFORESAID INHABITANTS; AND(B) TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF KENLEY WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR POLITICAL, RELIGIOUS OR OTHER OPINIONS THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMIC CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THE SAID INHABITANTS.

**Activities:** To provide and maintain a village hall (The Kenley Memorial Hall) at 92 Godstone Road, Kenley, Surrey for the recreation, or other leisure time use, of the inhabitants of Kenley.

## Classification

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- **How:** Provides Buildings/facilities/open Space
- **What:** Recreation
- **Who:** The General Public/mankind

## Geography

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- Croydon

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£45,663	£48,776	-	-
2024-03-31	£48,022	£44,718	-	-
2023-03-31	£41,845	£66,409	-	-
2022-03-31	£51,344	£34,522	-	-
2021-03-31	£30,304	£36,707	-	-

## Trustees

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Name	Role	Appointed
ANTHONY RAYMOND AVERY		2018-07-04
ELIZABETH JANE GOODRIDGE		2017-10-01
GRAHAM RICHARD STANFORD		2018-07-04
NATASHA GLOVER		2021-09-01
Ola Kolade		2021-07-06

**KENLEY MEMORIAL HALL CIO**

England & Wales - Charity number 1173776

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# Accounts

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**Kenley Memorial Hall CIO**  
**Charity Number: 1173776**  
**Trustees' Annual Report**  
**for the Period 1 April 2024 to 31 March 2025**

## Reference & Administration Details

**Charity's operating address:** 92 Godstone Road, Kenley CR8 5AB

### Names of the Charity Trustees:

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1. Elizabeth Goodridge	Chair of Trustees Appointed by All Saints Church, Kenley	1 October 2017	
2. Anthony Avery	Directly elected	4 July 2018	
3. Graham Stanford	Directly elected	4 July 2018	
4. Kemi Harper	Directly elected	4 September 2018	
5. Councillor Ola Kolade	Directly elected	6 July 2021	
6. Natasha Glover	Directly elected	1 September 2021	
7. Mel Elson	Directly elected	29 September 2021	

### Employees of the Charity:

<i>Name</i>	<i>Job Title</i>	<i>Date Employment Commenced</i>	<i>Date Employment Ceased</i>
1. Lauren Winyard	Halls Manager	27 February 2019	

## Objectives & Activities

1. The Objects of the Kenley Memorial Hall are summarised as follows:
  - a) The provision and maintenance of the Kenley Memorial Hall as a village hall for the use of the inhabitants of Kenley.
  - b) To improve the conditions of life and promote the welfare of the inhabitants of Kenley without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious, or other opinions.This includes use for hire or otherwise for:
  - a) Meetings, lectures, and classes.
  - b) Other forms of recreation and leisure-time occupation.

## Aims of the Charity for 2024-2025

1. As part of the 2022-2027 Business Plan the Trustees have set the following aims for the KMH:  
*In 5 years' time the KMH CIO will be:*
  - *A thriving and valued 'community hub' for the people of Kenley, offering excellent premises, grounds, storage, and equipment for hire all year round that are well-maintained and accessible to all.*

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2025

- *Widely known in the community for not just its availability for commercial hire but also for its commitment to inclusivity, and for offering affordable and appropriate community activities for all.*
  - *Financially secure, investing any capital held wisely, and with robust plans in place for fundraising.*
  - *A venue of choice now and in the future.*
2. To work towards these aims and build on the activities and achievements of 2023-2024, the following tasks will be the focus for 2024-2025 in Year 3 of this plan:
- a) Continue to identify and attract potential hirers to the KMH that cater for young people, young adults and particularly for people aged over 65 years.
  - b) Increase the promotion of the KMH as Kenley's village hall to residents, especially new residents, using all available media from social media and the website to posters and articles in magazines, and prioritise the encouragement of residents to become Members.
  - c) Focus on increasing income from lettings by increasing hire fees and filling hall slots to maximise use and cover all running costs; and raise funds for refurbishment priorities by innovative fundraising.
  - d) Continue to trial new ways of generating income by offering events for the community based on community needs that are directly managed by the KMH.
  - e) Continue to offer Free Markets (re-use/recycle clothing and equipment) and Community Events to support people of all ages in the community.
  - f) Use the Maintenance and Replacement Plan for 2024-2025 to keep the KMH in good condition for hire, prioritising works.
  - g) Develop the outside grounds, creating a woodland area and clearing the Godstone Road perimeter.
  - h) Conduct an environmental audit of the premises and produce an Environmental Action Plan to work towards a net zero carbon KMH in 10-15 years' time.
  - i) Complete a Managing Risks Framework and produce a Social Media Policy.

### Activities of the Charity during 2024-2025

1. The Trustees met four times during the period of the report to discuss and plan the business of the Charity and to monitor the financial activity throughout the year. Decisions were also made and recorded in the intervening periods using email.
2. The Trustees continued to work with the Halls Manager on matters of lettings, maintenance and relevant policies and procedures.
3. The Trustees also continued to work with the London Borough of Croydon to resolve the outstanding issue with the crumbling exterior wall of the storage room.
4. The website and social media outlets were used alongside posters and banners displayed in the community and articles in the KENDRA magazine to keep residents informed, attract new hirers, advertise Community Events and raise funds.

### Achievements & Performance

#### Hire and Management of the Kenley Memorial Hall

##### 1. Business Plan 2022-2027 background:

- a) *The 5-year Business Plan was agreed by the Trustees in July 2022 to provide focus, direction and prioritisation for the business of the KMH to ensure it meets the Objects of its Constitution over the next five years and beyond, and ensure a quality facility is available for the community now and for future decades. This includes the following:*
  - *A pricing strategy (what is charged and why, and from what date), updated with each increase in charges.*
  - *A fundraising strategy (research, promotion and marketing, grants and donations, additional events, and activities), reviewed each year.*
  - *Forecasted income and expenditure (to predict trends and plan for risks), amended each year.*

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- A maintenance and replacement plan (to plan for future ongoing existing fabric and equipment costs), to monitor and control costs.
- A 'Centenary Improvement Plan' for refurbishment (works that enhance the quality of the KMH, building and grounds), to develop the KMH facilities.

### 2. 2024-2025:

This was once again a challenging year. The cost-of-living crisis continued to have an impact on regular hirers maintaining numbers attending their sessions and affording to hire the KMH. The year began with some exciting plans for the KMH, but ended with all focus being on the financial situation. There was a substantial unexpected increase in energy costs, and high unplanned maintenance costs. Fundraising efforts did not produce the desired funds, which was disappointing, although donations were substantially higher.

- a) A conservative budget was set for the year with only essential planned maintenance. Some fundraising events were planned to cover any additional unexpected expenditure.
- b) The letting fees were increased from 1 September 2024 and would then do so each September. With the absence of a treasurer, from January to March 2025 income and expenditure was not monitored as closely as it could have been, although the day-to-day accounts work was carried out by the Halls Manager and Chair of Trustees, which was not ideal.
- c) Setting up a mandate for a fourth signatory on the Community Account became a complex and time-consuming task, for which Barclays Bank compensated the KMH after a complaint was made.
- d) Overall running costs were extremely high and a great deal more than anticipated, which resulted in a large deficit at the end of the year. Some regular hirers did not follow the guidance on use of the hall despite being reminded. The high running costs were due to:
  - A staggering increase in energy costs in the last quarter caused by hirers of the Large Hall. In March 2025 they were informed and reminded of the impact of high energy use on future hire fees.
  - Unplanned high-cost maintenance works.
- e) The demands caused by potential and existing hirers increased this year, with many sending several emails and telephoning about the same subject when the automated email response clearly stated office hours, response times and absences. This created unnecessary additional work for the Halls Manager that prevented other tasks from being completed.
- f) There were positive results from the regular promotion of the KMH as Kenley's village hall in the KENDRA magazine which goes to all residents that subscribe.

3. Realistically, the large and small halls can be hired out for a maximum of 11 hours a day (55 hours a week) Monday to Friday (8am-11pm), which allows for a 15-minute turnaround between lettings. During 2024-2025 the approximate number of regular users for the year was maintained. The following types of regular activities took place in the halls each week:

Activity:	For children:	For adults:	For older adults:
Dance, sports, drama, social, learning, summer camp	9		
Sport, exercise		3	
Sport, exercise		3	
Art, dance, exercise, meetings			10
Sport, church, child and adult groups		5	

Seven regular hirers left and three new hirers arrived resulting in 30 activities, 4 less than 2023-2024.

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2025

4. Single events at weekends were again popular this year, including 76 parties for all ages; 3 pre-wedding celebrations, 5 henna nights, 2 wedding receptions, 5 baby showers, 3 Christening parties, and 3 funeral wakes.
5. As part of the Business Plan Pricing Strategy and the challenge of continuing to cover all running costs the letting fees were increased for regular hirers of the Large and Small Halls by £1.00 per hour and weekend events were increased by £5 per hour from 1 September 2024.
6. The KMH received two formal complaints and a claim for lost earnings:
  - On Saturday 23 November 2024 a regular hirer complained about the failure of the Large Hall heating. Action was taken on Monday 25 November when the Halls Manager returned to work and an apology was issued.
  - On 4 February 2025 a regular hirer complained about the standard of service and the behaviour of the Halls Manager. Both issues were investigated thoroughly and the Trustees were satisfied that the Halls Manager had fulfilled her responsibilities satisfactorily.
  - On 13 March 2025 a claim for lost earnings totalling £500.00 was made following the cancellation of a fundraising event on 8 February 2025 involving a guest performer. The Trustees agreed to an ex-gratia payment of £500.00 without any admission of liability in settlement of this claim.
7. In November 2024, the Princes Trust Duke of Edinburgh Award volunteer completed his year of volunteering. A variety of tasks were carried out, including administration work, poster production and distribution, litter-picking, and weeding; also assisting as Santa's elf and the Easter Bunny at community events. The review concluded that this had been a successful scheme and could be offered again to another suitable candidate.
8. The Kenley Memorial Hall as a Centre for the Community
  - a) The following fundraising events were held in 2024-2025:
    - No Tribute Nights were held during the year. Two were set up but were cancelled due to low ticket sales despite the usual advertising.
    - The KMH held an October and Christmas Market, and both were popular and good fundraisers. No Easter Market fell within this financial year.
    - A 'Santa hunt' was held in December 2024, raising funds for the KMH.
    - 'Kenley Kids' continued to be hosted by the KMH and raised £591.00 for the year, as well as meeting a vital need within the community. However, reducing numbers has resulted in this being closed from April 2025.
  - b) Five Family Craft Mornings were held that provided activities for families during the school holidays at an affordable price. In addition, the KMH held a 'Breakfast with Santa' event on 22 December where families had a continental breakfast and visited Santa Claus in his grotto. Although designed to be cost-neutral to the KMH, they raised £371.00. The events were supported by volunteers from All Saints and St Barnabas Churches.
  - c) The KMH also hosted four Free Markets: June – adult clothing; October and March for children's clothing and equipment; and December for children's toys. The amount of goods donated was lower than previous years and numbers attending were low. The money donated at these events was used to buy essential items for the next equivalent market.
  - d) The 'Anonymous' box outside the front of the KMH containing donations of non-perishable food and other essential items for anyone to come and help themselves was initially successful until the box was stolen and the replacement box was vandalised. This has now been put on hold.

### **Refurbishment and Maintenance of the Kenley Memorial Hall**

9. Volunteer mornings were poorly supported and it became increasingly difficult to encourage people to volunteer. This also has been put on hold.
10. The Trustees decided once again to keep expenditure on planned maintenance, replacement, and refurbishment to a minimum for the year.

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2025

- a) The following planned maintenance and replacement work was carried out:
- Small Hall storage hooks for red chairs for safe storage.
  - Replacement front double doors – the wooden doors were always swollen and difficult to close; the new doors are more robust and of the same high quality as the other fire doors.
- b) Unplanned maintenance included:
- Replacement toilet seats in front ladies toilets – damaged by a hirer and covered by part of their deposit.
  - Replacement security alarm system – the old system kept failing.
  - Repairs to the Large Hall heater – this was needed twice. The heater is nine years old..
  - Replacement key box – the old one was worn due to wear and tear.
  - Replacement heater for the KMH office – the previous heater failed.
- c) Outstanding priority maintenance:
- Guttering and Small Hall lobby roof replacement.
  - Large hall chairs at the end of their life. These are being funded by a campaign to raise donations from Kenley residents and businesses and was launched through the KENDRA magazine. Setting up an online donation page has been a challenge and this is not yet in place.
- d) The following refurbishment works took place:
- Kitchen extractor fan installed to reduce moisture and the growth of mould.
  - GLA-funded works (started in April 2025): storage room external wall stripped and re-rendered and new felt roof fitted.

### Environmental Action Plan:

11. The Environmental audit of the building was completed and an action plan is being developed for becoming a net zero carbon KMH in 10-15 years' time.

### Review of Policies and Guidance

12. All Policies and Procedures were reviewed throughout the year on a rolling annual basis to check they were still up to date. A Social Media Policy and a Managing Risks Framework were approved. The KMH now has a large number of policies so how and when the Trustees review these is to be reviewed.

### Financial Review

1. Please see the separate Summary of Accounts for the period ended 31 March 2025.
2. The amount of capital held as of 31 March 2025 is £30,644.00, compared to £33,636.00 on 31 March 2024, a reduction of -(£2,992.00). A reserve fund of £20,000 has been set by the Trustees, leaving £10,644.00 available for ongoing costs. £10,000 has subsequently been withdrawn from the COIF account to cover a cashflow crisis in April and May 2025.
3. There are no funds in deficit.
4. Despite a cautious budget being set the year ended with an overall deficit of -(£3,113.00).
5. Revenue from lettings was £38,330.00, a decrease of -£3,753.00 on the previous year, which was £42,083.00. This was partly due to some large hire fees due in March not being received until April.
5. Running costs totalled £48,306.00, a substantial increase of £5,966.00 from 31 March 2024. This was due to unplanned high maintenance costs and a substantial rise in energy costs, 90% higher than the budgeted sum.

