

KENNINGHALL MEMORIAL HALL

England & Wales · Charity number 303990

Details

Other names VILLAGE HALL

Status Registered

Legal form Other

Registered 1963-05-20

Register [View on the Charity Commission register](#)

Contact

Address Kenninghall Village Hall
School Close
Kenninghall
Norwich
Norfolk
NR16 2EL

Phone 07778673658

Email kvh8437@gmail.com

Website www.kenninghallvillagehall.org

Activities

Objects: VILLAGE HALL

Activities: Providing a meeting place for all village activities.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Education/training, Arts/culture/heritage/science, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** PARISH OF KENNINGHALL AND ITS IMMEDIATE VICINITY
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£51,921	£51,993	-	-
2024-03-31	£28,162	£28,545	-	-
2023-03-31	£21,373	£17,152	-	-
2022-03-31	£27,292	£49,633	-	-
2021-03-31	£927	£13,806	-	-

Trustees

Name	Role	Appointed
Mr P Forster	Chair	2018-04-24
Alison Freda Holman		2023-04-24
Christine Anne KAY		2018-04-24
Gerald Sutton		2021-10-18
Giles Edward Branford		2024-04-29
Jeremy Hall		2019-04-29
Julie Suzanne Burton		2025-01-02
Kevin Mark Edwards		2021-10-18
MR P KAY		2018-04-24
Mr I Copeman		2018-04-24
Mrs J Bush		2018-04-24
Mrs MEA Wood		2018-04-24
Ms S Bailey		2018-04-24

KENNINGHALL MEMORIAL HALL

England & Wales - Charity number 303990

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	April	2024		31	March	2025

Section A Reference and administration details

Charity name

Kenninghall Memorial Hall

Other names charity is known by

Registered charity number (if any)

303990

Charity's principal address

Heath Farm

Lopham Road

Kenninghall, Norwich

Postcode

NR16 2DT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Paul Forster	Chairman		Snooker Club
2	Jeremy Hall	Vice-Chairman		Badminton Club
3	Giles Branford	Treasurer		None
4	Christine Anne Kay	Secretary and Bookings Clerk		None
5	Ian Copeman			None
6	Alison Holman			The Lunch Club
7	Anne Wood			Kenninghall Church
8	Kevin Edwards			Kenninghall Parish Council
9	Sarah Bailey			None
10	Gerald Sutton			Carpet Bowls
11	Jane Bush			None
12	Peter Kay			Kenninghall Lands Trust
13	Daniel Myhill		1/4/2024 to 2/1/2025	Kenninghall Garden Club
14	Julie Burton		From 2/1/2025	Kenninghall Garden Club
15	Gennie Mountney			None
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Kenninghall Parish Council	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Building Surveyor	C D Mounthey	
Legal advice	Leathes Prior	Cathedral Close, Norwich, NR1 4DR

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Conveyance dated 27 August 1954 setting up the trust and committee
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointment is by either: <ul style="list-style-type: none"> • Appointment by village organisations (confirmed at AGM) • Election at the Annual General Meeting

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<p>Induction of new trustees New trustees are required to sign the necessary declarations, provide contact details for submission to the charity commission, are given a copy of our constitution, and the Essential Trustee (a guide to trustees responsibilities) document, from the Charity Commission.</p> <p>Organisational structure The charity is run by a committee of trustees, who are responsible for the general control and management of the charity. They meet at regular intervals throughout the year to oversee the running of the charity. The trustees give their time freely and do not receive any remuneration or other financial benefit. Each year at their Annual General Meeting the trustees elect a chairman, vice chairman, treasurer, secretary, and bookings clerk, from their numbers.</p> <p>The charity has continued its silver membership with Community Action Norfolk, who provide advice, and access to ACRE guidance documents.</p> <p>Major risks Damage to the building, and public liability The charity has appropriate insurance.</p> <p>Health and Safety - we undertake annual risk assessments for Health and Safety issues in and around the building, and take appropriate action to address any issues raised. We have also incorporated important Health and Safety instructions and information in the documentation given to hirers. Our Health and Safety Policy is reviewed regularly. We have a food hygiene rating of 5 (Very Good).</p> <p>Financial strength- our treasurer undertakes quarterly reviews of the charity's finances, and reports on the charity's finances at each committee meeting. The bookings clerk reports to the committee meetings on the weekly income received from bookings so that trustees can gauge if our hire fee income is on track.</p>
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Summary of the objects of the charity set out in its governing document

