

THE KEENE HALL

(Registered Charity No. 282025)

Report to the 24th Annual General Meeting, held on Tuesday 28th May 2024

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 eight Trustees, elected and nominated:

- Elected: Christine Paul, Margaret Wallbank Geraldine Willden and John Turkentine
- Nominated: Anthony McQuiggan, Neville Paul, Chris Shreeve and Stephanie Troop

Hiring

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

Building and Garden

- Trustees' agreed a major refurbishment of the stage area. That included the stage floor being sanded and treated; the stage curtains being cleaned and re-proofed against fire and the walls being repaired and painted.
- The Lodge Room floor was sanded and re-varnished.
- Grants Garden Services carried out substantial work in the car park and other outside areas:
 - Major cut-back to show clearly defined car park spaces
 - Filling in and concrete edging along the back fence
 - Removal of encroaching small trees and shrubs

Our finances

Whilst our expenditure exceeded our income this year by a substantial amount, our reserves are nonetheless still very healthy. It should be noted that the items mentioned under Building & Garden cost £10827.

Community engagement

Trustees' agreed to make the Keene Hall fully available for a showcase event in July, being organised by the Parish Council, for voluntary groups in Galleywood,

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! My thanks to trustee colleagues who help make this happen.

Neville J. A. Paul

Chairman of the Trustees

March 2024

Keene Hall - Income & Expenditure 1st April 2023 to 31st March 2024					
	As at 31 Mar. 2024				
				Income	Expenditure
Bt.Fwd	Current Bank A/c 86026011	as at 1 April 2023		1,000.00	
	deduct o/s cheques			- 1,683.31	
	add items not yet credited				
	Capital Reserve A/c 86039210	as at 1 April 2023		68,876.81	
	Petty Cash			98.78	
	Cash not paid to bank			33.00	
		Total Bt. Fwd.		68,325.28	
Receipts	Rent from GPC			8,030.24	
	Hiring Charges			55,022.28	
	Refundable deposits			3,300.00	
	Deposit Interest			746.65	
	Other income			850.35	
		Total Receipts		67,949.52	
		TOTAL INCOME		136,274.80	
Payments	Salaries				43,114.11
	Administration & Cleaning				217.57
	Garden				2,635.28
	Building				11,808.86
	Utilities				8,485.61
	Insurance & PRS				1,683.31
	Printing & Stationery				99.47
	Capital expenditure				-
	Miscellaneous				127.90
	Deposits refunded				5,136.50
		Total Payments			73,308.61
		Total Receipts less Payments		(5,359.09)	
		(Payments less Receipts)			
Cd. Fwd.	Current Bank A/c 86026011	as at 28 Mar 2024			1,000.00
	deduct o/s cheques				0.00
	add items not yet credited				-
	Business Reserve A/c 86039210	as at 28 Mar 2024			61571.16
	Petty Cash float				104.03
	Cash in hand (not paid to bank)				291.00
		Total Cd. Fwd.			62,966.19
				TOTAL EXPEND	136,274.80
	Control Totals:				
	TOTAL INCOME	136,274.80			
	less TOTAL EXPENDITURE	(136,274.80)			
	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 2024

**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 2024**

Name: **Michael David Cotterill**

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

(if any):.

Address:

70 Tabors Avenue

Chelmsford

CM2 7EJ