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2025

6. Some large outstanding sums for PAYE and NI Employer Contributions, and Performing Rights were not paid in this financial year and will therefore be shown in 2025-2026 accounts.
7. The year therefore ended with an operating deficit of -(£9,976.00) compared to a deficit of -(£257.00) at the end of March 2024.
8. Other net income including from fundraising, community events and donations totalled £6,863.00 for the year. Donations were made by: KENDRA; Bionic (broker for energy supplier) and Barclays Bank (both as compensation); and a local businessman.
9. Expenditure on planned improvements was again zero.
10. The overall deficit for this year was therefore -(£3,113.00) compared to an overall surplus of £3,304.00 at the end of March 2024.
11. Unexpected and significantly high energy costs occurred in January and February 2025 for two reasons:
  - a) Undetected unauthorised access to the control programme had increased the thermostat to 20 degrees for the Large Hall heater.
  - b) Some Large Hall hirers were leaving rear fire exit doors open when the heater was on, which disrupted the balance in heating flow for the area.As a result, the hire fees for regular bookings will increase by £2.00 per hour for the Large Hall and £1.00 per hour in the Small Hall from 1 September 2025. Fees for weekend single bookings and wedding receptions will also be reviewed.
12. Due to the unplanned deficit at the end of March 2025 and the payment of outstanding monies in 2025-2026, £10,000 will be transferred from the COIF Deposit Fund as a contingency for the anticipated increased expenditure.
13. The Trustees agreed to a fourth signatory for the KMH accounts in September 2023, which took until June 2024 to set up following unclear instructions in the Barclays Bank process.
14. Gift Aid was implemented for (at present) any Free Market monetary donations and KMH Membership Fees. However, this has not yet been claimed.

## Future Plans

1. As part of the 2022-2027 Business Plan the Trustees have set the following aims for the KMH:  
*In 5 years' time the KMH CIO will be:*
  - *A thriving and valued 'community hub' for the people of Kenley, offering excellent premises, grounds, storage, and equipment for hire all year round that are well-maintained and accessible to all.*
  - *Widely known in the community for not just its availability for commercial hire but also for its commitment to inclusivity, and for offering affordable and appropriate community activities for all.*
  - *Financially secure, investing any capital held wisely, and with robust plans in place for fundraising.*
  - *A venue of choice now and in the future.*
2. To work towards these aims and build on the activities and achievements of 2024-2025, the following tasks will be the focus for 2025-2026 in Year 4 of this plan:
  - a) Prioritise promotion of, and support for, the KMH as Kenley's village hall to potential hirers and residents using all available media.
  - b) Fill all available hire sessions to maximise letting fees, particularly for young people, young adults and people aged over 65 years where possible.
  - c) Increase hire fees and raise additional funds to cover all running costs.
  - d) Make fundraising a priority for 2025-2026.
  - e) Prioritise the appointment of a volunteer Treasurer, closely monitor income and expenditure, and review relevant payment methods to ensure all monies due are paid within the appropriate financial year.
  - f) Review the Halls Manager's role and responsibilities including the booking process, management of hirers' expectations and cover during periods of leave.
  - g) Encourage residents to become active Members contributing to the KMH's Objects.

Signed by the Trustees:

**Kenley Memorial Hall CIO**  
Trustees' Annual Report for the Period Ended 31 March 2025

Elizabeth Goodridge

Graham Stanford

Kemi Harper

Tony Avery

Councillor Ola Kolade

Natasha Glover

Mel Elston

Date: 15 July 2025

**KENLEY MEMORIAL HALL**  
**ACCOUNTS FOR PERIOD ENDING MARCH 2025**

Funds Allocation	31.03.24	31.03.25	Notes
Fund at Beginning of Period	30,134.00	33,636.00	
Deficit/Surplus for Period	3,304.00 -	3,113.00	
Deficit/Surplus on Revaluation of Investment	197.00	120.00	
Rounding difference	1.00	1.00	
Fund at end of Period	33,636.00	30,644.00	
<b>REPRESENTED BY</b>			
Barclays - New Community Account	9,411.00	5,194.00	
Community Account	-	-	
COIF Account	19,584.00	20,689.00	
COIF Fixed Interest Account	4,641.00	4,761.00	7
Cash	-	-	
	33,636.00	30,644.00	

**KENLEY MEMORIAL HALL**  
**ACCOUNTS FOR YEAR PERIOD ENDING MARCH 2025**

**INCOME AND EXPENDITURE ACCOUNT**

Notes

	2023/2024		2024/2025	
<b>1 REGULAR INCOME</b>				
Letting Fees			£42,083.00	£38,330.00
Less Expenditure				
Halls Manager	£18,024.00		£18,688.00	
Cleaner	£1,975.00		£4,013.00	
Pension Contributions	£1,220.00		£1,251.00	
PAYE Tax	£1,745.00		£996.00	
NI	£1,150.00		£1,546.00	
Staff Training	£0.00		£0.00	
Cleaning Company	£3,546.00		£0.00	
Rates	£167.00		£179.00	
Telephone	£739.00		£717.00	
Water Charges	£682.00		£922.00	
Electricity	£1,008.00		£2,099.00	
Gas	£2,201.00		£4,760.00	
Insurance	£3,985.00		£3,785.00	
Performing Rights	£930.00		£0.00	
Refuse Collection	£479.00		£475.00	
Maintenance and Replacement	£2,417.00		£7,273.00	1
Gardening	£470.00		£465.00	
IT	£826.00		£478.00	
Postage	£0.00		£0.00	
Stationery	£91.00		£25.00	
Cleaning Supplies	£625.00		£600.00	
Window Cleaning	£0.00		£0.00	
Pest Control	£0.00		£0.00	
Miscellaneous	£60.00		£34.00	2
Promotion	£0.00		£0.00	
Legal Costs	£0.00		£0.00	
Bank Charges	£0.00		£0.00	
<b>Running Costs Total</b>	<b>£42,340.00</b>	<b>-(£42,340.00)</b>	<b>£48,306.00</b>	<b>-(£48,306.00)</b>
<b>Operating (Loss) Profit</b>		<b>-(£257.00)</b>		<b>-(£9,976.00)</b>
<b>2 OTHER INCOME</b>				
Fund Raising Events	£4,042.00		£1,436.00	3
Community Events	£854.00		£772.00	4
Interest and Dividends	£1,009.00		£1,105.00	
Subscriptions	£14.00		£18.00	
Donations	£20.00		£4,002.00	5
Grants	£0.00		£0.00	
	<b>£5,939.00</b>	<b>£5,939.00</b>	<b>£7,333.00</b>	<b>£7,333.00</b>
Less Expenditure				
Fund Raising Events	£1,773.00		£30.00	3
Community Events	£605.00		£440.00	4
Improvements	£0.00		£0.00	6
	<b>£2,378.00</b>	<b>-(£2,378.00)</b>	<b>£470.00</b>	<b>-(£470.00)</b>
<b>(DEFICIT)/SURPLUS FOR THE PERIOD</b>		<b>£3,304.00</b>		<b>-(£3,113.00)</b>

**1 Maintenance and Replacement**

26/04/2024	E Goodridge refund - two toilet seats for front ladies toilets	23.98			
22/5/2024	Capital Fire Doors - replacement front double doors deposit	1,900.67			
22/5/2024	VOS Heating - Large Hall gas heater repair	288.00			
05/06/2024	Paul Chalmers PAT and kitchen extractor fan installation	376.00			
06/06/2024	Robert William Wallace - replacement alarm system	1,410.00			
13/01/2025	Adheat Ltd. - gas safety check	96.00			
13/01/2025	VOS Heating - Large Hall gas heater repair	936.00			
28/01/2025	E Goodridge refund - replacement key box and office heater	41.98			
28/01/2025	VOS Heating - annual maintenance	300.00			
21/03/2025	Capital Fire Doors - replacement front double doors balance	1900.67			
					<b><u><u>7,273</u></u></b>

**2 Miscellaneous**

02/12/2024	Gift for volunteer	34.00			
					<b><u><u>34</u></u></b>

**3 Fund Raising Events**

Event	Date	Description	Income	Expense	(Deficit)/Surplus
Kenley Kids	Various dates, 28 sessions	Ticket sales	591		591
October Market		Stalls sales	366.00		366
Christmas Market		Stalls sales	478.50		478.50
		L Winyard - elf hunt prizes	-	30	30
					448
			<b><u><u>1,436</u></u></b>	<b><u><u>30</u></u></b>	<b><u><u>1,405</u></u></b>

4 Community Events

Date	Event	Description	Income	Expense	(Deficit)/Surplus
03/04/2024	Family Craft	Ticket sales	114.00		
		Donations			
		Supplies			114
28/05/2024	Family Craft	Ticket sales	112.50		
		Donations	27.86		
		Supplies		-71.97	
27/08/2024	Family Craft	Ticket sales	45.00		
		Donations	7.10		
		Supplies		-52.49	
21/10/2024	Family Craft	Ticket sales	54.00		
		Donations	45.00		
		Supplies		-73.50	
30/12/2024	Family Craft	Ticket sales	87.00		
		Donations			
		Supplies		-46.20	
22/12/2024	Breakfast with Santa	Ticket sales	233.00		
		Donations			
		Supplies		-110.67	
24/06/2024	Free Market - Adults	Donation	14.66		
		Supplies			0

06/10/2024	Free Market - Children	Donation	5.50	
		Supplies		-43.30
30/11/2024	Free Market - Toys	Donation	14.24	
		Supplies		-42.10
23/03/2025	Free Market - Children	Donation	11.68	
		Supplies		0.00
				-39
			<b>772 -</b>	<b>440</b>
				<b>331</b>
<b>5 Donations</b>				
08/04/2024	KENDRA - towards Defibrillator maintenance costs			275.00
13/05/2024	Bionic Services - compensation for failure to notify KMH of energy supplier renewal			2527.18
04/09/2024	Barclays Bank - compensation for delay in actioning Mandate for account signatory			200.00
15/10/2024	Mike Belliere - towards maintenance costs			500.00
15/11/2024	KENDRA - towards maintenance costs			500.00
				<b>4002</b>
<b>6 Improvements</b>				
				None

7 COIF Fixed Interest Fund

3774.15 units

£1.2616 per share

4,761.47

8 Guarantee

Deed of Agreement dated 20 April 2022 between London Borough of Croydon and Kentley Memorial Hall CIO relating to the capital improvement works at 92 Godstone Road, Kentley CR8 5AB. The Term of Agreement is for a period of 5 years from the date of completion of the works on 22 July 2022 and the KMH CIO has a potential liability as follows: Paragraphs 11, 16.3, 21.1 and 21.5: The CIO will indemnify the other against all liabilities, costs, expenses, damages and losses suffered or incurred by the other party arising out of or in connection with its breach of this Agreement, including if the Agreement is terminated. The CIO shall be responsible for any claw back of the Capital Funding imposed by the GLA which arises solely because a Catastrophic Failure\* has occurred on the part of the CIO. Such monies shall be recoverable as a debt. \* Any action or omission by the CIO that may cause significant harm to the reputation of the Council and/or the GLA; any failure to make any reasonable effort to increase usership of the KMH; any substantial change to the KMH without the prior consent of the Council; any information provided to the Council that is deliberately incorrect or incomplete; any change in the composition, ownership or control of the CIO, or the CIO becoming insolvent or is dissolved in any way; anything that results in the KMH becoming unsatisfactorily inaccessible to the community.

8 Outstanding Debt

As at 31st March 2025, there are no debts outstanding which are owed by the CIO and which are secured by an express charge on any of the assets of the CIO.

## Independent Examiner's Report to the Trustees of Kenley Memorial Hall

I report on the accounts of Kenley Memorial Hall for the year ended 31 March 2025 which are set out on pages 1 to 2.

### Respective responsibilities of trustees and examiner

As members of the trustee board you are responsible for the preparation of the accounts and financial statements and you consider the audit requirements of the Regulations under section 144(2) of the Charities Act 2011 does not apply and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s 144 (5) (b) of the 2011 Act. That examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items for disclosures in the financial statements and seeking from you as trustees, explanations concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matters have come to my attention

1. Which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s. 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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.

Name: PETER WRENCH

Address: 60 MAYWATER CLOSE, SOUTH CROYDON CR2 0RS

Signature: PB Wrench Date: 7<sup>th</sup> July 2025

**KENLEY MEMORIAL HALL CIO**

England & Wales - Charity number 1173776

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# Accounts

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**Kenley Memorial Hall CIO**  
**Charity Number: 1173776**  
**Trustees' Annual Report**  
**for the Period 1 April 2023 to 31 March 2024**

### Reference & Administration Details

**Charity's operating address:** 92 Godstone Road, Kenley CR8 5AB

### Names of the Charity Trustees:

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1. Elizabeth Goodridge	Chair of Trustees Appointed by All Saints Church, Kenley	1 October 2017	
2. Anthony Avery	Directly elected	4 July 2018	
3. Graham Stanford	Directly elected	4 July 2018	
4. Kemi Harper	Directly elected	4 September 2018	
5. Councillor Ola Kolade	Directly elected	6 July 2021	
6. Natasha Glover	Directly elected	1 September 2021	
7. Mel Elson	Directly elected	29 September 2021	

### Employees of the Charity:

<i>Name</i>	<i>Job Title</i>	<i>Date Employment Commenced</i>	<i>Date Employment Ceased</i>
1. Lauren Winyard	Halls Manager	27 February 2019	

### Objectives & Activities

1. The Objects of the Kenley Memorial Hall are summarised as follows:

- a) The provision and maintenance of the Kenley Memorial Hall as a village hall for the use of the inhabitants of Kenley.
- b) To improve the conditions of life and promote the welfare of the inhabitants of Kenley without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious, or other opinions.

This includes use for hire or otherwise for:

- a) Meetings, lectures, and classes.
- b) Other forms of recreation and leisure-time occupation.

### Aims of the Charity for 2023-2024

1. As part of the 2022-2027 Business Plan the Trustees have set the following aims for the KMH:  
*In 5 years' time the KMH CIO will be:*

- *A thriving and valued 'community hub' for the people of Kenley, offering excellent premises, grounds, storage, and equipment for hire all year round that are well-maintained and accessible to all.*

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2024

- *Widely known in the community for not just its availability for commercial hire but also for its commitment to inclusivity, and for offering affordable and appropriate community activities for all.*
  - *Financially secure, investing any capital held wisely, and with robust plans in place for fundraising.*
  - *A venue of choice now and in the future.*
2. To work towards these aims and build on the activities and achievements of 2022-2023, the following tasks will be the focus for 2023-2024 in Year 2 of this plan:
- a) Continue to identify and attract potential hirers to the KMH that cater for young people, young adults and particularly for people aged over 65 years.
  - b) Introduce and monitor a Volunteer Day each month to invite and encourage residents of Kenley to give their time and skills to support the KMH.
  - c) Focus on increasing income from lettings and fundraising to cover running costs and replenish the KMH's capital reserves.
  - d) Trial new ways of generating income by offering events for the community based on community needs that are directly managed by the KMH.
  - e) Continue to offer Free Markets (re-use/recycle clothing and equipment) and Community Events to support people of all ages in the community.
  - f) Focus on the Maintenance and Replacement Plan for 2023-2024 to ensure the KMH remains in good condition for hire.
  - g) Initiate the development of an Environmental Action Plan to work towards a net zero carbon KMH in 10-15 years' time. (This is carried forward from last year.)