Physical and mental training and recreation and social moral and intellectual development through the medium of a Village Hall reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Kenninghall and its immediate vicinity without distinction of sex or of political, religious, or other opinions.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The provision of a public building which can be used for:

- Indoor sporting activities and keep fit classes. Current activities include carpet bowls, snooker, badminton, table tennis. Keep fit classes - yoga, boxercise, pilates, zumba, zumba gold chair, barre.
- Venue for meetings for local organisations - the village hall is used for meetings by the parish council, the hall committee, and other village organisations and charities, local businesses, and also for training courses.
- Venue for choir and band practices by local singers, and musicians.
- Venue for fundraising activities for village organisations such as fetes, craft fairs, quizzes, bingo, workshops, live music / dances.
- Venue for private hire such as birthday and anniversary parties, wedding receptions, funeral teas, christening receptions, family get togethers.
- Venue for the Lunch Club.

All trustees are aware of the charitable aims set out in our governing document, and we have had regard to the guidance issued by the Charity Commission on public benefit when exercising our relevant powers and duties.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity does not make grants to other organisations.

The charity does not have any policy programme related investments.

The charity relies on its trustees and some volunteers, to carry out its functions.

Summary of the main achievements of the charity during the year

The Village Hall has had a very successful, and busy, year.

Hirers use of the hall - In addition to the regular user groups and classes (Yoga, Badminton, Luncheon Club, Carpet Bowls, Garden Club, Pingo Jazz group, Kenninghall Singers, Pilates and Zumba), we now have Boxercise, and on a six month cycle a special needs group of children playing badminton. Two new classes - Zumba gold chair, and barre fitness, are due to start in the coming weeks.

The weekly Mindfulness café ran for part of the year, but have now relocated to their own premises.

This year has seen numerous bookings for children's birthday parties, along with funeral wakes, dance practise, polling station and private badminton sessions.

Fundraising events this year included: Quizes, D-Day Commemoration, Best of Kenninghall Produce show, the Dance with the Daydreamers, annual Christmas Craft Fair, along with KKC Bingo, and the Church Christmas Fair.

The **Memorial Room** is used regularly for Village Hall meetings, Parish Council meetings, the Kenninghall Singers, Lands Trust meetings, and also Norfolk Police, Band practices, Bowls meetings, training courses, and small exercise classes. The room has the capacity to be used much more regularly for meetings or small clubs.

The **Snooker Room** is used regularly by snooker club members on a weekly and also occasional basis, which generates a good income for the hall. We currently have 40 club members. The snooker table was refurbished in February this year.

Maintenance and Servicing this year has included a new valve for the urinals water system; replacement of the front door codelock inner mechanism; a new storage container; annual servicing of the air source heater by Finn Geotherm; servicing/testing of fire alarm, emergency lighting, fire extinguishers by Efire; shutter servicing; PAT testing; Health and Hygiene inspections.

The Fire Alarm and Disabled Toilet Alarm are tested and recorded every week. We have also updated the Village Hall Health and Safety Policy.

Equipment - a number of padded chairs have been damaged and replaced by chairs from the store, in addition we have purchased four 30 stone capacity chairs to address this problem.

Two destratification fans have been installed in the Main Hall to address the heating issue in there, and as we had a scissor lift on site, LED lights were fitted to replace the fluorescent tube lighting. (This should significantly reduce our electricity costs, and during the year we also secured a cheaper tariff for our electricity supply).

