

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.*

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- *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.

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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.

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- 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.

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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
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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	

REPRESENTED BY

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	
1 REGULAR INCOME				
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	
Running Costs Total	£42,340.00	-(£42,340.00)	£48,306.00	-(£48,306.00)
Operating (Loss) Profit		-(£257.00)		-(£9,976.00)
2 OTHER INCOME				
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	
	£5,939.00	£5,939.00	£7,333.00	£7,333.00
Less Expenditure				
Fund Raising Events	£1,773.00		£30.00	3
Community Events	£605.00		£440.00	4
Improvements	£0.00		£0.00	6
	£2,378.00	-(£2,378.00)	£470.00	-(£470.00)
(DEFICIT)/SURPLUS FOR THE PERIOD		£3,304.00		-(£3,113.00)

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
		7,273

2 Miscellaneous

02/12/2024	Gift for volunteer	34.00
		34

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		
		L Winyard - elf hunt prizes	-	30	
					448
			1,436	30	1,405

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	-71.97
27/08/2024	Family Craft	Ticket sales	45.00		
		Donations	7.10		
		Supplies		-52.49	-52.49
21/10/2024	Family Craft	Ticket sales	54.00		
		Donations	45.00		
		Supplies		-73.50	-73.50
30/12/2024	Family Craft	Ticket sales	87.00		
		Donations			
		Supplies		-46.20	-46.20
22/12/2024	Breakfast with Santa	Ticket sales	233.00		
		Donations			
		Supplies		-110.67	-110.67
24/06/2024	Free Market - Adults	Donation	14.66		
		Supplies			0

Date	Free Market - Children	Donation	Supplies
06/10/2024		5.50	-43.30
30/11/2024	Free Market - Toys	14.24	-42.10
23/03/2025	Free Market - Children	11.68	0.00
			-39
		772 -	440
			331
5 Donations			
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
			4002

8 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 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: 7th July 2025