### Activities of the Charity during 2023-2024

1. The Trustees met five times during the period of the report to discuss and plan the business of the Charity and to monitor the financial activity closely throughout the year. Decisions were also made and recorded in the intervening periods using email.
2. The Trustees continued to work with the Halls Manager on matters of maintenance and relevant policies and procedures.
3. The Trustees also continued to work closely with the London Borough of Croydon on snagging issues following the GLA-funded refurbishment works.
4. The website and social media outlets were used alongside posters and banners displayed in the community and articles in the KENDRA magazine to keep residents informed, attract new hirers, and advertise Community Events.

### Achievements & Performance

#### Hire and Management of the Kenley Memorial Hall

1. Business Plan 2022-2027:
  - a) The 5-year Business Plan was agreed by the Trustees in July 2022 to provide focus, direction and prioritisation for the business of the KMH to ensure it meets the Objects of its Constitution over the next five years and beyond, and ensure a quality facility is available for the community now and for future decades. This includes the following:
    - A pricing strategy (what is charged and why, and from what date), updated with each increase in charges.
    - A fundraising strategy (research, promotion and marketing, grants and donations, additional events, and activities), reviewed each year.
    - Forecasted income and expenditure (to predict trends and plan for risks), amended each year.
    - A maintenance and replacement plan (to plan for future ongoing existing fabric and equipment costs), to monitor and control costs.

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2024

- A 'Centenary Improvement Plan' for refurbishment (works that enhance the quality of the KMH, building and grounds), to develop the KMH facilities.
- b) From September 2022 the above began to steer the direction and decision-making of the Trustees with the business of the KMH.
2. 2023-2024 was another challenging year as the cost-of-living crisis continued to have an impact on regular hirers being able to maintain numbers attending their sessions and therefore being able to afford to hire the KMH.
    - a) With a continuing increase in expenditure on running costs and a potential reduction in income from lettings in the year, a cautious budget was set for the year, whereby only essential maintenance would be carried out. In addition, fundraising events were planned to cover any additional unexpected expenditure.
    - b) The Trustees held a separate Finance Meeting in the summer to put together a plan to address these critical issues. All running costs expenditure was scrutinised, and appropriate actions to make savings were taken, for example the supplier of cleaning materials was changed to make a significant saving.
    - c) The Finance Trustee, due to extreme work pressures, was unable to continue all duties of the role, which meant the day-to-day managing and monitoring of the accounts was reduced. An advertisement for a volunteer Treasurer was issued, but was unsuccessful, so some of the day-to-day accounts work was delegated to the Halls Manager.
    - d) A procedure for claiming Gift Aid was put into place. Although income from eligible donations is low, putting a process in place would generate vital additional income.
    - e) Cleaning and maintenance costs increased; much of this was due to the state the KMH was being left in following use by both one-off and regular hirers that were failing to carry out 'good housekeeping' as laid down in the Terms and Conditions of Hire. The deposit was withheld to cover costs when there was one, and a letter to regular hirers was drafted in March to be issued when invoices were sent in April 2024. One contracted cleaner ended their contract, and the second contracted cleaner took on their work as a temporary measure until April 2024.
  3. Realistically, the large and small halls can be hired out for a maximum of 11 hours a day (55 hours a week) Monday to Friday (8am-11pm), which allows for a 15-minute turnaround between lettings. During 2023-2024 the approximate number of regular users for the year significantly increased to reflect the increase in the number of hirers. The following types of regular activities took place in the halls each week:

Activity:	For children:	For adults:	For older adults:
Dance, sports, drama, social, learning, summer camp	10		
Sport, dance, social activities		5	
Exercise		4	
Art, exercise, health, meetings			11
Sport, church, child, and adult groups		4	

During the year 4 hirers ceased to use the KMH and 14 new hirers joined.

4. Single events at weekends were extremely popular this year, with 77 parties; 2 pre-wedding celebrations, 4 henna nights, 1 wedding reception, 3 baby showers, 2 Christening parties, 1 funeral wake and 4 Wellbeing Fairs.
5. As part of the Business Plan Pricing Strategy the letting fees were reviewed. The Trustees agreed to increase the fees for regular hirers of the Small Hall by £1.00 per hour from 1 January 2024. No increase was made for the Large Hall or single weekend events, recognising the impact this could have

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2024

on retaining the existing number of hirers. It was also agreed to look again at an increase from 1 September 2024 as the time for a regular annual increase to mirror the academic year once the budget was set for the next financial year.

6. The KMH received one formal complaint in April 2023 from a hirer who did not receive their deposit refund within 14 days of the hire and then disputed the decision to withhold part of this deposit. This was resolved by the Trustees after a careful investigation using the KMH's Handling Complaints Policy and Procedure.
7. In November 2023, the KMH accepted a Princes Trust Duke of Edinburgh Award volunteer for one hour a week for a year. They have carried out a variety of tasks, including administration work, poster production and distribution, litter-picking, and weeding, and assisting as Santa's elf and the Easter Bunny at community events. At the end there will be a review and, if successful, this could be something offered on an annual basis.
8. The Kenley Memorial Hall as a Centre for the Community
  - a) The following fundraising events were held in 2023-2024:
    - Two Tribute Nights were set up for July and November, but both were cancelled due to low interest. A third was successfully held in March 2024 and raised vital funds for the KMH.
    - The Easter and Christmas Markets were once again held, and both were extremely popular and good fundraisers.
    - A 'Santa hunt' was held in December 2023, and an Easter treasure hunt in March 2024 – both raising funds for the KMH.
    - In July, the KMH launched 'Kenley Kids', a toddler messy play session led by the Halls Manager with support from local community volunteers. This was run as a pilot and then continued, as it proved successful in raising the equivalent hire income for the session from the charge made per family and met a vital need within the community.
  - b) Six Family Craft Mornings and one Film Club were held that provided activities for families during the school holidays at an affordable price. In addition, the KMH held a 'Breakfast with Santa' event on 23 December where families had a continental breakfast and visited Santa Claus in his grotto. All these events aimed to be cost-neutral to the KMH and they were supported by All Saints and St Barnabas Churches with volunteers.
  - c) The KMH also hosted four Free Markets: April, October and March for children's clothing and equipment; July as the first for adult clothing following requests from the community; and December for children's toys. Once again, a large amount of goods was donated, and all events were well-attended. Any money donated at these events was used to buy essential items for the next equivalent market.
  - d) In addition, the KMH launched 'Anonymous': a box outside the front of the KMH containing donations of non-perishable food and other essential items for anyone to come and help themselves to assist them during this cost-of-living crisis.

### Refurbishment and Maintenance of the Kenley Memorial Hall

9. Volunteer mornings were set up for the third Friday morning of every month until November. Although poorly supported, the weeds in the car park, sides and front of the building, and front steps were kept under control; and some minor maintenance tasks were completed internally. A community volunteer Saturday morning is planned for May 2024.
10. The Trustees decided to keep expenditure on maintenance, replacement, and refurbishment to a minimum for the year after the previous two years of works. The following was carried out:
  - a) GLA-funded works:

External works:	
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## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2024

<ul style="list-style-type: none"> <li>• Car Park entrance sign</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly directs car users and pedestrians in Station Road towards the car park and entrance to the building.</li> </ul>
<p>Snagging:</p> <ul style="list-style-type: none"> <li>• Dips developed in the surface and there was a lack of gravel in places. Some new gravel was added.</li> <li>• Costs for future gravel replacement were calculated.</li> </ul>	<ul style="list-style-type: none"> <li>• Has reduced flooding and eliminated trip hazards and uneven surfaces.</li> </ul>
<p>Snagging:</p> <ul style="list-style-type: none"> <li>• Repairs to the re-rendering of the external walls of the storage room still awaited following water damage.</li> </ul>	<ul style="list-style-type: none"> <li>• Will stop water coming into the storage room and improve appearance once repaired.</li> </ul>
Internal works:	
<p>Snagging:</p> <ul style="list-style-type: none"> <li>• A built-in suspended projector in the Large Hall for use with the screen at the back of the stage, with HDMI cable was installed in the wrong position: re-installation still awaited.</li> </ul>	<ul style="list-style-type: none"> <li>• This will provide an additional facility to hire once in the correct position.</li> </ul>

b) It is disappointing to report that the above Snagging's have still not been resolved. In addition since installation the new disabled toilet basin has worked loose and the toilet seat is chipped; a basin tap in the other new toilet became very loose; the low car park wall has been hit several times; the car park entrance post has been damaged and cannot be used; and weeds continue to grow in the car park.

c) The following KMH-funded refurbishment works were planned, but not completed in 2023-2024:

Works:

Benefits to Hall Hirers / the Community:

<ul style="list-style-type: none"> <li>• Kitchen extractor fan – installation May 2024</li> </ul>	<ul style="list-style-type: none"> <li>• A 24/7 de-humidifying fan will reduce moisture and therefore the growth of mould in the kitchen.</li> </ul>
<ul style="list-style-type: none"> <li>• Godstone Road signage: 2 boards, one at each end of the perimeter wall to advertise the KMH for hire.</li> </ul>	<ul style="list-style-type: none"> <li>• Highlighting the presence of a hall to hire to passing pedestrians and car-users.</li> </ul>

d) Planned maintenance and replacement work identified in the Maintenance and Replacement Plan was as follows:

- Small hall lobby flat roof replacement – repaired and on hold until replacement needed.
- Small hall storage hooks for red chairs – scheduled for May 2024.

e) Unplanned maintenance included:

- Replacement double front doors – scheduled for summer 2024.
- Defibrillator battery and pads – completed March 2024; costs shared with KENDRA.
- Replacement security alarm system – scheduled for June 2024.

f) In addition, a member of KENDRA volunteered to cut down the overgrown vegetation to the front left of the KMH along the Godstone Road and clean the 'Welcome to Kenley' sign. The KMH paid for the waste material to be removed.

g) Outstanding maintenance:

- Guttering and drainpipes – moved to 2024-25.
- Windowsills repaired and repointed – moved to 2024-25, volunteers to complete.
- Large hall sound system replacement speakers – moved to 2024-25.

**Kenley Memorial Hall CIO**  
Trustees' Annual Report for the Period Ended 31 March 2024

- Large hall chairs at the end of their life – moved to 2024-25.
- Car park entrance post – moved to 2024-25.

**Environmental Action Plan:**

11. The Environmental Policy was approved. An environmental audit of the building now needs to be completed to produce an action plan for becoming a net zero carbon KMH in 10-15 years' time.

**Review of Policies and Guidance**

12. All Policies and Procedures were reviewed throughout the year on a rolling annual basis to check they were still up to date. New Environmental, Whistleblowing and Managing Risks Policies were approved. A review Fire Risk Assessment was completed and associated actions were completed. A Social Media Policy was recommended by the Charities Commission, to be drafted in 2024-2025.

**Financial Review**

1. Please see the separate Summary of Accounts for the period ended 31 March 2024.
2. The amount of capital held as of 31 March 2024 is £33,636.00, compared to £30,134.00 on 31 March 2023. A reserve fund of £20,000 has been set by the Trustees, leaving £13,636.00 available for ongoing costs.
3. There are no funds in deficit.
4. A cautious budget was set for the year to enable the KMH to end the year with a surplus.
5. Revenue from lettings was £42,083.00, an increase of £2,983.00 on the previous year, which was £39,100.00.
5. Running costs totalled £42,340.00, a decrease of £1,660.00 from 31 March 2023 due partly to reduced expenditure on insurance, cleaning supplies and maintenance.
6. The year ended with an operating deficit of -£257.00 compared to a deficit of -£1,580.00 at the end of March 2023.
7. Other net income totalled £3,561.00 for the year. This included £2,269.00 from fundraising.
8. Expenditure on planned improvements was zero.
9. The overall surplus for this year was therefore £3,304.00 compared to an overall deficit of -£24,564.00 at the end of March 2023.
10. The KMH Trustees were subject to the Barclays Bank 'Know your Customer' identity checks in 2023, which was a frustrating and time-consuming process.
11. The Trustees agreed to a fourth signatory for the KMH accounts, which took 5 months of the year and has only just been set up due to unclear instructions in the Barclays Bank process.
12. Gift Aid was set up for (at present) any Free Market monetary donations and KMH Membership Fees.

**Future Plans**

1. As part of the 2022-2027 Business Plan the Trustees have set the following aims for the KMH:  
*In 5 years' time the KMH CIO will be:*
  - *A thriving and valued 'community hub' for the people of Kenley, offering excellent premises, grounds, storage, and equipment for hire all year round that are well-maintained and accessible to all.*
  - *Widely known in the community for not just its availability for commercial hire but also for its commitment to inclusivity, and for offering affordable and appropriate community activities for all.*
  - *Financially secure, investing any capital held wisely, and with robust plans in place for fundraising.*
  - *A venue of choice now and in the future.*

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2024

2. To work towards these aims and build on the activities and achievements of 2023-2024, the following tasks will be the focus for 2024-2025 in Year 3 of this plan:
- a) Continue to identify and attract potential hirers to the KMH that cater for young people, young adults and particularly for people aged over 65 years.
  - b) Increase the promotion of the KMH as Kenley's village hall to residents, especially new residents, using all available media from social media and the website to posters and articles in magazines, and prioritise the encouragement of residents to become Members.
  - c) Focus on increasing income from lettings by increasing hire fees and filling hall slots to maximise use and cover all running costs; and raise funds for refurbishment priorities by innovative fundraising.
  - d) Continue to trial new ways of generating income by offering events for the community based on community needs that are directly managed by the KMH.
  - e) Continue to offer Free Markets (re-use/recycle clothing and equipment) and Community Events to support people of all ages in the community.
  - f) Use the Maintenance and Replacement Plan for 2024-2025 to keep the KMH in good condition for hire, prioritising works.
  - g) Develop the outside grounds, creating a woodland area and clearing the Godstone Road perimeter.
  - h) Conduct an environmental audit of the premises and produce an Environmental Action Plan to work towards a net zero carbon KMH in 10-15 years' time.
  - i) Complete a Managing Risks Framework and produce a Social Media Policy.

