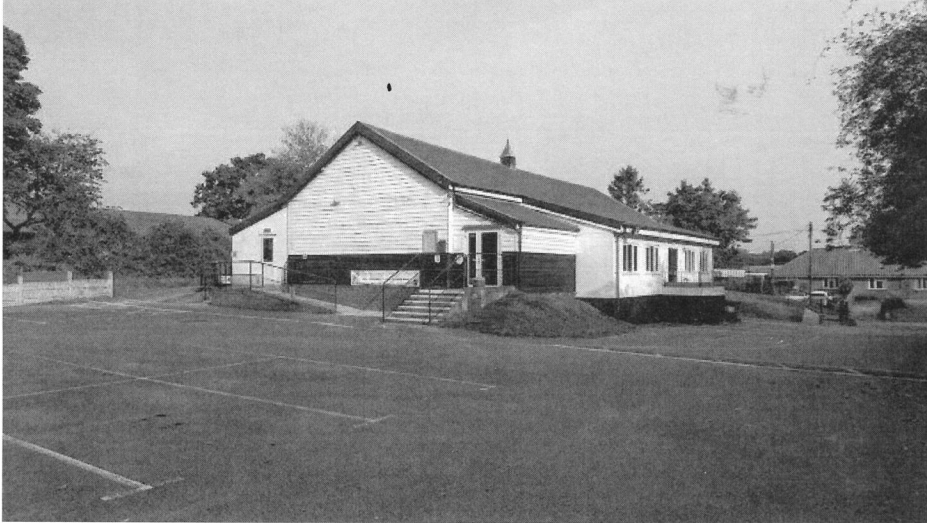


**BRAMFIELD VILLAGE HALL**



**ANNUAL REPORT**

**AND**

**FINANCIAL STATEMENTS**

**For the year ended 29 February 2024**

**Prepared on the Accruals Basis**



**BRAMFIELD VILLAGE HALL**  
**Year ended 29 February 2024**

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**BRAMFIELD VILLAGE HALL**  
**REPORT OF THE TRUSTEES**  
**For the year ended 29 February 2024**

The trustees present their report with the financial statements of the charity for the year ended 29 February 2024. The trustees have adopted the provision of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Village Hall is used for the purpose of physical and mental, recreational, social, moral and intellectual development through recreational and entertainment activities for the benefit of the inhabitants of the Parish of Bramfield and its immediate vicinity, without distinction of political, religious or other options. During the year it acquired a new piece of land, Bridge Meadow, to serve as a new village green.

The Village Hall accommodates a range of clubs, associations and groups in accordance with its charitable purposes:

- Stepping Stones Pre- school
- Circle 67 Drama group
- Bowls club
- Bridge Club
- Mother and Toddler group
- Bramfield CEP School
- Bramfield and Thorington Parish Council
- East Suffolk County Council

In addition, the hall is available for private hire for parties and other events.

**Main activities undertaken for the public benefit in relation to these objects**

In planning activities for the year, we kept in mind the Charity's Commission guidance on public benefit at our trustee meetings. The main activities in addition to those provisions listed above include regular community events including:

- Lunch Club for older residents
- Harvest Supper
- Christmas Fair
- A range of fundraising events

We would like to thank all the trustees and local volunteers who have spent many hours supporting the endeavours of the charity. Without their valuable energy, time and expertise we would not have been able to achieve so much.

**ACHIEVEMENTS AND PERFORMANCE**

During the year ended 2024, upgrades to the fabric of the village hall were made, including resurfacing of the village hall floor and improvements to the internal lighting to reduce energy consumption and costs.

**BRAMFIELD VILLAGE HALL**  
**REPORT OF THE TRUSTEES (continued)**  
**For the year ended 29 February 2024**

The Village Hall led a significant fundraising effort during the year to acquire a new piece of land, Bridge Meadow, to serve as a new village green for the community. The land was purchased in December 2023 from Jeremy Thickett and Fiona Ryder who had previously stepped in to buy the land from its incumbent owners in 2022, which gave the Village Hall time to raise funds. The land was purchased by the Village Hall from Mr Thickett and Ms Ryder on an arm's length basis at the same price as the original transaction. There was no financial benefit to either Mr Thickett or Ms Ryder. The village hall would like to formally express its thanks to Mr Thickett and Ms Ryder, and to the significant number of local residents who provided donations and assistance in connection with the purchase and initial landscaping of the new village green.

The Village Hall intends to apply for grants in 2025 to enable it to buy and install play equipment, benches and a few trees.

**FINANCIAL REVIEW**

**Financial position**

The income and expenditure of the charity is set out in the accounts on pages 6 and 7.

**Reserves policy**

The charity holds reserves:

1. To provide financial stability and sustainability for the organisation.
2. To protect against unforeseen financial challenges, such as sudden loss of funding, unexpected increases in expenses, or emergency situations.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Charity Constitution document 19<sup>th</sup> January 1954. Registration date 2<sup>nd</sup> March 1965.