The same week the kitchen was refitted with commercial appliances consisting of cooker, glass washer, dish washer, microwaves and extractor fan, to help the volunteers of the very popular Luncheon Club.

This was paid for by the Mary Bowles trustees via the Luncheon Club.

Thanks to the Parish Council and the Mary Bowles trustees for their financial support, without this, it would not have been possible.

At the start of the financial year the Mary Bowles charity also paid for the improvements to sound and ambient lighting installed by Simply Sound, again many thanks for this.

A leak in the roof valley was discovered while the Kitchen was being refitted, three quotes were obtained to rectify the problem, and one has been accepted. The work will be carried out by the contractor, date to be confirmed.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our Reserves Policy currently remains at £1,000. We intend to review this figure again during the next financial year.

Details of any funds materially in deficit

There are none.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income

Income from hire fees (less refunded damages deposits) was £17,812; our fundraising events raised £3,368; and sundry income from selling redundant hall equipment raised £1,264.

In addition, we received donations/gifts consisting of the supply and installation of new Kitchen appliances, including a new 6 plate cooker, ventilation hood, glass washer, dishwasher, 2 microwaves, and associated electrical work to the value of £17,175 paid for by the Mary Bowles Charity; and also improvements to the sound and lighting in the Main Hall, installed by Simply Sounds, to the value of £11,802, and paid for by the Mary Bowles Charity; and a £500 grant from Breckland Council for our D Day commemorative event on 8 June 2024, all totalling £29,477. The Village Hall did not receive or expend any money in relation to the sound and lighting and kitchen improvement projects.

The value of all credits, including our hire fee income, fundraising, grant, and the gifts detailed above, amounted to £51,921.

Expenditure

Total expenditure for the year amounted to £51,993.

This included general day to day repairs and maintenance costs of £12,739; utilities, cleaning and insurance costs of £6,132, and sundry expenses of £1,265.

The majority of expenditure was for build costs and equipment, to include: the £17,175 for the Kitchen appliances detailed above, and the £11,802 for the sound and lighting equipment detailed above, (neither of which was actually expended by the Village Hall); and our purchase of a new storage container for £2,880, which all totalled £31,857.

Investment policy

We do not currently have any investments, and have not adopted any ethical investment policy.

Section F

Other optional information

Going forward, we have incurred more building maintenance costs, repairing the defective roof valley guttering, and replacing batteries in half of our emergency lights. We now need to replace the batteries in the other emergency lights. In the medium term, we need to replace some of our furniture which is now reaching the end of its useful life, and install more usb sockets in the hall to make life easier for charging phones etc.

Section G**Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	<i>P Forster</i>	<i>G E Branford</i>
Full name(s)	Paul Forster	Giles Edward Branford
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date	19 June 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Kenninghall Memorial Hall

No (if any)
303990

CC16a

Receipts and payments accounts

For the period from	Period start date 1st April 2024	To	Period end date 31st March 2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hire fees for hall	17,812	-	-	17,812	14,110
Fund raising	3,368	-	-	3,368	3,283
Grants and donations	-	29,477	-	29,477	10,769
Sundry income	1,264	-	-	1,264	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	22,444	29,477	-	51,921	28,162
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	22,444	29,477	-	51,921	28,162
A3 Payments					
Build costs and equipment	2,880	28,977	-	31,857	19,101
Repairs and maintenance	12,239	500	-	12,739	641
Utilities, cleaning and insurance	6,132	-	-	6,132	7,476
Sundry expenses	1,265	-	-	1,265	1,327
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	22,516	29,477	-	51,993	28,545
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	22,516	29,477	-	51,993	28,545
Net of receipts/(payments)	- 72	-	-	- 72	- 383
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,227	-	-	15,227	15,610
Cash funds this year end	15,155	-	-	15,155	15,227

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays	5,013	-	-
	Virgin Money	10,142	-	-
	Cash on hand	-	-	-
	Total cash funds	15,155	-	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Memorial Hall together with fixtures, fittings and contents.		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Refundable hire deposits		500	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>G E Branford</i>	GILES BRANFORD	19th June 2025