Signed by the Trustees:

Elizabeth Goodridge

Graham Stanford

Kemi Harper

Tony Avery

Councillor Ola Kolade

Natasha Glover

Mel Elston

Date:

**KENLEY MEMORIAL HALL**  
**ACCOUNTS FOR PERIOD ENDING MARCH 2024**

Funds Allocation	31.03.23	31.03.24	Notes
Fund at Beginning of Period	54,980.00	30,134.00	
Deficit/Surplus for Period	- 24,564.00	3,304.00	
Deficit/Surplus on Revaluation of Investment	- 280.00	197.00	
Rounding difference	- 2.00	1.00	
Fund at end of Period	30,134.00	33,636.00	

REPRESENTED BY

Barclays - New Community Account	7,115.00	9,411.00	
Community Account	-	-	
COIF Account	18,575.00	19,584.00	
COIF Fixed Interest Account	4,444.00	4,641.00	6
Cash	-	-	
	30,134.00	33,636.00	

**KENLEY MEMORIAL HALL**  
**ACCOUNTS FOR YEAR PERIOD ENDING MARCH 2024**

**INCOME AND EXPENDITURE ACCOUNT**

	2022/2023		2023/2024		Notes
<b>1 REGULAR INCOME</b>					
Letting Fees			£39,100.00		£42,083.00
Less Expenditure					
Halls Manager	£17,404.00		£18,024.00		
Cleaner	£0.00		£1,975.00		
Pension Contributions	£382.00		£1,220.00		
PAYE Tax	£840.00		£1,745.00		
NI	£691.00		£1,150.00		
Staff Training	£0.00		£0.00		
Cleaning Company	£3,531.00		£3,546.00		
Rates	£317.00		£167.00		
Telephone	£844.00		£739.00		
Water Charges	£418.00		£682.00		
Electricity	£1,510.00		£1,008.00		
Gas	£2,372.00		£2,201.00		
Insurance	£4,234.00		£3,985.00		
Performing Rights	£854.00		£930.00		
Refuse Collection	£1,543.00		£479.00		
Maintenance and Replacement	£3,931.00		£2,417.00		1
Gardening	£445.00		£470.00		
IT	£429.00		£826.00		
Postage	£0.00		£0.00		
Stationery	£44.00		£91.00		
Cleaning Supplies	£821.00		£625.00		
Window Cleaning	£0.00		£0.00		
Pest Control	£70.00		£0.00		
Miscellaneous	£0.00		£60.00		2
Promotion	£0.00		£0.00		
Legal Costs	£0.00		£0.00		
Bank Charges	£0.00		£0.00		
<b>Running Costs Total</b>	<b>£40,680.00</b>	-(£40,680.00)	<b>£42,340.00</b>	-(£42,340.00)	
<b>Operating (Loss) Profit</b>		<b>-(£1,580.00)</b>		<b>-(£257.00)</b>	
<b>2 OTHER INCOME</b>					
Fund Raising Events	£1,182.00		£4,042.00		3
Community Events	£1,108.00		£854.00		4
Interest and Dividends	£441.00		£1,009.00		
Subscriptions	£14.00		£14.00		
Donations	£0.00		£20.00		
Grants	£0.00		£0.00		
	<b>£2,745.00</b>	£2,745.00	<b>£5,939.00</b>	£5,939.00	
Less Expenditure					
Fund Raising Events	£476.00		£1,773.00		3
Community Events	£1,094.00		£605.00		4
Improvements	£24,159.00		£0.00		5
	<b>£25,729.00</b>	-(£25,729.00)	<b>£2,378.00</b>	-(£2,378.00)	
<b>(DEFICIT)/SURPLUS FOR THE PERIOD</b>		<b>-(£24,564.00)</b>		<b>£3,304.00</b>	

**1 Maintenance and Replacement**

11/9/2023	CREATIVE AUDIO VIS	SOUND SYSTEM
6/12/2023	VOS HEATING SERVICE	HEATER SERVICE
6/21/2023	THE HEATING MAN LTD	BOILER SERVICE
7/11/2023	E GOODRIDGE	MAINTENANCE
13/10/2023	E GOODRIDGE	EQUIPMENT
14/09/2023	L WINYARD	SCREWFIX SCREWS
12/20/2023	M BITTAR	LEAKING RADIATOR
1/25/2024	ROBERTWILLIAMWALLACE	ALARM MAINTENANCE
3/1/2024	E GOODRIDGE	CHAIR HOOKS
3/1/2024	OAKLEY GRAY	CLEARANCE OF GROUNDS
2/9/2024	L WINYARD	FIRST AID ITEMS
2/1/2024	ETC	FIRE EXTINGUISHERS
2/1/2024	M BITTAR	LEAKING RADIATOR
2/1/2024	IMPERATIVE	DEFIBRILLATOR, PADS, BATTERIES

**2 Miscellaneous**

11/20/2023		Memorial items
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**3 Fund Raising Events**

<i>Event</i>	<i>Date</i>	<i>Description</i>	<i>Income</i>
Kenley Kids	Various	Ticket sales Bouncy Castle L Winyard	1385
Easter Market		Stalls sales	459.00

Summer Market		Stalls sales	354.00
Christmas Market		Stalls sales E Goodridge Banner	540
Community Events		Sales Chocolate bunnies Santa gifts	147
Tribute Nights	4/13/1923 11/20/1923 10/26/1923 3/2/2024	Event Lights Jazz band cancellation fee Tribute Band deposit Ticket sales Artist fee	1157
			<b>4,042</b>

**4 Community Events**

*Date*

*Event*

*Description*

*Income*

4/11/2023	Family Craft	Ticket sales	62
		Donations	16
		Supplies	

5/30/2023 Family Craft	Ticket sales	66
	Donations	20
	Supplies	
8/29/2023 Family Craft	Ticket sales	97
	Donations	17
	Supplies	
10/23/2023 Family Craft	Ticket sales	102
	Donations	
	Supplies	
12/28/2023 Family Craft	Ticket sales	85
	Donations	
	Supplies	
4/3/2024 Family Craft	Ticket sales	
	Donations	
	Supplies	
12/23/2023 Breakfast with Santa	Ticket sales	99
	Donations	
	Supplies	
	Supplies	
8/31/2023 Film Club	Ticket sales	100
	Donations	
	Supplies	

4/2/2023 Free Market - children	Donations Supplies	40
7/23/2023 Free Market - Adults	Donation Supplies	21
10/1/2023 Free Market - Children	Donation Supplies	53
12/2/2023 Free Market - Toys	Donation Supplies	39
3/24/2024 Free Market - Children	Donation Supplies	37

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**854**

**5 Improvements**

None

**6 COIF Fixed Interest Fund**

3,774.15 units

£1.2297 per share

**7 Guarantee**

Deed of Agreement dated 20 April 2022 between London Borough of Croydon and Kenley Memorial Hall capital improvement works at 92 Godstone Road, Kenley CR8 5AB. The Term of Agreement is for a period of completion of the works on 22 July 2022 and the KMH CIO has a potential liability as follows: Paragraph 21.5: The CIO will indemnify the other against all liabilities, costs, expenses, damages and losses suffered by the other party arising out of or in connection with its breach of this Agreement, including if the CIO shall be responsible for any claw back of the Capital Funding imposed by the GLA which arises solely because of a Failure\* has occurred on the part of the CIO. Such monies shall be recoverable as a debt.\* *Any action or may cause significant harm to the reputation of the Council and/or the GLA; any failure to make any real increase usership of the KMH; any substantial change to the KMH without the prior consent of the Council provided to the Council that is deliberately incorrect or incomplete; any change in the composition, ownership of the CIO, or the CIO becoming insolvent or is dissolved in any way; anything that results in the KMH becoming inaccessible to the community.*

## **8 Outstanding Debt**

As at 31st March 2024, there are no debts outstanding which are owed by the CIO and which is secured against any of the assets of the CIO.

£

- 174.00
- 288.00
- 84.00
- 18.74
- 144.95
- 9.29
- 90.00
- 144.00
- 37.98
- 490.00
- 17.48
- 161.10
- 202.80
- 554.40

**-2,417**

-60

**-60**

*Expense (Deficit)/Surplus*

- 650
- 95

640

-48

411

354

- 46

494

- 75  
-33

39

- 26

- 250

- 50

- 500

331

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- **1,773**      **2,269**

*Expense (Deficit)/Surplus*

-67

11

-52  
34

-82  
32

-94  
8

-65  
20

-46  
-46

-20  
-48  
31

-41

59

-42

-48

100

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- **605**      **249**

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4,641.07

CIO relating to the  
d of 5 years from the  
graphs 11, 16.3. 21.1  
ffered or incurred by the  
is terminated. The CIO  
cause a Catastrophic  
*omission by the CIO that*  
*sonable effort to*  
*il; any information*  
*ership or control of the*  
*g unsatisfactorily*

by an express charge on

## Independent Examiner's Report to the Trustees of Kenley Memorial Hall

I report on the accounts of Kenley Memorial Hall for the year ended 31 March 2024 which are set out on pages 1 to 3.

### Respective responsibilities of trustees and examiner

As members of the trustee board you are responsible for the preparation of the accounts and financial statements and you consider the audit requirements of the Regulations under section 144(2) of the Charities Act 2011 does not apply and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s 144 ( 5) (b) of the 2011 Act. That examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items for disclosures in the financial statements and seeking from you as trustees, explanations concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matters have come to my attention

1. Which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s.130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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.

Name: PETER WRENCH

Address: 60 MAYWATER CLOSE, SOUTH CROYDON, SURREY CR2 0RS

Signature: PB Wrench Date: 4<sup>th</sup> July 2024

**KENLEY MEMORIAL HALL CIO**

England & Wales - Charity number 1173776

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# Accounts

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**Kenley Memorial Hall CIO**  
**Charity Number: 1173776**  
**Trustees' Annual Report**  
**for the Period 1 April 2022 to 31 March 2023**

### Reference & Administration Details

**Charity's operating address:** 92 Godstone Road, Kenley CR8 5AB

### Names of the Charity Trustees:

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1. Elizabeth Goodridge	Chair of Trustees Appointed by All Saints Church, Kenley	1 October 2017	
2. Anthony Avery	Directly elected	4 July 2018	
3. Graham Stanford	Directly elected	4 July 2018	
4. Kemi Harper	Directly elected	4 September 2018	
5. Councillor Ola Kolade	Directly elected	6 July 2021	
6. Natasha Glover	Directly elected	1 September 2021	
7. Mel Elson	Directly elected	29 September 2021	

### Employees of the Charity:

<i>Name</i>	<i>Job Title</i>	<i>Date Employment Commenced</i>	<i>Date Employment Ceased</i>
1. Lauren Winyard	Halls Manager	27 February 2019	

### Objectives & Activities

- The Objects of the Kenley Memorial Hall are summarised as follows:
  - The provision and maintenance of the Kenley Memorial Hall as a village hall for the use of the inhabitants of Kenley.
  - To improve the conditions of life and promote the welfare of the inhabitants of Kenley without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

This includes use for hire or otherwise for:

- Meetings, lectures and classes.
- Other forms of recreation and leisure-time occupation.

### Aims of the Charity for 2022-2023

- The following aims for the period of 1 April 2022 to 31 March 2023 were set by the Trustees to fulfil the Objects. The action on these is covered under 'Achievements and Performance':
  - Identify and attract potential hirers to the KMH that cater for young people, young adults and people over 70 years: *achieved*.

## Kenley Memorial Hall CIO

### Trustees' Annual Report for the Period Ended 31 March 2022

- b) Agree and implement a Pricing Strategy for lettings in 2022 and future years: *achieved*.
- c) Implement a robust Maintenance Plan to anticipate any annual expenditure required and plan appropriate works: *achieved*.
- d) As part of the Centenary Improvement Plan, manage expenditure for KMH-funded refurbishment works for the stage, rear fire door, blackout blinds and any other works identified as a priority in 2022-2023: *achieved*.
- e) Continue to work with Croydon Council to see the completion of the GLA-funded refurbishment works at the KMH and implement the monitoring process as agreed in the Deed of Agreement: *achieved*.
- f) Implement a Fundraising Strategy to start and continue to raise funds for KMH refurbishment over the next five years: *achieved*.
- g) Increase the number of community-focused events throughout the year to address any gaps that cannot be filled by lettings to ensure the KMH is fully inclusive to all: *achieved*.
- h) Initiate the development of an Environmental Action Plan to work towards a zero net carbon KMH in 10-15 years' time: *not achieved, to be carried forward*.

#### Activities of the Charity during 2022-2023

1. The Trustees met five times during the period of the report to discuss and plan the business of the Charity and to monitor the financial activity closely throughout the year. Decisions were also made and recorded in the intervening periods using email.
2. The Trustees continued to work with the Halls Manager on matters of maintenance and relevant policies and procedures.
3. The Trustees also continued to work closely with the London Borough of Croydon to implement the GLA-funded refurbishment works.
4. The website and social media outlets were used throughout the year to keep hirers informed and to attract new hirers, as well as to advertise Community Events.
5. The Trustees also planned and implemented events to celebrate the Kenley Memorial Hall's Centenary (the building was opened in 1922).

#### Achievements & Performance

##### Hire and Management of the Kenley Memorial Hall

1. Business Plan 2022-2027:
  - a) The 5-year Business Plan was agreed by the Trustees in July 2022 to provide focus, direction and prioritisation for the business of the KMH to ensure it meets the Objects of its Constitution over the next five years and beyond, and ensure a quality facility is available for the community now and for future decades. This includes the following:
    - A pricing strategy (what is charged and why, and from what date).
    - A fundraising strategy (research, promotion and marketing, grants and donations, additional events and activities).
    - Forecasted income and expenditure (to predict trends and plan for risks).
    - A maintenance and replacement plan (to plan for future ongoing existing fabric and equipment costs).
    - A 'Centenary Improvement Plan' for refurbishment (works that enhance the quality of the KMH, building and grounds).
  - b) From September 2022 the above began to steer the direction and decision-making of the Trustees with the business of the KMH.
2. 2022-2023 has been a challenging year for several reasons:

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2022

- a) Completion of the refurbishment works from May to August required the KMH to offer restricted use only to regular hirers and to cancel all weekend single events. Most hirers chose not to meet during this period.
  - b) Partly due to an escalating increase in the cost of living, eight regular hirers ceased using the KMH due to lack of attendees, with reasons including lack of attendees and finding alternative employment.
  - c) Extreme weather in August and December had an impact on the use of the KMH.
3. It has also been quite challenging to monitor how inclusive the KMH is to meet the monitoring requirements of the Greater London Authority (GLA) following the refurbishment. An approximation of the age range of users is the only requirement of the GLA and in Year 2 it is clear that the KMH offers a range of activities for everyone apart from those aged 65 years and over. Attracting older people specifically to use the KMH will therefore be an aim for 2023-2024.
4. Realistically, the large and small halls can be hired out for a maximum of 11 hours a day (55 hours a week) Monday to Friday (8am-11pm), which allows for a 15-minute turnaround between lettings. During 2022-2023 the approximate number of regular users for the 8 months was only slightly less than 2021-2022 when the KMH was open all year. The following types of regular activities took place in the halls each week:

Activity:	For children:	For adults:	For older adults:
Dance, sports, drama	8		
Sport, dance, social activities		5	
Exercise		4	
Art, exercise, health, meetings			5
Sport		1	

One longstanding regular hirer, the Thursday badminton group, decided to cease after 30 years as its members were getting older and no new people were joining. In addition, Slimming World also decided to change their venue permanently following the refurbishment works. From September 2022 six new hirers joined.

