



Trustees' Annual Report for the period

		Period start date			Period end date		
From	Day	Month	Year	To	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.

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