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Kenninghall Memorial Hall

**On accounts for the year
ended**

31st March 2025

**Charity no
(if any)**

303990

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2025**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed:

Louisa Garamukanwa

Date:

23rd June 2025

Name:

Louisa Garamukanwa

**Relevant professional
qualification(s) or body
(if any):**

FCA

Address:

Deep Well House, 2 Yarmouth Road, Hales, Norfolk, NR14 6SP

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

KENNINGHALL MEMORIAL HALL

England & Wales - Charity number 303990

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2023		Day 31	Month March	Year 2024

Section A Reference and administration details

Charity name

Kenninghall Memorial Hall Committee

Other names charity is known by

Registered charity number (if any)

303990

Charity's principal address

Heath Farm
Lopham Road
Kenninghall, Norwich
Postcode NR16 2DT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Kay	Chairman		Kenninghall Lands Trust
2	Paul Forster	Vice-Chairman		Snooker Club
3	Ian Copeman	Treasurer		None
4	Christine Anne Kay	Secretary and Bookings Clerk		None
5	Alison Holman			The Lunch Club
6	Anne Wood			Kenninghall Church
7	Sarah Bailey			None
8	Kevin Edwards			Kenninghall Parish Council
9	Gerald Sutton			Carpet Bowls
10	Jeremy Hall			Badminton Club
11	Jane Bush			None
12	Daniel Myhill			Kenninghall Garden Club
13	Gennie Mountney			None
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Kenninghall Parish Council	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Building Surveyor	C D Mountney	
Legal advice	Leathes Prior	Cathedral Close, Norwich, NR1 4DR

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Conveyance dated 27 August 1954 setting up the trust and committee.
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointment is by either: <ul style="list-style-type: none"> Appointment by village organisations (confirmed at AGM) Election at the Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Induction of new trustees

New trustees are required to sign the necessary declarations, provide contact details for submission to the charity commission, are given a copy of our constitution, and the Essential Trustee (a guide to trustees responsibilities) document, from the Charity Commission.

Organisational structure

The charity is run by a committee of trustees, who are responsible for the general control and management of the charity. They meet at regular intervals throughout the year to oversee the running of the charity. The trustees give their time freely and do not receive any remuneration or other financial benefit. Each year at their Annual General Meeting the trustees elect a chairman, vice chairman, treasurer, secretary, and bookings clerk, from their numbers.

The charity has continued its silver membership with Community Action Norfolk, who provide advice and access to ACRE guidance documents.

Major risks

Damage to the building, and public liability

The charity has appropriate insurance.

Health and Safety - we undertake annual risk assessments for Health and Safety issues in and around the building, and take appropriate action to address any issues raised. We have also incorporated important Health and Safety instructions and information in the documentation given to hirers. Our Health and Safety Policy is reviewed regularly. We have a food hygiene rating of 5 (Very Good).

Financial strength- our treasurer undertakes quarterly reviews of the charity's finances, and reports on the charity's finances at each committee meeting. The bookings clerk reports to the committee meetings on the weekly income received from bookings so that trustees can gauge if our hire fee income is on track.

Summary of the objects of the charity set out in its governing document

Physical and mental training and recreation and social moral and intellectual development through the medium of a Village Hall reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Kenninghall and its immediate vicinity without distinction of sex or of political religious or other opinions.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The provision of a public building which can be used for:

- Indoor sporting activities and keep fit classes. Current activities include carpet bowls, snooker, badminton, table tennis. Keep fit classes - yoga, boxercise, pilates, and zumba.
- Venue for meetings for village organisations - the village hall is used for meetings by the parish council, the hall committee, and other village organisations and charities.
- Venue for fundraising activities for village organisations such as fetes, craft fairs, quizzes, bingo, workshops, live music / dances.
- Venue for private hire such as parties, wedding receptions, funeral teas, christening receptions.
- Venue for the Lunch Club, and also a mindfulness café run by another organisation.