5. Attracting hirers to the Small Hall has always been a challenge due to its size, so a decision was made to offer a reduced hourly rate for new hirers of £10 and this brought two new groups to the KMH.
6. Single events at weekends are always popular, although for both 21-22 (COVID) and 22-23 (refurbishment works) these were only held from September. In 22-23 in addition to parties, the KMH also had 5 pre-wedding celebrations, 2 wedding receptions and 4 Wellbeing Fairs.
7. As part of the Business Plan, the Trustees agreed a Pricing Strategy that enabled them to review the letting fees on a regular basis. The amount of income generated from regular and single hired events (the KMH's main source of income) was £39,100, which was slightly lower than the 2021-2022 figure of £39,918. As there had been no price increase since 2019, the Trustees agreed to increase the fees for regular hirers of the Large Hall by £1.00 per hour from 1 January 2023. Storage charges were also split into two rates of £5.00 and £7.00 per month depending on the amount of space required. No increase was made for single weekend events.
8. The Halls Manager's Job Description was changed from October 2022 to include fundraising and her hours were increased from 20 to 25 per week, as it was recognised that lettings income alone would not be sufficient to cover all running costs and any further capital works.
9. Keeping the KMH clean for hirers was a another challenge in 2022-2023. The existing contracted cleaner failed to keep the KMH clean to the standards required; the refurbishment

## Kenley Memorial Hall CIO

### Trustees' Annual Report for the Period Ended 31 March 2022

works created a great deal of dust; and employing a part-time cleaner failed as the pattern of hours were a challenge. Eventually, the KMH contracted the services of two separate cleaners, one for weekdays and one for weekends, which seems to be working well.

10. The KMH received one formal complaint in August 2022 from a hirer who only received a partial refund of a deposit. This was resolved by the Trustees using the KMH's Handling Complaints Policy and Procedure.
11. All expenditure was reviewed during the year and the following changes resulted in a reduction, the benefits of which will be seen in 2023-2024:
  - A new WiFi and Smartphone contract with Three to replace the BT landline, WiFi and Smartphone contract.
  - Refuse collection service changed from Veolia to Suez providing a more reliable service at less cost. In addition, a charge is made for excess weight and, with CCTV monitoring, any excess charges can be deducted from the hirer's deposit if they place their waste in the bin contrary to the Terms and Conditions of Hire.
12. The Kenley Memorial Hall as a Centre for the Community
  - a) The following fundraising events were held in 2022-2023:
    - A Tribute Night was held in October (these were then put on hold until 2023-2024 due to the cost-of-living crisis)
    - Easter and Christmas Markets.No Halloween party was held in October, as a new local restaurant had also planned an event on the same day for families and the KMH did not wish to have a negative impact on this local business building up its trade.
  - b) Five Family Craft Events (the December event including lunch) and three Film Clubs were held that provided activities for families during the school holidays at an affordable price. In addition, the KMH planned a 'Breakfast with Santa' event for 18 December, but this was changed to 'Breakfast with Craft' and postponed to 31 December due to severe weather conditions. Families could have a continental breakfast and complete craft activities together. All these events aimed to be cost-neutral to the KMH and they were supported by All Saints and St Barnabas Churches with volunteers and financial contributions.
  - c) The KMH also hosted a second Free Market with clothing and equipment for 0–16-year-olds in October 2022, once again receiving a large amount of donations beforehand. A further Free Market was planned for the beginning of April 2023. Money donated at these events was used to buy essential baby items such as nappies for the next market.
  - d) Following the October Free Market, a request was made for a Free Toy Market, so one was planned and held at short notice on 3 December 2022. The KMH was overwhelmed with nearly-new toys, and All Saints and St Barnabas Churches donated £150-worth of new toys to support this event. This Free Toy Market is likely to become a regular annual event.

### **Refurbishment and Maintenance of the Kenley Memorial Hall**

A great deal of planned refurbishment work took place at the KMH, a list of which follows.

13. Between May and August 2022 the GLA-funded refurbishment works were undertaken at the KMH, carried out under the umbrella of one project including Old Lodge Lane Baptist Church (OLLBC). The project's overall aim is to improve services for Kenley's growing population, particularly the young and socially isolated; to reach, inspire and connect more people across Kenley.
14. The work was scheduled to last around 2 months and took just over 3 months. This was due to several delays including with the availability of materials, the car park requiring deeper digging

## Kenley Memorial Hall CIO

### Trustees' Annual Report for the Period Ended 31 March 2022

out and changes in the works requiring re-costing. A thorough review of this project will take place during 2023-2024 with the Council. Throughout this time the KMH car park was closed and access to the building was restricted. Only a few hirers continued to use the halls during this time.

15. A list of the works and their benefits follows:

#### Internal works:

- The female toilets at the rear of the building were converted into two self-contained cubicles, one for disabled users, with baby-changing facilities. These are for the exclusive use of users of the Small Hall.
- A built-in suspended projector in the Large Hall for use with the screen at the back of the stage, with HDMI cable.
- A range electric cooker with two ovens and five hobs, and new fire door to the kitchen.

#### External works:

- The car park outdoor space was re-surfaced with an absorbent gravel. With one designated disabled parking bay, a bicycle rack, and a clearly-defined pedestrian walkway. A new raisable post was fitted at the entrance.
- Repairs and re-rendering of the external walls of the storage room.
- New signs were installed directing people from the car park to the entrances to the building. Timed lighting was also installed around the building. The Small and Large Hall doors are clearly labelled as such.
- Modifications to the front steps, all paving surrounding the building levelled and a widened pathway in front of the Small Hall to create a small patio.

#### Benefits to Hall Hirers / the Community:

- All Small Hall users will have access to male, female and disabled / baby-changing facilities without entering the Large Hall. This improves security, privacy and accessibility.
- Films can be shown to the local community at affordable prices for all ages, with better quality projection. Also available for an additional charge at parties and other social functions, meetings etc.
- An electric cooker reduces carbon emissions and is safer to use when no extractor fan is installed. The two ovens gives greater flexibility when cooking.
- A fire door replaces a stable-type door that is no longer legal.
- Greatly reduces the risk of flooding with improved drainage, as well as removing trip hazards and uneven surfaces. Level access is now provided for all, with particular attention to those with mobility issues and enables safer/easier access to the KMH on foot or by cycling.
- Gives the storage room walls protection against the weather and allows for lighting and clear signage to be installed.
- There is now clearer guidance on where to enter the building, and the way into the car park is also signposted for people approaching from Station Road. This makes access easier.
- Lighting at night provided greater safety and security and enables the CCTV images to be clearly visible.
- Access from the Godstone Road will be safer with repaired steps and handrail.
- The small patio area outside the Small Hall will allow greater flexibility in using the outside areas for seating.

## Kenley Memorial Hall CIO

### Trustees' Annual Report for the Period Ended 31 March 2022

- The noticeboard on the Godstone Road was repaired and provided with an openable waterproof enclosed board.
  - The front noticeboard can be used more effectively to advertise events, especially during adverse weather conditions.
16. The following KMH-funded refurbishment works also took place:
- Completed works:
- New rear fire exit door to the Large Hall.
  - Electrical works on the stage, kitchen and externally.
  - Blackout blinds fitted to all Large Hall windows.
  - New stage floor and locked, enclosed cupboards built each side of the stage, accessed by large doors.
  - Wall signs for the disabled parking bay.
- Benefits to Hall Hirers / the Community:
- All external doors now robust, providing greater security to the building.
  - Stage electrical works to make use of the stage lighting safe. New spur fitted for the electric cooker. External lighting improves security.
  - Creating a darker environment during the day for showing films.
  - Stage floor now even and smooth. A large amount of secure additional storage space created and light from the side windows extinguished, making the stage lighting more effective.
  - Providing flexibility to use the space if no disabled user at the KMH.
17. Planned maintenance and replacement work identified in the Maintenance and Replacement Plan was as follows:
- Large and Small Halls floors sanded and re-sealed.
  - Some touch-up painting completed in the Small Hall.
  - Repairs, servicing and additional CCTV cameras installed for the alarm/CCTV systems.
  - Two new kettles and a microwave for the kitchen.
  - A new printer for the office.
18. Unplanned maintenance included:
- New keys for the kitchen cupboard to replace those missing.
  - A new kitchen tap to replace the leaking one damaged during the refurbishment works.
  - Repairs to the Small Hall lobby flat roof after a severe leak over the winter.

#### **Environmental Action Plan:**

19. This was an ambitious aim set by the Trustees for 2022-2023 and due to the volume of works and other activities taking place in the year, this was not begun and will be carried forward to 2023-2024.

#### **Review of Policies and Guidance**

20. All Policies and Procedures were reviewed throughout the year on an annual basis to check they were still up to date. A new Volunteer Management Policy was also approved and a Whistleblowing Policy drafted.
21. The Trustees received safeguarding awareness training and as a result the KMH Safeguarding Policy was significantly amended to cover matters that had not been addressed previously.

### **The Kenley Memorial Centenary**

22. The impact of the pandemic, the KMH works and the cost of living crisis meant that celebrating the KMH's Centenary in 2022 was low-key. A proposed 'Roarin' 20's' Jazz night was cancelled due to low ticket sales. Instead, the following events were held:

- An evening social event on 8 September to which local dignitaries and other significant people in the Kenley community were invited. This involved refreshments and a talk on the history of Kenley by The Bourne Society Chair, Roger Packham and the history of the KMH by Elizabeth Goodridge. At the beginning of this event it was announced that Queen Elizabeth II had died that day, however everyone present agreed to go ahead despite such sadness and shock.
- A Family Centenary Picnic on 24 October with lunch, a bouncy castle and craft activities. This was well-attended by local families.
- Throughout the year the history of the KMH was researched, with documents collated and scanned to be held electronically. From these a comprehensive account of the first 100 years of the KMH was drafted and will be published on the KMH website during 2023.

### **Financial Review**

1. Please see the separate Summary of Accounts for the period ended 31 March 2023.
2. The amount of capital held as of 31 March 2023 is £30,134.00, a substantial decrease of £24,846.00 since 31 March 2022. This was as a result of the refurbishment works carried out during the year and the payment of the Lottery Fund grant of £10,000 as match funding to Croydon Council for the GLA works. A reserve fund of £20,000 has been set by the Trustees, leaving £10,134.00 available for ongoing costs.
3. There are no funds in deficit.
4. Revenue from lettings was £39,100.00, a slight decrease on the previous year, which was £39,918.00. This is a great achievement when the KMH was closed to weekend events for four months and only a few regular hirers continued during this time.
5. Running costs totalled £40,680.00, an increase of £6,358.00 from 31 March 2022. This reflects the post-pandemic activity at the KMH, with electricity, cleaning supplies and maintenance costs being significantly higher than the previous year.
6. The year ended with an operating deficit of -£1,580.00 compared to a surplus of £5,596.00 at the end of March 2022.
7. Other net income totalled £1,175.00 for the year. This included £706.00 from fundraising.
8. Expenditure on planned improvements was £24,159.00.
9. The overall deficit for this year was therefore -£24,564.00 compared to an overall surplus of £16,792.00 at the end of March 2022.

### **Future Plans**

1. As part of the 2022-2027 Business Plan the Trustees have set the following aims for the KMH:  
*In 5 years' time the KMH CIO will be:*
  - *A thriving and valued 'community hub' for the people of Kenley, offering excellent premises, grounds, storage and equipment for hire all year round that are well-maintained and accessible to all.*
  - *Widely known in the community for not just its availability for commercial hire but also for its commitment to inclusivity, and for offering affordable and appropriate community activities for all.*
  - *Financially secure, investing any capital held wisely, and with robust plans in place for fundraising.*

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2022

- *A venue of choice now and in the future.*
- 2. To work towards these aims and build on the activities and achievements of 2022-2023, the following tasks will be the focus for 2023-2024 in Year 2 of this plan:
  - a) Continue to identify and attract potential hirers to the KMH that cater for young people, young adults and particularly for people aged over 65 years.
  - b) Introduce and monitor a Volunteer Day each month to invite and encourage residents of Kenley to give their time and skills to support the KMH.
  - c) Focus on increasing income from lettings and fundraising to cover running costs and replenish the KMH's capital reserves.
  - d) Trial new ways of generating income by offering events for the community based on community needs that are directly managed by the KMH.
  - e) Continue to offer Free Markets (re-use/recycle clothing and equipment) and Community Events to support people of all ages in the community.
  - f) Focus on the Maintenance and Replacement Plan for 2023-2024 to ensure the KMH remains in good condition for hire.
  - g) Initiate the development of an Environmental Action Plan to work towards a net zero carbon KMH in 10-15 years' time. (This is carried forward from last year.)