Bramfield Village Hall is an unincorporated charity managed on a day-to-day basis by its trustees. All trustees give their time voluntarily and receive no remuneration or other benefits.

**Recruitment and appointment of new trustees**

Trustees are appointed or reappointed annually at the Annual General meeting. Bramfield and Thorington Parish Council may elect three members. These three members are Ansis Rozkalns, Mark Bond and Fiona Ryder.

During the Year the trustees voted to start the process to transfer the unincorporated charity to a new CIO which was registered on 27<sup>th</sup> February 2024. The CIO has been formed but is currently dormant, awaiting the registration of the new village green land acquired in December 2023, with the Land Registry.

All trustees are required to sign a Charity Commission Eligibility Declaration.

Additional policies in place:

- Health and Safety Policy
- Safeguarding children and vulnerable adult's policy.
- Equality, Diversity and Inclusion policy statement
- Complaints procedure

**BRAMFIELD VILLAGE HALL**  
**REPORT OF THE TRUSTEES (continued)**  
**For the year ended 29 February 2024**

**Relationship with any related parties**

Bramfield CEP school has a licence to a limited use of the village hall car park.  
 Stepping Stones Pre-School has a licence to a separate area within the village hall. Bramfield and  
 Thorington Parish council use the village hall for its meetings.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure  
 appropriate controls are in place to provide reasonable assurance against fraud and error.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Charity number 304710

|                              |   |
|------------------------------|---|
| Charity name                 | Bramfield Village Hall  |
| Other name the charity uses  | Bramfield Village Hall CIO Registered 27 <sup>th</sup> Feb 2024     |
| Registered charity number(s) | Charity No 304710<br>CIO 1207218 (currently dormant)                |
| Charity's principal address  | Bramfield Village Hall, Bridge Street, Bramfield, Suffolk, IP19 9HZ |
| Registered for Gift Aid      | XN18436   |

**Trustees who manage the charity**

|                     |              |                        |
|---------------------|--------------|------------------------|
| Ansis Rozkalns      | Chair        |                        |
| Mark Bond           | Deputy Chair |                        |
| Fiona Ryder         | Treasurer    | From November 2023     |
| Jane Edwards        | Secretary    |                        |
| Geraldine Niven     |              |                        |
| Benjamin Steel      |              | Appointed 11/9/2023    |
| Christopher Collins |              |                        |
| Marie Collins       |              |                        |
| John Clarke         | Treasurer    | Resigned November 2023 |
|                     |              |                        |

**Name of trustees holding title to property belonging to the charity**

| Trustee name  | Dates if not for whole year |
|---------------|-----------------------------|
| Mark Bond     | Dec 12 <sup>th</sup> 2023 - |
| Helen Edwards | Dec 12 <sup>th</sup> 2023   |

**BRAMFIELD VILLAGE HALL**  
**REPORT OF THE TRUSTEES (continued)**  
**For the year ended 29 February 2024**

**Bank Accounts Held**

|                         |                     |
|-------------------------|---------------------|
| Bankers for the Charity | HSBC, Natwest, CCLA |
|-------------------------|---------------------|

**Independent Examiner**

P N van Dijk FMAAT  
Van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
Suffolk  
IP19 8AP

Approved by order the board of trustees on 8 December 2024 and signed on its behalf by:

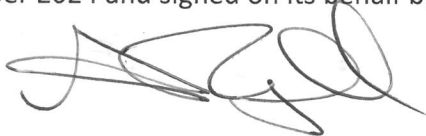


Ansis Rozkalns  
Chairman

**BRAMFIELD VILLAGE HALL**  
**Balance Sheet**  
**29 February 2024**

|  | 2024  |              | 2023  |              |
|--|-------|--------------|-------|--------------|
|  | £     | £            | £     | £            |
| <b>FIXED ASSETS</b>                          |       |              |       |              |
| Bridge Meadow / Village Green                |       | 45112        |       | 0            |
| Fencing and fixtures                         |       | 942          |       | 0            |
|  |       | <u>46054</u> |       | <u>0</u>     |
| <b>CURRENT ASSETS</b>                        |       |              |       |              |
| Bramfield Village Hall bank account          | 13114 |              | 13930 |              |
| Bramfield Village Green bank account         | 13080 |              | 0     |              |
| COIF deposit fund                            | 3334  |              | 3166  |              |
| Treasurers cash account                      | 190   |              | 0     |              |
|  |       | <u>29718</u> |       | <u>17096</u> |
| <b>CURRENT LIABILITIES</b>                   |       |              |       |              |
| Trade creditors                              | 2217  |              | 0     |              |
| Expense account Fiona Ryder                  | 131   |              | 0     |              |
| Expense account Aubrey Holmes                | 18    |              | 0     |              |
|  |       | <u>2366</u>  |       | <u>0</u>     |
| <b>NET CURRENT ASSETS</b>                    |       | 27352        |       | 17096        |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>73406</u> |       | <u>17096</u> |
| <b>FUNDS</b>                                 |       |              |       |              |
| Unrestricted fund brought forward            |       | 17096        |       | 21560        |
| Net income for the year                      |       | 56310        |       | (4464)       |
| <b>UNRESTRICTED FUND CARRIED FORWARD</b>     |       | <u>73406</u> |       | <u>17096</u> |