All trustees are aware of the charitable aims set out in our governing document, and we have had regard to the guidance issued by the Charity Commission on public benefit when exercising our relevant powers and duties.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity does not make grants to other organisations.

The charity does not have any policy programme related investments.

The charity relies on its trustees and some volunteers, to carry out its functions.

Summary of the main achievements of the charity during the year

The Village Hall has enjoyed another successful year with regular bookings running at a similar level to last year, and our income remaining stable.

Our expenditure on electricity rose as the government subsidy on business electricity supply charges drastically reduced. The Hall is fortunate in having a large solar array on our roof, which helps defray some of the electricity costs.

Improvements to the village hall - since last year, acoustic panels have been fitted to the walls in the Main Hall. The addition of these panels has made a huge difference to the useability of the hall for social and music events. The panels were purchased by the Lunch Club with a Lottery grant, and with help from the Parish Council, and donated to the Hall. This year we have also had wireless fibre broadband internet installed, provided by County Broadband.

The Hall has also purchased additional crockery and cutlery to better cater for the number of place settings required for receptions and similar events.

An additional sink and water heater have been installed in the kitchen. Two handrails have been purchased for the demountable stage.

Planned maintenance and inspection of the hall assets including fire extinguishers, emergency lighting, kitchen shutters, and the PAT testing of electrical appliances have all taken place. The curtain track for the large gable window has been refixed to the ceiling following a failure, the track has also been lubricated to ease the effort required to operate the pull cords.

Routine repairs and maintenance of the carpark, grounds and fixtures and fittings has been undertaken throughout the year.

Heating the Main Hall - the trustees sought the advice of an independent heating and ventilation consultant, who recommended as a first step, the installation of destratification fans to even out the air temperature differential between the heat at ceiling height and at floor level. This remedy is in the process of being actioned.

The Hall has put on a number of **fundraising events** this year, including 'A Right Royal Revel' to celebrate the coronation of King Charles; a carboot sale in June; a new joint project between the Hall and the Garden Club, with the 'Best of Kenninghall Flower and Produce Show'; a Christmas Craft Fair in November organised by a volunteer; a christmas party with live music; a Quiz; a joint event with an illustrated talk about the secret history of Fersfield Airfield.

Hirers use of the hall - regular hirers who hold exercise classes in the hall are happy with the attendances they achieve; Carpet Bowls, and the Badminton Club hire the Hall every week, as well as individual badminton players, and the Snooker Club is thriving. The Garden Club hold their monthly meetings in the Hall. This year the Pantry has been holding a weekly Mindfulness Café in the hall once a week in school term time. The Lunch Club's monthly senior citizens dinners continue to be very popular. The Hall also hosts the Kenninghall Singers practice sessions, and the Kenninghall Jazz Collective.

The Main Hall continues to be a popular venue for life events.

Section E

Financial review

Brief statement of the charity's policy on reserves

Our Reserves policy is currently £1,000. We will review this figure again during the next financial year.

Details of any funds materially in deficit

There are none.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income

Total income for the year amounted to £28,162. This figure includes £10,541 (shown as restricted funds in our Receipts and Payments accounts statement), to reflect the installation of acoustic panels in the Main Hall, paid for directly by the Lunch Club/Parish Council. Income from hire fees amounted to £14,110; fund raising events raised £3,283; and other grants and donations amounted to £228.

Expenditure

Expenditure for the year amounted to £28,545. (Note this figure includes £10,541 (shown as restricted funds in our Receipts and Payments accounts statement), to reflect the installation of acoustic panels in the Main Hall, paid for directly by the Lunch Club/Parish Council, detailed above in the income paragraph). We spent £8,560 on build costs and equipment; £641 on repairs and maintenance; £7,476 on utilities, cleaning, and insurance; and £1,327 on sundries.

Investment policy

We do not currently have any investments, and have not adopted any ethical investment policy.