Signed by the Trustees:

Elizabeth Goodridge

Graham Stanford

Kemi Harper

Tony Avery

Councillor Ola Kolade

Natasha Glover

Mel Elston

Date:

# KENLEY MEMORIAL HALL

ACCOUNTS FOR PERIOD ENDING MARCH 2023

## Funds Allocation

	31.03.22		31.03.23	Notes
Fund at Beginning of Period	38,549.00		54,980.00	
Deficit/Surplus for Period	16,792.00	-	24,564.00	
Deficit/Surplus on Revaluation of Investment	-	362.00	-	280.00
Rounding difference		1.00	-	2.00
Fund at end of Period	54,980.00		30,134.00	

## REPRESENTED BY

Barclays - New Community Account	22,125.00		7,115.00	
Barclays - Designated Funds (Car Park)	10,000.00		-	
Community Account	-		-	
COIF Account	18,131.00		18,575.00	
COIF Fixed Interest Account	4,724.00		4,444.00	
Cash	-		-	
	54,980.00		30,134.00	6

# KENLEY MEMORIAL HALL

ACCOUNTS FOR YEAR PERIOD ENDING MARCH 2023

## INCOME AND EXPENDITURE ACCOUNT

Notes

	2021/2022		2022/2023	
<b>1 REGULAR INCOME</b>				
Letting Fees		£39,918.00		£39,100.00
Less Expenditure				
Halls Manager	£13,856.00		£17,404.00	
Pension Contributions	£1,943.00		£382.00	
Cleaner	£0.00		£0.00	
PAYE Tax	£536.00		£840.00	
NI	£839.00		£691.00	
Staff Training	£0.00		£0.00	
Cleaning Company	£4,932.00		£3,531.00	
Rates	£162.00		£317.00	
Water Charges	£242.00		£418.00	
Electricity	£743.00		£1,510.00	
Telephone	£826.00		£844.00	
Gas	£2,184.00		£2,372.00	
Gas Maintenance	£0.00		£0.00	
Insurance	£3,354.00		£4,234.00	
Fire Extinguishers	£150.00		£0.00	
Alarm Maintenance	£0.00		£0.00	
Performing Rights	£1,033.00		£854.00	
Refuse Collection	£0.00		£1,543.00	
Maintenance and Replacement	£631.00		£3,931.00	1
Gardening	£835.00		£445.00	
IT	£400.00		£429.00	
Postage	£0.00		£0.00	
Stationery	£255.00		£44.00	
Cleaning Supplies	£484.00		£821.00	
Window Cleaning	£0.00		£0.00	
Pest Control	£762.00		£70.00	
Miscellaneous	£155.00		£0.00	2
Promotion	£0.00		£0.00	
Legal Costs	£0.00		£0.00	
Bank Charges	£0.00		£0.00	
<b>Running Costs Total</b>	<b>£34,322.00</b>	<b>-£34,322.00</b>	<b>£40,680.00</b>	<b>-£40,680.00</b>
<b>Operating (Loss) Profit</b>		<b>£5,596.00</b>		<b>-£1,580.00</b>
<b>2 OTHER INCOME</b>				
Fund Raising Events	£1,268.00		£1,182.00	3
Community Events			£1,108.00	4
Interest and Dividends	£144.00		£441.00	
Subscriptions	£14.00		£14.00	
Donations	£0.00		£0.00	
Grants	£10,000.00		£0.00	
	<b>£11,426.00</b>	<b>£11,426.00</b>	<b>£2,745.00</b>	<b>£2,745.00</b>
Less Expenditure				
Fund Raising Events			£476.00	3
Community Events	-£230.00		£1,094.00	4
Improvements	£0.00		£24,159.00	5
	<b>-£230.00</b>	<b>-£230.00</b>	<b>£25,729.00</b>	<b>-£25,729.00</b>
<b>(DEFICIT)/SURPLUS FOR THE PERIOD</b>		<b>£16,792.00</b>		<b>-£24,564.00</b>

£

**1 Maintenance and Replacement**

MR M BITTAR					
VOS HEATING 5103					78
E GOODRIDGE					270
ROBERTWILLIAMWALLA					24
METRO MANAGEMENT					336
M F PRICE KITCHENS					1,896
E GOODRIDGE <sup>2</sup>					66
MR M BITTAR <sup>2</sup>					140
CALLUM FORDHAM <sup>2</sup>					226
VOS HEATING 5331					120
E GOODRIDGE					270
ETC					59
ROBERTWILLIAMWALLA					86
					360
					<u>3,931</u>

**2 Miscellaneous**

	<u>0</u>
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**3 Fund Raising Events**

Date	Event	Income	Expense	(Deficit)/Surplus
09/04/2022	Easter Market	42		
				Rest of stall sales received in Mar 22
				<b>42</b>
08/10/2022	Tribute Night			
		1,140		
	Ticket sales		400	
	Tribute Band		76	
	Supplies			664
		<u>1,182</u>	<u>476</u>	<u>706</u>

#### 4 Community Events

Date	Event	Description	Income	Expense	(Deficit)/Surplus
03/04/2022	Free Market 1	Donation Supplies	177	75	102
19/04/2022	Family Craft	Ticket sales	37		37
25/07/2022	Family Craft	Ticket sales Supplies and food	180	106	74
22/08/2022	Film Club	Ticket sales	130		130
23/10/2022	Free Toy Market 2	Donation	35		35
24/10/2022	Centenarian picnic	Donation Advertising banner Bouncy Castle Food	12	33 75 89	-185
27/10/2022	Film Club	Ticket sales Movie rental Food supplies	317	100 42	175
03/12/2022	Free Toy Market 3	Donation Supplies	49	68	-19
18/12/2022	Breakfast with Santa	Supplies and food		130	-130
19/12/2022	Christmas Crafty Lunch	Supplies and food Advertising	159	13	

-172

13/02/2023 Family Craft Morning

79

Supplies

-79

16/02/2023 Film Club

171

Ticket sales

100

Movie rental

26

Food supplies

45

1108    1094    13

**5 Improvements**

PROCTORS ELECTRIC  
CAPITAL FIRE DOORS  
ELEANOR WOODCOCK  
MARK BYRNE  
VALUE PRODUCTS LTD  
LONDON CROYDON  
ROBERTWILLIAMWALLA

ELECTRIC WIRING  
FIRE EXIT  
BLINDS  
STAGE WORK  
SIGNS  
CAR PARK  
2 X CCTV CAMERAS

2,389.00  
2,438.00  
1,980.00  
6,610.00  
45.00  
10,000.00  
696.00

24,159.00

**6 COIF Fixed Interest Fund**

Value as at 31/03/2023 - 3774.15 units at £1.1776

4,444.00

## 7 Guarantee

Deed of Agreement dated 20 April 2022 between London Borough of Croydon and Kenley Memorial Hall CIO relating to the capital improvement works at 92 Godstone Road, Kenley CR8 5AB.

The Term of Agreement is for a period of 5 years from the date of completion of the works on 22 July 2022 and the KMH CIO has a potential liability as follows: Paragraphs 11, 16.3, 21.1 and 21.5: The CIO will indemnify the other against all liabilities, costs, expenses, damages and losses suffered or incurred by the other party arising out of or in connection with its breach of this Agreement, including if the Agreement is terminated. The CIO shall be responsible for any claw back of the Capital Funding imposed by the GLA which arises solely because a Catastrophic Failure\* has occurred on the part of the CIO. Such monies shall be recoverable as a debt.

*\* Any action or omission by the CIO that may cause significant harm to the reputation of the Council and/or the GLA; any failure to make any reasonable effort to increase usership of the KMH; any substantial change to the KMH without the prior consent of the Council; any information provided to the Council that is deliberately incorrect or incomplete; any change in the composition, ownership or control of the CIO, or the CIO becoming insolvent or is dissolved in any way; anything that results in the KMH becoming unsatisfactorily inaccessible to the community.*

## 8 Outstanding Debt

As at 31st March 2023, there are no debts outstanding which is owed by the CIO and which is secured by an express charge on any of the assets of the CIO.

## Independent Examiner's Report to the Trustees of Kenley Memorial Hall

I report on the accounts of Kenley Memorial Hall for the year ended 31 March 2023 which are set out on pages 1 to 2.

### Respective responsibilities of trustees and examiner

As members of the trustee board you are responsible for the preparation of the accounts and financial statements and you consider the audit requirements of the Regulations under section 144(2) of the Charities Act 2011 does not apply and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s 144 (5) (b) of the 2011 Act. That examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items for disclosures in the financial statements and seeking from you as trustees, explanations concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matters have come to my attention

1. Which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s. 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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.

Name: PETER WRENCH

Address: 60 MAYWATER CLOSE, SOUTH CROYDON, SURREY CR2 0RS

Signature:  Date: 17<sup>th</sup> July 2023

**KENLEY MEMORIAL HALL CIO**

England & Wales - Charity number 1173776

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# Accounts

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**Kenley Memorial Hall CIO**  
**Charity Number: 1173776**  
**Trustees' Annual Report**  
**for the Period 1 April 2021 to 31 March 2022**

**Reference & Administration Details**

**Charity's operating address:** 92 Godstone Road, Kenley CR8 5AB

**Names of the Charity Trustees:**

<i>Trustee Name</i>	<i>Office (if any)</i>	<i>Appointed</i>	<i>Retired</i>
1. Elizabeth Goodridge	Chair of Trustees Appointed by All Saints Church, Kenley	1 October 2017	
2. Anthony Avery	Directly elected	4 July 2018	
3. Graham Stanford	Directly elected	4 July 2018	
4. Kemi Harper	Appointed	4 September 2018	
5. Councillor Ola Kolade	Directly elected	6 July 2021	
6. Natasha Glover	Directly elected	1 September 2021	
7. Mel Elson	Directly elected	29 September 2021	

**Employees of the Charity:**

<i>Name</i>	<i>Job Title</i>	<i>Date Employment Commenced</i>	<i>Date Employment Ceased</i>
1. Lauren Winyard	Halls Manager	27 February 2019	

**Objectives & Activities**

1. The Objects of the Kenley Memorial Hall are summarised as follows:
  - a) The provision and maintenance of the Kenley Memorial Hall as a village hall for the use of the inhabitants of Kenley.
  - b) To improve the conditions of life and promote the welfare of the inhabitants of Kenley without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.

This includes use for hire or otherwise for:

- a) Meetings, lectures and classes.
- b) Other forms of recreation and leisure-time occupation.

**Aims of the Charity for 2021-2022**

1. The following aims for the period of 1 April 2021 to 31 March 2022 were set by the Trustees to fulfil the Objects:
  - a) Following the COVID-19 pandemic and, as lettings return to normal, to closely monitor the annual budget for running costs against income to end the year in surplus.

## Kenley Memorial Hall CIO

### Trustees' Annual Report for the Period Ended 31 March 2022

- b) Work in partnership with the London Borough of Croydon (LBC) on the planning and implementation of the refurbishment plans for the Kenley Memorial Hall (a 'Community Hub') and to carefully manage expenditure on any additional urgent refurbishment works.
- c) Initiate plans for the Kenley Memorial Hall Centenary in 2022 to begin on completion of the works in b), including the promotion of activities and events, and engaging with Kenley community in our plans.
- d) Draft a new 5-year Business Plan from 2022-2027 to focus on the next stages in the development and management of the Kenley Memorial Hall in terms of income, running costs, refurbishment and attracting new groups to hire the halls.
- e) Implement an action plan to remedy identified issues in all internal financial processes.
- f) Subject to government guidance on the hosting of certain events and activities, re-introduce community-focused events such as Craft Markets, Film Clubs and Community Fun Days.
- g) Subject to government guidance on the hosting of certain events and activities re-introduce fundraising events to raise monies for refurbishment of the Kenley Memorial Hall such as Tribute Nights.

#### Activities of the Charity during 2021-2022

1. Following the COVID-19 pandemic the KMH re-opened to regular hirers in April 2021; children's groups returned in April and adult groups in May. Weekend events, mainly children's and adult parties returned in September 2021.
2. The Trustees met six times during the period of the report to discuss and plan the business of the Charity and the Greater London Authority (GLA) funded refurbishment works, as well as to monitor the financial activity closely throughout the year. Of the six meetings, three were held electronically and three in the Small Hall. Decisions were also made and recorded in the intervening periods using email.
3. The Trustees continued to work with the Halls Manager on matters of maintenance and relevant policies and procedures.
4. The Trustees worked closely with the LBC to plan the implementation of the GLA-funded refurbishment works.
5. The website and social media outlets were used throughout the year to keep hirers informed and to attract new hirers, as well as to advertise Community Events.

#### Achievements & Performance

##### Hire and Management of the Kenley Memorial Hall

1. Both halls were open for the whole year, with regular hirers returning in April/May and single events (mainly parties) in September 2021. This was supported by a robust COVID-19 policy and risk assessment to ensure minimal risk of infection for all users.
2. Realistically, the large and small halls can be hired out for a maximum of 11 hours a day (55 hours a week) Monday to Friday (8am-11pm), which allows for a 15-minute turnaround between lettings. During 2021-2022 the following types of regular activities took place in the halls with 976 sessions booked for the year:
  - Art Groups for adults.
  - Gym and pre-school and soft play classes for under 5's.
  - Meetings.
  - Dance schools for children.
  - Indoor sport groups (badminton and archery).
  - Social lunch group for adults and pre-school children.

## Kenley Memorial Hall CIO

### Trustees' Annual Report for the Period Ended 31 March 2022

- Exercise classes for adults.
  - Martial Arts for all ages.
  - Weight management classes for adults.
3. A number of groups ceased to hire the KMH on a regular basis following the re-opening, and some reduced their hours. So, there remains capacity for further lettings in both halls.
  4. Weekend events began again in September with many children's parties, especially for the under 10's, and a few adult parties, Christenings, pre-wedding parties and wedding receptions were held. Virtually every weekend was fully booked between September 2021 and March 2022.
  5. The amount of income generated from these regular and single hired events (the CIO's main source of income) exceeded pre-COVID-19 levels, from £35,211 to £39,918, an increase of £4,707. Overall, the KMH ended the year with a surplus of £16,793.00 compared to a deficit of -£6,403.00 at the end of March 2021.
  6. The Kenley Memorial Hall as a Centre for the Community
    - a) No fundraising social events were held in 2020-2021. However, a Christmas Market was held.
    - b) In addition, the KMH hosted its first Free Market where clothing and equipment for 0-16-year-olds was offered. A copious amount of donations came flooding in beforehand and on the day a large number of people came to select and take nearly all of them. A bowl for donations raised over £100. This event was so successful that a further one is planned in the autumn of 2022. Some of the donation money will be used to buy essential baby items such as nappies for this market.
    - c) Family Craft Events and Film Clubs began again providing activities for families during the school holidays at an affordable price.
  7. From April 2022 the age range of users of the KMH will be identified as part of the agreed monitoring following the GLA-funded refurbishment works. This is to ensure that the KMH is being as inclusive as possible for all in the activities it offers the community.
  8. Business Plan:

During the last few months of the year a second 5-year Business Plan was drafted, which will be agreed by the Trustees shortly after the 2022 AGM. Its purpose will be to:

    - a) Provide focus, direction and prioritisation for the business of the Kenley Memorial Hall to ensure it meets the Objects of its Constitution over the next five years and beyond.
    - b) Execute a 'Centenary Improvement Plan' from 2022 that focuses on refurbishment to ensure a quality facility is available for the community now and for future decades.

### **Refurbishment and Maintenance of the Kenley Memorial Hall**

9. No refurbishment works were carried out in the period up to 31 March 2022.
10. During 2021-2022 the KMH worked closely with the LBC to plan the implementation of the GLA-funded refurbishment works for the KMH following the stalling of this during the COVID-19 pandemic. This was carried out under the umbrella of one project including Old Lodge Lane Baptist Church (OLLBC). The project's overall aim is to improve services for Kenley's growing population, particularly the young and socially isolated; to reach, inspire and connect more people across Kenley. The project costs and the scope of the works were both redefined and agreed, with the KMH contributing match-funding of £10,000 towards the car park refurbishment from a Lottery Grant. In addition, a Deed of Agreement was signed by both the KMH and OLLBC following a long consultation process and detailed advice from independent solicitors. The Contractor was appointed in December 2021 and the works are scheduled to begin on 11 May 2022 and be completed by 11 July 2022.
11. The following works are included as part of this funded project:

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2022

### Internal works:

- The female toilets at the rear of the building to be converted into two self-contained cubicles, one for disabled users and with baby-changing facilities to serve the users of the Small Hall.
- A built-in ceiling-suspended projector in the Large Hall.
- A new electric cooker and new door to the kitchen.

