

THE KEENE HALL

(Registered Charity No. 282025)

Report to the 23rd Annual General Meeting, held on Tuesday 30th May 2023

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.

Trustees

We currently have a six Trustees, elected and nominated:

- Elected: Christine Paul, Margaret Wallbank and Geraldine Willden
- Nominated: Anthony McQuiggan, Neville Paul, and Geoff Smith

Jean resigned towards the end of 2022 and John sadly passed away in December last year. Stephanie resigned from the Parish Council in March, and it followed that she ceased to be a nominated Trustee. I would like to record my thanks to all three for their support over a number of years.

Hiring

Our hirings improved compared with last year and are at a good level.

Building and Garden

The replacement floor covering for the foyer & corridors was laid in time for our event on 4th June. Quite a lot of work has been carried out in and around the car park, although more is to be done. Damaged concrete posts supporting the back fence have recently been replaced by the water company. We recently supplied a new PC for the Administrator and Susan's old PC is now used by the Chairman. The stage curtains are due to be taken down and cleaned in the course of this year.

Queen's Jubilee event

We provided the whole of our premises for the Senior citizen's lunch organized by the Parish Council. We welcomed the new Mayor and Mayoress, Councillor and Mrs Galley, to our event. We were saddened to hear of Councillor Galley's death later in the year. Considerable thanks go to the volunteers who handled the catering, clearing up and washing up. As ever, the Galleywood WI ladies came up trumps with railing decoration and support – they also managed to alter the bunting to be used during the recent Coronation weekend.

Change of Sovereign

Trustees were saddened by the sudden death of HM Queen Elizabeth II last September. We wish HM King Charles III and HM Queen Camilla all our good wishes for a happy and successful reign.

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 safe!

Neville J. A. Paul

Chairman of the Trustees

May 2023

Keene Hall - Income & Expenditure 1st April 2022 to 31st March 2023

As at 31 Mar 2023

			Income	Expenditure
Bt.Fwd	Current Bank A/c 86026011	as at 1 April 2022	1,000.00	
	<u>deduct</u> o/s cheques			
	<u>add</u> items not yet credited			
	Capital Reserve A/c 86039210	as at 1 April 2022	65,838.07	
	Petty Cash		62.66	
	Cash not paid to bank		120.00	
	Total Bt. Fwd.		67,020.73	
Receipts	Rent from GPC		7,647.76	
	Hiring Charges		53,191.42	
	Refundable deposits		8,250.00	
	HMRC - JRS		-	
	Deposit Interest		238.89	
	Other income		1.00	
	Total Receipts		69,329.07	
	TOTAL INCOME		136,349.80	
Payments	Salaries			37,625.58
	Administration & Cleaning			5.44
	Garden			627.00
	Building			9,110.10
	Utilities			11,271.64
	Insurance & PRS			1,537.34
	Printing & Stationery			72.41
	Capital expenditure			-
	Miscellaneous			61.00
	Deposits refunded			7,714.01
	Total Payments			68,024.52
	Total Receipts less Payments (Payments less Receipts)		1,304.55	
Cd. Fwd.	Current Bank A/c 86026011	as at 31 Mar 2023		1,000.00
	<u>deduct</u> o/s cheques			-1683.31
	<u>add</u> items not yet credited			-
	Business Reserve A/c 86039210	as at 31 Mar 2023		68,876.81
	Petty Cash float			98.78
	Cash in hand (not paid to bank)			33.00
	Total Cd. Fwd.			68,325.28
			TOTAL EXPEND	136,349.80

Control Totals:

TOTAL INCOME	136,349.80
less TOTAL EXPENDITURE	(136,349.80)
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 2023

**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:

May 2023

Name:

Michael David Cotterill

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

(if any):.

Address:

70 Tabors Avenue

Chelmsford

CM2 7EJ

