

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:

	<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.	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:

	<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	
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

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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.

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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:

Benefit to Hall Hirers / the Community

- a) Redecoration of the Large Hall.

- 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) New curtains purchased for the Large Hall.

- 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.

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- 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

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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:

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ACCOUNTS FOR YEAR PERIOD ENDING MARCH 2021

INCOME AND EXPENDITURE ACCOUNT

Notes

	2019/2020		2020/2021	
1 REGULAR INCOME				
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	
Running Costs Total	£34,656.00	-£34,656.00	£34,140.00	-£34,140.00
Operating (Loss) Profit		£555.00		-£24,791.00
2 OTHER INCOME				
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	
	£6,479.00	£6,479.00	£20,955.00	£20,955.00
Less Expenditure				
Community Events	-£233.00		£0.00	
Improvements	-£12,354.00		-£2,567.00	4
	-£12,587.00	-£12,587.00	-£2,567.00	-£2,567.00
(DEFICIT)/SURPLUS FOR THE PERIOD		-£5,553.00		-£6,403.00

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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
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	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
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	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
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	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
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	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.

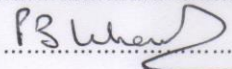
Independent examiner's statement

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