

THE KEENE HALL

(Registered Charity No. 282025)

Report to the 21st Annual General Meeting, held on Tuesday 20th July 2021

Introduction

It is my pleasure and privilege to present this report on behalf of the Trustees and it is appropriate that I start with thanks to the Keene Hall team: Susan Royce, our Administrator, Steve Bullman, our Caretaker/Cleaner and John Germaine, who continues as our relief Caretaker.

Administration

In my Annual Report for last year, presented in September, I anticipated the return of staff to full-time working in October. Well, they did – for a short time anyway. Covid got worse and we closed before Christmas and did not re-open until May 2021 and then only with limitations. Currently, we are scheduled to lose all restrictions from 19th July 2021, but time will tell.

I was pleased to welcome Susan back from sick leave in May and hand back the administration to someone who knows what they are doing. It was no easy task to try (but not always succeeding!) to condense into 11 weeks the knowledge and experience that Susan had gained over 14 years and it made me reflect on how much organisations like ours, rely on just one or two people.

Trustees

We are currently a group of eight Trustees, elected and nominated:

- Elected: Jean Blake, John Cummin, Christine Paul, Margaret Wallbank and Geraldine Willden
- Nominated: Anthony McQuiggan, Neville Paul and Stephanie Troop (one Parish Council vacancy)

Coronavirus

The stream of advice from Government and other sources, continues. We follow guidance prepared by ACRE (Action for Communities in Rural England) to which we belong via its County network, the RCCE. Keene Hall remains 'Covid-19 Secure'. We have available the NHS QR code for visitors to electronically record their visit and a record sheet for manual records. A number of regular hirers have been supplying their own, additional sanitizer, etc.

Hiring

In April, we started getting enquiries from many of our regular hirers about returning and 17th May was a key date, with unrestricted access from 21st June, now delayed for another four weeks. Within hours of the Prime Minister's announcement, some June bookings were cancelled. Individual hirings also picked up, with an increase in booking forms completed from our website. The extra grants received have gone some way to meet the shortfall in hiring income.

Building and Garden

My thanks to Steve, who used the time that he could work, in carrying out a series of painting and renovating work around the building – we wanted to ensure, as best we could, that Keene Hall would be a clean and smart place for use by our hirers on their return.

Although we could not meet, I was able to consult Margaret, as Vice-Chairman and Susan by phone and email to discuss and agree issues affecting Keene Hall. Part of our concern was the state of the building and the grounds and in April, when restrictions had lifted slightly, I was able to accept Geraldine's kind offer to help, by doing a survey to list remedial and other work that we thought was needed. Over the coming months, these items of work will come before Trustees for consideration. An update of our asset register was also conducted at the same time.

Future developments

We will continue to look carefully at expenditure during the next 12 months. Whilst our finances are in a healthy state, the various grants and Job Retention Schemes will inevitably cease, and we are likely to be dipping into reserves. Trustees' have already agreed expenditure on a replacement CCTV system which will exceed £1600. White-lining the car-park is among the priorities that Geraldine & I listed, and that will also be a substantial sum.

Can I raise a hand on behalf of the hard of hearing? I would welcome Trustees' support for a mobile amplifier and microphone system that can manage eight microphone outlets. I have noticed one advantage during remote meetings: using headphones (recommended by Stephanie), I substantially reduced the inaudibility problem that I experience at live meetings. The mobile amplifier could/would also be available to other users and we could consider a small charge.

Our aim, as ever, is to keep our Hall up to a very good standard, and to ensure we continue to offer a venue that is up to date, attractive, competitive, comfortable and CV safe!

Neville J. A. Paul

Chairman of the Trustees

July 2021

Keene Hall - Income & Expenditure from 1st April 2020 to 31st March 2021

As at 2 April 2021

		Income	Expenditure
Bt.Fwd	Current Bank A/c £ as at 1 April 2020	1,000.00	
	<u>deduct</u> o/s cheques	- 955.02	
	<u>add</u> items not yet credited		
	Capital Reserve A/c as at 1 April 2020	48,088.63	
	Cash float	36.20	
	Cash not paid to bank	174.50	
	Total Bt. Fwd.	48,344.31	
Receipts	Rent from GPC	7,380.00	
	Hiring Charges	9,683.50	
	CCC Covid Grants	18,992.72	
	Deposit Interest	22.35	
	HMRC JRS Payments	21,242.69	
	Total Receipts	57,321.26	
	TOTAL INCOME	105,665.57	
Payments	Salaries		30,214.88
	Administration & Cleaning		1,376.16
	Garden		986.86
	Building		431.66
	Utilities		5,157.17
	Insurance & PRS		-
	Printing & Stationery		31.25
	Capital expenditure		-
	Miscellaneous		306.49
	Deposits refunded		591.00
	Total Payments		39,095.47
	Total Receipts less Payments (Payments less Receipts)	18,225.79	
Cd. Fwd.	Current Bank A/c £ as at 31 March 2021		1,000.00
	<u>deduct</u> o/s cheques		-
	<u>add</u> items not yet credited		
	Business Reserve as at 31 March 2021		65,503.02
	Investments		
	Petty Cash float		67.08
	Cash in hand (not paid to bank)		
	Cash not yet credited		

Total Cd. Fwd.

66,570.10

TOTAL EXPEND

105,665.57

Control Totals:

TOTAL INCOME	105,665.57
less TOTAL EXPE	(105,665.57)
Difference	-

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The Keene Hall

**On accounts for the year
ended**

31 March 2021

**Charity no
(if any)**

282025

Set out on pages

One and two

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. ~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. Delete [] if not applicable.~~

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed: **M. D. Cotterill**

Date: **3rd May 2021**

Name: **Michael David Cotterill**

**Relevant professional
qualification(s) or
body: I.C.A.E.W.**

(if any):.

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