### External works:

- The car park outdoor space to be re-surfaced with one designated disabled parking bay, a bicycle rack, and an improved entrance with raisable post.
- Repairs and re-rendering of external walls of storage room.
- Modifications to the front steps, all paving surrounding the building levelled and a designated pedestrian walkway from the Station Road entrance. In addition, a widened pathway in front of the Small Hall to create a small patio.
- The noticeboard on the Godstone Road to be repaired and provided with an openable waterproof cover; signs illuminated by lighting installed at the car park entrance, on the storage room wall and above the Small and Large Hall doors to direct people to the entrances.

12. The maintenance work required for the year was comparatively 'light' compared to previous years. The following was undertaken:

- Emergency lighting installed.
- Car park drain cover replaced.
- Some minor repairs to the Large Hall and disabled toilets.
- Weeding of grounds around the building.

### **Review of Policies and Guidance**

### Benefits to Hall Hirers / the Community:

- All Small Hall users will have access to male, female and disabled / baby-changing facilities without entering the Large Hall. Improves security, privacy and accessibility.
- The showing of films to the local community can be widened to more than just families, with better quality projection and greater flexibility. Makes this facility available for use at parties and other social functions, meetings etc.
- Electric cooker reduces carbon emissions and is safer to use when no extractor fan installed. Gas cooker required repairs to keep it safe to use.
- Door replacing stable-type door that is now legally not fire-safe.
- Greatly reduces risks of tripping and injury and improves drainage. Level access for all with particular attention to those with mobility issues. Enabling safer/easier access to the KMH on foot or by cycling.
- Give the storage room walls protection against the weather and allows clear signage to be installed.
- Access from the Godstone Road will be safer with repaired steps and handrail. Step-free access from Station Road will be safer.
- Patio area outside the Small Hall will allow greater flexibility in using the outside areas for seating.
- Improved signage will enable clearer directions for access to the entrance doors for all users, especially at night. The KMH will be more 'visible' at night. The front noticeboard can be used more effectively to advertise events, especially during wet conditions.

## Kenley Memorial Hall CIO

### Trustees' Annual Report for the Period Ended 31 March 2022

13. All Policies and Procedures were reviewed throughout the year on an annual basis to check they were still up to date. A Finance Policy was also drafted to be approved by Trustees to address the issues identified in the audit of internal financial processes carried out in 2020.

#### **The Kenley Memorial Centenary in 2022**

14. The Trustees agreed to hold a series of events to celebrate the Centenary in September 2022 when the refurbishment works were completed. These would be an evening social event, a talk on the history of the KMH and an event for families.

#### **Financial Review**

1. Please see the separate Summary of Accounts for the period ended 31 March 2022.
2. The amount of capital held as of 31 March 2022 is £54,980.00, a substantial increase of £16,431.00 since 31 March 2021. A reserve fund of £20,000 has been set by the Trustees, leaving £34,980.00 available for refurbishment. This includes the £10,000 Lottery Fund Grant that continues to be ring-fenced for the car park refurbishment.
3. There are no funds in deficit.
4. Revenue from lettings was £39,918.00, a substantial increase of £30,569.00 on the previous year.
5. Running costs totalled £34,322.00, a small increase of £182.00 from 31 March 2021.
6. The year ended with an operating surplus of £5,596.00 compared to a loss of -£24,791.00 at the end of March 2021. In addition, a Government COVID-19 grant for charitable businesses was received of £10,000.00.
7. Other income totalled £11,426.00 for the year, including this government grant.
8. Fundraising income was £1,268.00.
9. No money was spent on refurbishment in this financial year.
10. The overall surplus for this year was therefore £16,792.00 compared to an overall deficit of -£6,403.00 at the end of March 2021.

#### **Future Plans**

1. As part of the 2022-2027 Business Plan the Trustees have set the following aims for the KMH: In 5 years' time the KMH CIO will be:
  - A thriving and valued 'community hub' for the people of Kenley, offering excellent premises, grounds, storage and equipment for hire all year round that are well-maintained and accessible to all.
  - Widely known in the community for not just its availability for commercial hire but also for its commitment to inclusivity, and for offering affordable and appropriate community activities for all.
  - Financially secure, investing any capital held wisely, and with robust plans in place for fundraising.
  - A venue of choice now and in the future.
2. The following tasks will therefore be the focus for 2022-2023:
  - a) Identify and attract potential hirers to the KMH that cater for young people, young adults and people over 70 years.
  - b) Agree and implement a Pricing Strategy for lettings in 2022 and future years.
  - c) Implement a robust Maintenance Plan to anticipate any annual expenditure required and plan appropriate works.
  - d) As part of the Centenary Improvement Plan, manage expenditure for KMH-funded refurbishment works for the stage, rear fire door, blackout blinds and any other works identified as a priority in 2022-2023.

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2022

- e) Continue to work with Croydon Council to see the completion of the GLA-funded refurbishment works at the KMH and implement the monitoring process as agreed in the Deed of Agreement.
- f) Implement a Fundraising Strategy to start and continue to raise funds for KMH refurbishment over the next five years.
- g) Increase the number of Community-focused events throughout the year to address any gaps that cannot be filled by lettings to ensure the KMH is fully inclusive to all.
- h) Initiate the development of an Environmental Action Plan to work towards a zero net carbon KMH in 10-15 years' time.

Signed by the Trustees:

Elizabeth Goodridge

Graham Stanford

Kemi Harper

Tony Avery

Councillor Ola Kolade

Natasha Glover

Mel Elston

Date:

**KENLEY MEMORIAL HALL**  
**ACCOUNTS FOR YEAR PERIOD ENDING MARCH 2022**

**INCOME AND EXPENDITURE ACCOUNT**

Notes

	2020/2021		2021/2022	
<b>1 REGULAR INCOME</b>				
Letting Fees			£9,349.00	£39,918.00
Less Expenditure				
Halls Manager	£14,436.00		£13,856.00	
Pension Contributions	£0.00		£1,943.00	
Cleaner	£1,570.00		£0.00	
PAYE Tax	£631.00		£536.00	
NI	£776.00		£839.00	
Staff Training	£48.00		£0.00	
Cleaning Expenses	£1,416.00		£4,932.00	
Rates	£0.00		£162.00	
Water Charges	£327.00		£242.00	
Electricity	£1,789.00		£743.00	
Telephone	£741.00		£826.00	
Gas	£4,009.00		£2,184.00	
Gas Maintenance	£0.00		£0.00	
Insurance	£3,136.00		£3,354.00	
Fire Extinguishers	£132.00		£150.00	
Alarm Maintenance	£0.00		£0.00	
Performing Rights	£308.00		£1,033.00	
Refuse Collection	£351.00		£0.00	
Repairs and Maintenance	£1,753.00		£631.00	1
Equipment	£980.00		£0.00	2
Gardening	£592.00		£835.00	
IT	£322.00		£400.00	
Postage	£0.00		£0.00	
Stationery	£10.00		£255.00	
Cleaning Supplies	£498.00		£484.00	
Window Cleaning	£50.00		£0.00	
Pest Control	£0.00		£762.00	
Miscellaneous	£265.00		£155.00	3
Promotion	£0.00		£0.00	
Legal Costs	£0.00		£0.00	
Bank Charges	£0.00		£0.00	
<b>Running Costs Total</b>	<b>£34,140.00</b>	<b>-£34,140.00</b>	<b>£34,322.00</b>	<b>-£34,322.00</b>
<b>Operating (Loss) Profit</b>		<b>-£24,791.00</b>		<b>£5,596.00</b>
<b>2 OTHER INCOME</b>				
Fund Raising Events	£525.00		£1,268.00	4
Interest and Dividends	£189.00		£144.00	
Subscriptions	£20.00		£14.00	
Donations	£28.00		£0.00	
Grants	£20,193.00		£10,000.00	
	<b>£20,955.00</b>	<b>£20,955.00</b>	<b>£11,426.00</b>	<b>£11,426.00</b>
Less Expenditure				
Community Events	£0.00		-£230.00	
Improvements	-£2,567.00		£0.00	5
	<b>-£2,567.00</b>	<b>-£2,567.00</b>	<b>-£230.00</b>	<b>-£230.00</b>
<b>(DEFICIT)/SURPLUS FOR THE PERIOD</b>		<b>-£6,403.00</b>		<b>£16,792.00</b>

**KENLEY MEMORIAL HALL**  
**ACCOUNTS FOR PERIOD ENDING MARCH 2022**

Funds Allocation

	31.03.21	31.03.22	Notes
Fund at Beginning of Period	45,013.00	38,549.00	
Deficit/Surplus for Period	- 6,403.00	16,792.00	
Deficit/Surplus on Revaluation of Investment	- 58.00	- 362.00	
Rounding difference	- 3.00	1.00	
Fund at end of Period	38,549.00	54,980.00	-

REPRESENTED BY

Barclays - New Community Account	5,476.00	22,125.00	
Barclays - Designated Funds (Car Park) Community Account	10,000.00	10,000.00	
Community Account	-	-	
COIF Account	17,987.00	18,131.00	
COIF Fixed Interest Account	5,086.00	4,724.00	6
Cash	-	-	
	38,549.00	54,980.00	

Notes

1 Repairs & Maintenance

PROCTORS ELECTRIC - ELECTRIC REPAIRS	307.44
VOS HEATING - HEATER REPAIR	324.00
	<hr/>
	631.44

2 Equipment

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-

3 Miscellaneous

ANTHONY AVERY - BANNER	65.00
MARK BYRNE - BADMINTON HOOK	50.00
E GOODRIDGE - GIFT FOR RACHEL B	40.00
	<hr/>
	155.00

4 Fund Raising Events

FILM CLUB	469.80
SUMMER MARKET	336.00
CHRISTMAS MARKET	462.00
	<hr/>
	1,267.80

5 Improvements

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-

6 COIF Fixed Interest Fund

Value as at 31/03/2022 - 3774.15 units at £1.2517	4,724.10
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## Independent Examiner's Report to the Trustees of Kenley Memorial Hall

I report on the accounts of Kenley Memorial Hall for the year ended 31 March 2022 which are set out on pages 1 to 2.

### Respective responsibilities of trustees and examiner

As members of the trustee board you are responsible for the preparation of the accounts and financial statements and you consider the audit requirements of the Regulations under section 144(2) of the Charities Act 2011 does not apply and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s 144 (5) (b) of the 2011 Act. That examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items for disclosures in the financial statements and seeking from you as trustees, explanations concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts and the report is limited to those matters set out in the statement below.

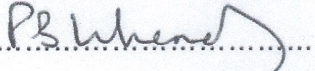
### Independent examiner's statement

In connection with my examination, no matters have come to my attention

1. Which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s. 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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.

Name: PETER WRENCH

Address: 60 MAYWATER CLOSE, SANDERSTEAD, SOUTH CRUYDON, SURREY CR2 0RS

Signature:  Date: 12<sup>th</sup> July 2022

**KENLEY MEMORIAL HALL CIO**

England & Wales - Charity number 1173776

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# Accounts

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**Kenley Memorial Hall CIO**  
**Charity Number: 1173776**  
**Trustees' Annual Report**  
**for the Period 1 April 2020 to 31 March 2021**

**Reference & Administration Details**

**Charity's operating address:** 92 Godstone Road, Kenley CR8 5AB

**Names of the Charity Trustees:**

	<b><i>Trustee Name</i></b>	<b><i>Office (if any)</i></b>	<b><i>Appointed</i></b>	<b><i>Retired</i></b>
1.	Elizabeth Goodridge	Chair of Trustees Appointed by All Saints Church, Kenley	1 October 2017	
2.	Steve O'Connell	Directly elected	30 May 2017	6 October 2020
3.	Anthony Avery	Directly elected	4 July 2018	
4.	Graham Stanford	Directly elected	4 July 2018	
5.	Kemi Harper	Appointed	4 September 2018	
6.	Rachel Beaton	Appointed	20 November 2018	

**Employees of the Charity:**

	<b><i>Name</i></b>	<b><i>Job Title</i></b>	<b><i>Date Employment Commenced</i></b>	<b><i>Date Employment Ceased</i></b>
1.	Lauren Winyard	Halls Manager	27 February 2019	
2.	Nicole Male	Cleaner	1 June 2018	11 October 2020

**Objectives & Activities**

1. The Objects of the Kenley Memorial Hall are summarised as follows:
  - a) The provision and maintenance of the Kenley Memorial Hall as a village hall for the use of the inhabitants of Kenley.
  - b) To improve the conditions of life and promote the welfare of the inhabitants of Kenley without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions.  
This includes use for hire or otherwise for:
    - a) Meetings, lectures and classes.
    - b) Other forms of recreation and leisure-time occupation.

**Aims of the Charity for 2020-2021**

1. The following aims for the period of 1 April 2020 to 31 March 2021 were set by the Trustees to fulfil the Objects:
  - a) Continue to review the Business Plan for 2020 – 2022 and set a budget for running costs against which to monitor income and expenditure, taking into account the impact of the

## **Kenley Memorial Hall CIO**

### Trustees' Annual Report for the Period Ended 31 March 2021

COVID-19 pandemic on the income from lettings for this financial year and any government grants for small businesses that were received.

- b) Implement a COVID-19-safe plan to enable the Kenley Memorial Hall to re-open as soon as it is reasonably practicable to do so, whilst following government guidance, and encourage the return of existing regular hirers.
- c) Actively promote the availability of the Kenley Memorial Hall via social media and our website to generate further income.
- d) Implement an action plan to remedy identified issues in all internal financial processes.
- e) Subject to government guidance on the hosting of certain events and activities, hold additional events to raise monies for refurbishment of the Kenley Memorial Hall.
- f) Continue with the five-year refurbishment programme, including working in partnership with Croydon Council following the successful bid for additional funding to The Greater London Authority (GLA) Good Growth Fund to provide excellent facilities that are safe, secure, and inclusive, enabling a variety of community activities to take place, and to attract new hirers.
- g) Complete the drafting and approval of all relevant and required policies for the Kenley Memorial Hall CIO.
- h) Initiate plans for the Kenley Memorial Hall Centenary in 2022.

