

**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><b>Trustee Name</b></i>	<i><b>Office (if any)</b></i>	<i><b>Appointed</b></i>	<i><b>Retired</b></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><b>Name</b></i>	<i><b>Job Title</b></i>	<i><b>Date Employment Commenced</b></i>	<i><b>Date Employment Ceased</b></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 2022-2023**

1. 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':
  - a) 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:

<b>Activity:</b>	<b>For children:</b>	<b>For adults:</b>	<b>For older adults:</b>
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.

**Kenley Memorial Hall CIO**  
Trustees' Annual Report for the Period Ended 31 March 2022

### **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	6
Cash	-	-	
	54,980.00	30,134.00	

# 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  
 E GOODRIDGE  
 ROBERTWILLIAMWALLA  
 METRO MANAGEMENT  
 M F PRICE KITCHENS  
 E GOODRIDGE  
 MR M BITTAR  
 CALLUM FORDHAM  
 VOS HEATING 5331  
 E GOODRIDGE  
 ETC  
 ROBERTWILLIAMWALLA

£

BOILER SERVICE 78  
 VOS HEATER 270  
 PAINT 24  
 CCTV/ALARMS 336  
 HALL FLOORS 1,896  
 HALL KEYS 66  
 MICROWAVE AND KETTLE 140  
 KITCHEN TAP 226  
 FLAT ROOF PATCH 120  
 VOS HEATER 270  
 PRINTER 59  
 FIRE EXTINGUISHERS 86  
 CCTV/ALARMS 360

---



---

**3,931**


---



---

**2 Miscellaneous**


---



---

**0**


---



---

**3 Fund Raising Events**

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

#### 4 Community Events

<i>Date</i>	<i>Event</i>	<i>Description</i>	<i>Income</i>	<i>Expense</i>	<i>(Deficit)/Surplus</i>
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

Supplies

79

-79

16/02/2023 Film Club

Ticket sales

171

Movie rental

100

Food supplies

26

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