Section F

Other optional information

Looking forward, we anticipate completion of the installation of a hearing loop, PA system and mood lighting.

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	P Forster	Anne Kay
Full name(s)	Paul Forster	Christine Anne Kay
Position (eg Secretary, Chair, etc)	Chairman	Secretary

Date 2 December 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Kenninghall Memorial Hall

No (if any)
303990

Receipts and payments accounts

CC16a

For the period from	Period start date 1st April 2023	To	Period end date 31st March 2024
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hire fees for hall	14,110	-	-	14,110	16,631
Fund raising	3,283	-	-	3,283	3,300
Grants and donations	228	10,541	-	10,769	1,442
Sundry income	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	17,621	10,541	-	28,162	21,373
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,621	10,541	-	28,162	21,373
A3 Payments					
Build costs and equipment	8,560	10,541	-	19,101	8,268
Repairs and maintenance	641	-	-	641	1,378
Utilities, cleaning and insurance	7,476	-	-	7,476	6,160
Sundry expenses	1,327	-	-	1,327	1,346
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	18,004	10,541	-	28,545	17,152
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	18,004	10,541	-	28,545	17,152
Net of receipts/(payments)	- 383	-	-	- 383	4,221
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	15,610	-	-	15,610	11,389
Cash funds this year end	15,227	-	-	15,227	15,610

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays current account	15,227	-	-
	Cash on hand	-	-	-
		-	-	-
	Total cash funds	15,227	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Memorial Hall together with fixtures, fittings and contents.		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Refundable hire deposits		250	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
	Anne Kay	Christine Anne Kay		29/4/2024



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Kenninghall Memorial Hall

**On accounts for the year
ended**

31st March 2024

**Charity no
(if any)**

303990

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2022**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

Signed: *Louisa Garamukanwa*

Date: 24th April 2024

Name: Louisa Garamukanwa

**Relevant professional
qualification(s) or body
(if any):**

FCA

Address:

Deep Well House, 2 Yarmouth Road, Hales, Norfolk, NR14 6SP

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

KENNINGHALL MEMORIAL HALL

England & Wales - Charity number 303990

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month April	Year 2021		Day 31	Month March	Year 2022

Section A Reference and administration details

Charity name

Kenninghall Memorial Hall Committee

Other names charity is known by

Registered charity number (if any)

303990

Charity's principal address

Heath Farm
Lopham Road
Kenninghall, Norwich
Postcode NR16 2DT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Peter Kay	Chairman		Kenninghall Lands Trust
2	Paul Forster	Vice Chairman		Snooker Club
3	Ian Copeman	Treasurer		None
4	Christine Anne Kay	Secretary and Bookings Clerk		None
5	Anne Wood			Kenninghall Church
6	Avril Broughton			Kenninghall Garden Club
7	Sarah Bailey			None
8	Jane Bush			None
9	Michael Sharland		1/4/2021 to 18/10/2021	None
10	Jeremy Hall			Badminton Club
11	Gary Bell		1/4/2021 to 18/10/2021	Kenninghall Parish Council
12	Kevin Edwards		From 18/10/2021	Kenninghall Parish Council
13	Gerald Sutton		From 18/10/2021	Carpet Bowls
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Kenninghall Parish Council	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Employers Agent / Building Surveyor	C D Mounthey	
Legal advice	Leathes Prior	Cathedral Close, Norwich, NR1 4DR

Name of chief executive or names of senior staff members (Optional information)

Not applicable

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Conveyance dated 27 August 1954 setting up trust and committee
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointment is by either: <ul style="list-style-type: none"> • Appointment by village organisations (confirmed at AGM) • Election at the Annual General Meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Induction of new trustees

New trustees are required to sign the necessary declarations, provide contact details for submission to the charity commission, are given a copy of our constitution, and the Essential Trustee (a guide to trustees responsibilities) document, from the Charity Commission.

