



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 |
|---|-----------------------|

CC16a

Receipts and payments accounts

| | | | |
|------------------------|-------------------------------------|----|------------------------------------|
| For the period from | Period start date 1st April 2021 | To | Period end date 31st March 2022 |
|------------------------|-------------------------------------|----|------------------------------------|

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.