The financial statements were approved by the Board of Trustees and authorised for issue on 8 December 2024 and signed on its behalf by:



Ansis Rozkalns - Chairman

**BRAMFIELD VILLAGE HALL**  
**Statement of Financial Activities**  
**For the year ended 29 February 2024**

|   | 2024  |       | 2023  |        |
|---|-------|-------|-------|--------|
|   | £     | £     | £     | £      |
| <b>INCOME</b>                           |       |       |       |        |
| Sales                                   |       | 582   |       | 0      |
| Donations                               |       | 42579 |       | 0      |
| Monthly draw receipts                   |       | 470   |       | 491    |
| Fundraising Events                      |       | 14292 |       | 969    |
| Parish Council Hire                     |       | 663   |       | 0      |
| Stepping Stones Nursery                 |       | 2338  |       | 2053   |
| Circle 67                               |       | 758   |       | 975    |
| Car Park Hire                           |       | 925   |       | 0      |
| Bridge Club                             |       | 1245  |       | 1510   |
| Bowls Club                              |       | 1260  |       | 1200   |
| Karate Club                             |       | 207   |       | 115    |
| Private Hall Hire                       |       | 1194  |       | 355    |
|   |       | <hr/> |       | <hr/>  |
|   |       | 66513 |       | 7668   |
| <b>Other income</b>                     |       |       |       |        |
| Deposit interest                        |       | 168   |       | 30     |
| Gift aid                                |       | 9078  |       | 0      |
|   |       | <hr/> |       | <hr/>  |
|   |       | 75759 |       | 7698   |
| <b>EXPENDITURE</b>                      |       |       |       |        |
| <b>Direct costs</b>                     |       |       |       |        |
| Cost of sales                           | 481   |       | 0     |        |
| Monthly draw                            | 109   |       | 207   |        |
| Materials                               | 126   |       | 0     |        |
| Hire of equipment                       | 2100  |       | 0     |        |
|   | <hr/> |       | <hr/> |        |
|   | 2816  |       | 207   |        |
| <b>Administration expenses - Page 7</b> |       | <hr/> | <hr/> |        |
|   |       | 16606 |       | 11955  |
| <b>Depreciation</b>                     |       |       |       |        |
| Fencing and fixtures                    |       | 27    |       | 0      |
|   |       | <hr/> |       | <hr/>  |
| <b>TOTAL EXPENDITURE</b>                |       | 19449 |       | 12162  |
| <b>NET INCOME</b>                       |       | <hr/> | <hr/> |        |
|   |       | 56310 |       | (4464) |

**BRAMFIELD VILLAGE HALL**  
**Statement of Financial Activities (continued)**  
**For the year ended 29 February 2024**

|                                | <b>2024</b>  | <b>2023</b>  |
|--------------------------------|--------------|--------------|
|                                | <b>£</b>     | <b>£</b>     |
| <b>Administration expenses</b> |              |              |
| Electricity                    | 1663         | 3228         |
| Refuse collection              | 569          | 0            |
| Electrical repairs             | 20           | 0            |
| Building maintenance           | 5355         | 4453         |
| Gardening                      | 0            | 68           |
| Water rates                    | 163          | 0            |
| Broadband                      | 356          | 174          |
| Web hosting                    | 50           | 0            |
| Stationery                     | 24           | 0            |
| Licenses and permits           | 155          | 139          |
| Miscellaneous                  | 2845         | 214          |
| Advertising and promotion      | 146          | 0            |
| Legal and professional         | 1050         | 100          |
| Accountancy                    | 95           | 0            |
| Subscriptions                  | 97           | 0            |
| Bank charges                   | -56          | 103          |
| Insurance                      | 2125         | 1925         |
| Cleaning                       | 1949         | 1551         |
|                                | <u>16606</u> | <u>11955</u> |

**BRAMFIELD VILLAGE HALL**  
**Notes to the Financial Statements**  
**For the year ended 29 February 2024**

**ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Fixed assets**

The freehold property known as Bridge Meadow / The Village Green is shown at cost, it is not considered that its market value has increased since acquisition. Fencing and fixtures are depreciated over their useful life at a rate of 10% straight line.

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

The Village Hall operates an unrestricted fund which can be used in accordance with the charitable objectives at the discretion of the trustees.

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRAMFIELD VILLAGE HALL**

I report to the trustees on my examination of the accounts for the Bramfield Village Hall (the Trust) for the year ended 29 February 2024.

### **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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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



P N van Dijk FMAAT  
Van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
Suffolk  
IP19 8AP

8 December 2024