Organisational structure

The charity is run by a committee of trustees, who are responsible for the general control and management of the charity. They meet at regular intervals throughout the year to oversee the running of the charity. The trustees give their time freely and do not receive any remuneration or other financial benefit. Each year at their Annual General Meeting the trustees elect a chairman, vice chairman, treasurer, secretary, and bookings clerk, from their numbers.

The charity has continued its silver membership with Community Action Norfolk, who provide advice and access to ACRE guidance documents for village halls.

Major risks

Damage to the building, and public liability

The charity has appropriate insurance.

Health and Safety - we undertake six monthly risk assessments for Health and Safety issues in and around the building, and take appropriate action to address any issues raised. We have also incorporated important Health and Safety instructions and information in the documentation given to hirers. Our Health and Safety Policy is reviewed annually.

The kitchen was inspected by a food safety officer from Breckland Council's Food, Health and Safety team, and given a food hygiene rating of 5 (Very Good).

Covid 19 - we have followed ACRE guidance, undertaken regular Covid19 risk assessments, and put measures in place to address the risks eg appropriate signage, instructions to hirers and members of the public, hand sanitiser, antibacterial wipes, and PPE.

Financial strength- our treasurer undertakes quarterly reviews of the charity's finances, and reports on the charity's finances at each committee meeting. The bookings clerk reports to the committee meetings on the weekly income received from bookings so that trustees can gauge if our hire fee income is on track.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

Physical and mental training and recreation and social moral and intellectual development through the medium of a Village Hall reading and recreation rooms library lectures classes recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parish of Kenninghall and its immediate vicinity without distinction of sex or of political religious or other opinions.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The provision of a public building which can be used for:

- Indoor sporting activities and keep fit classes. Current activities include carpet bowls, snooker, badminton, table tennis. Keep fit classes - yoga, pilates and zumba.
- Venue for meetings for village organisations - the village hall is used for meetings by the parish council, the hall committee, other village organisations and charities.
- Venue for fundraising activities for village organisations such as fetes, craft fairs, quizzes, bingo, workshops, live music / dances.
- Venue for private hire such as parties, wedding receptions, funeral teas, christening receptions.
- Venue for the Lunch Club.

All trustees are aware of the charitable aims set out in our governing document, and we have had regard to the guidance issued by the Charity Commission on public benefit when exercising our relevant powers and duties.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

The charity does not make grants to other organisations.

The charity does not have any policy programme related investments.

The charity relies on its trustees and some volunteers, to carry out its functions.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

By the end of March 2021, the trustees had concluded that to complete the new village hall in the foreseeable future, we would have to take over the management of the build project from the developer. Our Employers Agent commenced negotiations with the developer to effect a change order to the contract, to facilitate this. However, this process was voided by the dissolution of the developers company by Companies House. This event was actually helpful to the trustees, as we were able to take control, and complete the village hall ourselves. We subsequently obtained donations from the developer to assist with this, and he did pay directly for some outstanding elements.

From April to late August 2021 the trustees commissioned and paid for: the outstanding mechanical and electrical works; the installation of a semi sprung floor in the Main Hall; connection of mains water to the building; fire risk assessment; equipping the kitchen; remedial plastering; remedial decorating; remedying the leaking roof in the Main Hall (the developer paid for some of this work); making good the water damaged ceiling. Building control sign off was obtained, and we opened the new village hall to the public on 28 August 2021, and began taking bookings from 1 September 2021.

We equipped the main hall with badminton posts and net; reassembled and professionally refurbished the snooker table to enable the Snooker Club to take off; installed a defibrillator cabinet (the defibrillator itself is awaited); installed acoustic panels in the Memorial Room to improve the poor acoustics; two table tennis tables were donated; we purchased a scaffold tower to access the main hall ceiling and roof void; created a new walk in cupboard in the Main Hall to store badminton equipment and other equipment; carried out planting on the hall site; installed a wooden memorial bench gifted in memory of a former trustee.

