

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.

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- 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.

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- 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:

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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.

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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.

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- 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	
1 REGULAR INCOME			
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	
Running Costs Total	£34,140.00	-£34,140.00	£34,322.00
Operating (Loss) Profit		-£24,791.00	£5,596.00
2 OTHER INCOME			
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	
	£20,955.00	£20,955.00	£11,426.00
Less Expenditure			
Community Events	£0.00	-£230.00	
Improvements	-£2,567.00	£0.00	5
	-£2,567.00	-£2,567.00	-£230.00
(DEFICIT)/SURPLUS FOR THE PERIOD		-£6,403.00	£16,792.00

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)	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
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	631.44

2 Equipment

-

3 Miscellaneous

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

4 Fund Raising Events

FILM CLUB	469.80
SUMMER MARKET	336.00
CHRISTMAS MARKET	462.00
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	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.

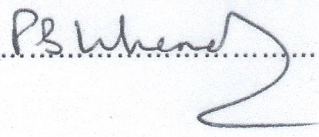
Independent examiner's statement

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 CROYDON, SURREY CR2 0RS

Signature:  Date: 12th July 2022