



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

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