Since opening, a continual programme of maintenance and improvements has been undertaken. Continual monitoring of the heating and ventilation system showed up some weaknesses in the as built design, and the trustees brought in a local facilities management company to service the system and report on any improvements that could be made. The company recommended splitting the fresh air ducts and installing high level outlet grilles. This has improved the performance of the system. We have had the faulty solar inverter replaced; and engaged contractors to carry out regular servicing eg fire alarms, emergency lighting etc.

We have systems in place to facilitate bookings and access to the village hall - our website developed for us by a volunteer, includes an integrated booking system, and we have fitted a codelock to the front door to allow entry by card for regular users and single use codes for one off hires.

Section E

Financial review

Brief statement of the charity's policy on reserves

At the end of the previous financial year (March 2021) the trustees reviewed the Reserves policy in light of the projected spend required to complete the new village hall ourselves, and lowered it to £1,000. Now that the new village hall is up and running, we intend to review the policy and revise it upwards in the coming financial year.

Details of any funds materially in deficit

There are none.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Income

Total income for the year amounted to £27,292.

Of this sum, hire fees amounted to £9,135 for the seven months that the hall was open. We received grants amounting to £5,167. We also received £9,000 in donations from the developer to assist with the completion of the building.

Fundraising events put on by the trustees - christmas craft fair; opening hall party; quiz night - raised £2,624.

Expenditure

Following unacceptable delays on the part of the developer, we spent £39,635 on completing the new village hall so that we could open it to the public. We provide an affordable and accessible venue for all members of the community. Since opening it has been well used by Kenninghall residents and people from the surrounding parishes, for sporting, social, clubs, meetings, rehearsals, and life events.

Investment policy

We do not currently have any investments, and have not adopted any ethical investment policy.

Section F Other optional information

Looking forward, the hall needs to fund a number of projects including:

- Modifications to the sensors in the Main Hall roof void and ceiling
- Providing insulation to the plantroom to improve energy efficiency
- Improving the acoustic performance of the Main Hall to include a hearing loop to meet Equality Act requirements, acoustic panelling and a PA system
- Providing a demountable stage for the benefit of local drama groups and to allow more diverse events in the Main Hall
- Additional heaters required for the Main Hall
- The village hall needs an internet connection and modern control of the heating and ventilation system would be very helpful.

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	P.B.Kay	I.D.Copeman
Full name(s)	Peter Bernard Kay	Ian David Copeman
Position (eg Secretary, Chair, etc)	Chairman	Treasurer

Date 28 November 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Kenninghall Memorial Hall	No (if any) 303990
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CC16a

Receipts and payments accounts

For the period from	Period start date 1st April 2021	To	Period end date 31st March 2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Hire fees for hall	9,136	-	-	9,136	-
Find raising	2,624	-	-	2,624	-
Grants and donations	14,167	-	-	14,167	-
Sundry income	300	1,065	-	1,365	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	26,227	1,065	-	27,292	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,227	1,065	-	27,292	-
A3 Payments					
Build costs and equipment	39,635	-	-	39,635	-
Repairs and maintenance	1,224	-	-	1,224	-
Utilities, cleaning and insurance	5,515	-	-	5,515	-
Sundry expenses	2,701	558	-	3,259	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	49,075	558	-	49,633	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	49,075	558	-	49,633	-
Net of receipts/(payments)	- 22,848	507	-	- 22,341	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	33,730	-	-	33,730	-
Cash funds this year end	10,882	507	-	11,389	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays current account	10,882	507	-
		-	-	-
		-	-	-
	Total cash funds	10,882	507	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Memorial Hall together with fixtures, fittings and contents.		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
P B Kay	Peter Kay	30/12/2022



Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name
Kenninghall Memorial Hall

On accounts for the year ended

31st March 2022

Charity no (if any)

303990

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/03/2022**.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Louisa Garamukanwa

Date:

24th December 2022

Name:

Louisa Garamukanwa

Relevant professional qualification(s) or body (if any):

FCA

Address:

Deep Well House, 2 Yarmouth Road, Hales, Norfolk, NR14 6SP

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.