#### **Activities of the Charity during 2020-2021**

1. The impact of the COVID-19 pandemic resulted in the large and small halls being closed for eight months of the year.
2. The Trustees met six times during the period of the report to discuss and plan the business of the Charity and monitor the financial activity closely throughout the year. Meetings were held electronically, and decisions were made in the intervening periods using email.
3. The Trustees continued to work with the Halls Manager on matters of maintenance and refurbishment, and relevant policies and procedures.
4. The Cleaner was furloughed from March 2020 to June 2020, but the Halls Manager continued to be employed for 20 hours a week throughout the year.
5. A pension scheme (NEST) was set up for the Halls Manager following the increase in salary.
6. The refurbishment programme continued for the Kenley Memorial Hall despite the closure of both halls.
7. Appropriate and legally required risk assessments were regularly carried out, particularly for COVID-19.
8. The website and social media outlets were used throughout the year to keep hirers informed of developments with the COVID-19 restrictions affecting the Kenley Memorial Hall.
9. The 2019-2020 Annual General Meeting was postponed from 16 June 2020 to 6 October 2020.

#### **Achievements & Performance**

##### **Hire and Management of the Kenley Memorial Hall**

1. Both halls were open for four months of the year, restricted by Government instructions to certain groups and activities. Regular hirers cancelled their letting and deferred returning to the Kenley Memorial Hall until August, September, December 2020, or April 2021. All paid deposits and advance letting fees were refunded, hire slots were held for them and payment plans were offered on return for any hirers struggling to pay the fees.
2. A COVID-19 Risk Assessment was completed, and the Kenley Memorial Hall was deep-cleaned and made COVID-19 Secure before re-opening in August 2020 and again in April 2021.

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2021

3. The large hall can be hired out for a maximum of 75 hours Monday to Friday (8am-11pm). During 2020-2021, 43 hours per week were used for regular hires between September and December 2020 (compared to 38 hours a week before lockdown began in April 2020).
4. The small hall can also be hired for a maximum of 75 hours Monday to Friday. During 2020-2021, 13 hours per week were used for regular hires between September and December 2020 (compared to 19 hours a week before lockdown began in April 2020).
5. The amount of income generated from regular hired events (the CIO's main source of income) was substantially reduced, especially in the Small Hall, which is more difficult to attract hirers.
6. There were no single daytime or evening events held at weekends (usually parties).
7. When the Cleaner resigned in October 2020 it was decided to use a professional cleaning contractor for the regular cleaning. This was implemented in October 2020.
8. The Kenley Memorial Hall as a Centre for the Community  
All community and fundraising events were cancelled for 2020-2021 apart from a Christmas Market held at the beginning of December 2020, which was attended by 200 people.

### Refurbishment and Maintenance of the Kenley Memorial Hall

9. The works in the refurbishment programme for the period up to 31 March 2021 were continued as follows:

#### **Project:**

a) Redecoration of the Large Hall.

b) New curtains purchased for the Large Hall.

#### **Benefit to Hall Hirers / the Community**

a) The Large Hall is cleaner and brighter with a contemporary feel that makes it more attractive to potential hirers. As a result, a wedding reception has been booked.

b) The curtains are now colour co-ordinated with the rest of the decor in the Large Hall, adding to the contemporary feel and attraction of the Hall.

10. The Greater London Authority (GLA) Good Growth Fund Project 'Connecting Kenley' did not progress in 2020 due to the pandemic and the financial crisis in Croydon Council. Some match-funding was capped or withdrawn, and works were re-prioritised based on the reduced budget. However, the proposed works for the Kenley Memorial Hall (referred to as a 'Community Hub') were still seen as a priority and in early 2021 the planning and consultation began again for Phase 1.
11. The following will be planned, costed and, if the agreed budget allows, undertaken in 2021 and 2022, with the Kenley Memorial Hall Trustees signing off each stage in the process:  
Internal works:
  - The female toilets at the rear of the building to be converted into self-contained male/female/disabled cubicles to serve the users of the Small Hall.
  - The stage area to be upgraded with new flooring, sound system, lighting, and projector.
  - Minor modifications to the kitchen including a new electric cooker.External works:
  - The car park outdoor space to be re-surfaced with designated parking bays and an improved entrance and gate.
  - Accessibility to be improved with modifications to the front steps and Station Road entrance for pedestrians to provide step-free access and safe walkways.

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2021

- Noticeboards and signs erected to promote the Kenley Memorial Hall more clearly within the community.

### Community Café:

- Funding is available to modify the Small Hall to enable this space to be used as a Community Café. The plans for the ongoing use and management of this café have yet to be developed.

12. The following maintenance work was also undertaken:

- Urgent electrical works.
- Repairs to the Large Hall heater including corrections to the thermostat programme and controls.
- Professional Fire Risk Assessment carried out and resulting required actions completed.
- Baby changing table and equipment added to the Large and Small Hall toilets.
- General repairs to drains and storm damage repairs.
- All storage areas cleared and re-organised.
- Clearance of the grounds.
- Removal of helium balloons from the Large Hall ceiling fans.
- Equipment purchased including a new laptop, steam cleaner and security safe.

### **Development of Policies and Guidance**

13. The following new Policies and Guidance were approved by the Trustees to complete the production of all required policies for the Kenley Memorial Hall:

- Booking Information for Hirers.
- COVID-19 Special Conditions for Hire and Risk Assessment.
- Fire Safety Policy and Procedures.
- Terms and Conditions of Hire.
- The Retention and Destruction of Documents Guidance.
- The Safeguarding of Vulnerable Beneficiaries.

### **The Kenley Memorial Centenary in 2022**

14. Planning for the anniversary year was put on hold because of the pandemic.

### **Financial Review**

1. Please see the separate Summary of Accounts for the period ended 31 March 2021.
2. The amount of capital held as at 31 March 2021 is £38,549.00, a decrease of £6,463.00 since 31 March 2020. This is because of the COVID-19 pandemic and planned ongoing capital expenditure on the refurbishment of the Kenley Memorial Hall. A reserve fund of £20,000 has been set by the Trustees, leaving £18,549.00 available for refurbishment. This includes the £10,000 Lottery Fund Grant that continues to be ring-fenced for the car park refurbishment.
3. There are no funds in deficit.
4. Revenue from lettings was £9,349.00, a decrease of £25,862 on the previous year as a direct result of the COVID-19 pandemic.
5. Running costs totalled £34,140.00, a decrease of £516.00 from 31 March 2020. The decrease was smaller than expected despite the Kenley Memorial Hall being closed for eight months. This is because new employer contributions for the Halls Manager post were paid, there was a greater need for cleaning, and gas and electricity costs increased due to incorrect programming of the Large Hall heater that substantially increased the gas consumption until

## Kenley Memorial Hall CIO

Trustees' Annual Report for the Period Ended 31 March 2021

this was identified in early 2021 and put right. Maintenance cost were lower. The year ended with an operating loss of -£24,791.00 compared to a profit of £555.00 at the end of March 2020. This substantial loss was reduced to -£4,598.00 by government COVID-19 grants for charitable businesses totalling £20,193.00 received throughout the year.

6. Other income totalled £20,955.00 for the year, including the government grants.
7. Fundraising income was £525.00.
8. £2,567.00 was spent on refurbishment in this financial year.
9. The overall deficit for this year was therefore -£6,403.00 compared to an overall deficit of £5,553.00 at the end of March 2020.
10. The amount of capital held at the end of March 2021 was therefore reduced from £45,013 to £38,549.00.
11. The action plan to remedy identified issues in our financial processes was deferred to 2021-2022 because of the pandemic.

### Future Plans

1. The Trustees aim to focus on the following tasks in 2021-2022:
  - a) Following the COVID-19 pandemic and, as lettings return to normal, to closely monitor the annual budget for running costs against income to end the year in surplus.
  - b) Work in partnership with Croydon Council on the planning and implementation of the refurbishment plans for the Kenley Memorial Hall (a 'Community Hub' and to carefully manage expenditure on any additional urgent refurbishment works.
  - c) Initiate plans for the Kenley Memorial Hall Centenary in 2022 to begin on completion of the works in b), including the promotion of activities and events, and engaging with Kenley community in our plans.
  - d) Draft a new 5-year Business Plan from 2022-2027 to focus on the next stages in the development and management of the Kenley Memorial Hall in terms of income, running costs, refurbishment and attracting new groups to hire the halls.
  - e) Implement an action plan to remedy identified issues in all internal financial processes.
  - f) Subject to government guidance on the hosting of certain events and activities, re-introduce community-focused events such as Craft Markets, Film Clubs and Community Fun Days.
  - g) Subject to government guidance on the hosting of certain events and activities re-introduce fundraising events to raise monies for refurbishment of the Kenley Memorial Hall such as Tribute Nights.

Signed by the Trustees:

Elizabeth Goodridge

Graham Stanford

Kemi Harper

Tony Avery

Rachel Beaton

Date:

# KENLEY MEMORIAL HALL

ACCOUNTS FOR YEAR PERIOD ENDING MARCH 2021

## INCOME AND EXPENDITURE ACCOUNT

Notes

	2019/2020		2020/2021	
<b>1 REGULAR INCOME</b>				
Letting Fees		£35,211.00		£9,349.00
Less Expenditure				
Halls Manager	£12,399.00		£14,436.00	
Cleaner	£2,908.00		£1,570.00	
PAYE Tax	£62.00		£631.00	
NI	£455.00		£776.00	
Staff Training	£0.00		£48.00	
Cleaning Expenses	£0.00		£1,416.00	
Rates	£625.00		£0.00	
Water Charges	£1,182.00		£327.00	
Electricity	£1,247.00		£1,789.00	
Telephone	£634.00		£741.00	
Gas	£3,343.00		£4,009.00	
Gas Maintenance	£0.00		£78.00	
Insurance	£3,527.00		£3,136.00	
Fire Extinguishers	£188.00		£132.00	
Alarm Maintenance	£304.00		£0.00	
Performing Rights	£546.00		£308.00	
Refuse Collection	£506.00		£351.00	
Repairs and Maintenance	£2,343.00	£1,675.00		1
Equipment	£1,758.00	£980.00		2
Gardening	£580.00	£592.00		
IT	£286.00	£322.00		
Postage	£0.00	£0.00		
Stationery	£0.00	£10.00		
Cleaning Supplies	£1,352.00	£498.00		
Window Cleaning	£0.00	£50.00		
Miscellaneous	£288.00	£265.00		3
Promotion	£123.00	£0.00		
Legal Costs	£0.00	£0.00		
Bank Charges	£0.00	£0.00		
<b>Running Costs Total</b>	<b>£34,656.00</b>	<b>-£34,656.00</b>	<b>£34,140.00</b>	<b>-£34,140.00</b>
<b>Operating (Loss) Profit</b>		<b>£555.00</b>		<b>-£24,791.00</b>
<b>2 OTHER INCOME</b>				
Fund Raising Events	£1,410.00		£0.00	
2020 Christmas Market			£220.00	
2021 Easter Market			£305.00	
Interest and Dividends	£341.00		£189.00	
Subscriptions	£24.00		£20.00	
Donations	£4,704.00		£28.00	
Grants	£0.00		£20,193.00	
	<b>£6,479.00</b>	<b>£6,479.00</b>	<b>£20,955.00</b>	<b>£20,955.00</b>
Less Expenditure				
Community Events	-£233.00		£0.00	
Improvements	-£12,354.00		-£2,567.00	4
	<b>-£12,587.00</b>	<b>-£12,587.00</b>	<b>-£2,567.00</b>	<b>-£2,567.00</b>
<b>(DEFICIT)/SURPLUS FOR THE PERIOD</b>		<b>-£5,553.00</b>		<b>-£6,403.00</b>

# KENLEY MEMORIAL HALL

ACCOUNTS FOR PERIOD ENDING MARCH 2021

## Funds Allocation

	31.03.20	31.03.21	Notes
Fund at Beginning of Period	50,543.00	45,013.00	
Deficit/Surplus for Period	- 5,553.00 -	6,403.00	
Deficit/Surplus on Revaluation of Investment	19.00	-	
Rounding difference	4.00 -	3.00	
Fund at end of Period	45,013.00	38,607.00	

## REPRESENTED BY

Barclays - New Community Account	12,069.00	5,476.00	
Barclays - Designated Funds (Car Park)	10,000.00	10,000.00	
Community Account	-	-	
COIF Account	17,799.00	17,987.00	
COIF Fixed Interest Account	5,144.00	5,144.00	5
Cash	-	-	
	45,012.00	38,607.00	

## Notes

### 1 Repairs & Maintenance

PROCTORS ELECTRIC	267.00
MR M BITTAR - BOILER SERVICE	78.00
MARK BYRNE - MAINTENANCE REPAIRS	500.00
VOS HEATING - HEATER REPAIR	234.00
MARK BYRNE - BLOCKED DRAIN	90.00
THOMAS DESMOND - STORM REPAIRS	280.89
JR MEGEATH - FIRE RISK ASSESSMENT	225.00
	<hr/>
	1,674.89

### 2 Equipment

IMPERATIVE - DEFIB	150.00
THE SAFE SHOP - SAFE	88.57
E GOODRIDGE - STEAM CLEANER	155.35
O+M OFFICE EQUIP - OFFICE EQUIPMENT	101.98
E GOODRIDGE - LAPTOP AND BAG	484.29
	<hr/>
	980.19

### 3 Miscellaneous

E GOODRIDGE - WREATH AND GIFTS	106.84
VALUE PRODUCTS LTD - SAFETY SIGNS	44.46
L WINYARD - PHONE CASE	14.99
E GOODRIDGE - CHANGE TABLES AND MATS	98.95
	<hr/>
	265.24

### 4 Improvements

E GOODRIDGE - CURTAINS FOR LARGE HALL	349.50
VALUE PRODUCTS LTD - SAFETY SIGNS	67.98
MR A APPLEYARD - DECORATING	1,150.00
MR A APPLEYARD - DECORATING	1,000.00
	<hr/>
	2,567.48

### 5 COIF Fixed Interest Fund

Value as at 31/03/2021 - 3774.15 units at £1.3630	5,144.17
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## Independent Examiner's Report to the Trustees of Kenley Memorial Hall

I report on the accounts of Kenley Memorial Hall for the year ended 31 March 2021 which are set out on pages 1 to 2.

### Respective responsibilities of trustees and examiner

As members of the trustee board you are responsible for the preparation of the accounts and financial statements and you consider the audit requirements of the Regulations under section 144(2) of the Charities Act 2011 does not apply and that an independent examination is required.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under s 144 (5) (b) of the 2011 Act. That examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items for disclosures in the financial statements and seeking from you as trustees, explanations concerning such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts and the report is limited to those matters set out in the statement below.

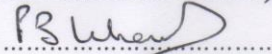
### Independent examiner's statement

In connection with my examination, no matters have come to my attention

1. Which give me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with s. 130 of the 2011 Act; or
  - to prepare accounts which accord with these accounting records 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.

Name: PETER WRENCH

Address: 60 MAYWATER CLOSE, SOUTH CROYDON, SURREY CR2 0RS

Signature:  Date: 25th June 2021