

**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**Registered Charity 304714**

**TRUSTEES' ANNUAL REPORT**

**1 April 2020– 31 March 2021**

**A: REFERENCE AND ADMINISTRATION**

**Trustees**

*Elected (4)*

1	Anne Henderson	Chair
2	Stephen Cook	Treasurer
3	David Harker	Secretary
4	Tony Bence	Booking Secretary

*Appointed Members of Organisations (up to 10):*

Bowls Club	Lesley Jessup
Parish Council & Village Shop	David Hepper
Tennis Club	Patsy Ginn
Play Area	Denise Causier
Parochial Church Council	Janet D'Arcy

*Elected In lieu organisations, i.a.w. Clause 8:*

None

*Co-opted (up to 4):*

1	Tim Dean
2	Matthew Blowers

## **B: STRUCTURE GOVERNANCE and MANAGEMENT**

### DESCRIPTION OF THE CHARITY

Bredfield Village Hall is a Registered Charity (304714), run and maintained by Trustees, for the benefit of the residents of Bredfield and its immediate vicinity. Its status arises from and is defined by a Trust Deed dated 5 April 1949 in which William Kenneth Richardson conveyed a four-acre field to the Trustees. The Charity is considered to include both the activities on behalf of Bredfield Village Hall and the physical property described in the Trust Deed.

The Charity is managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960. The Committee is to comprise not more than fourteen members, exclusive of members co-opted: Four of Elected members and up to ten of Appointed or Representative Members. The Appointed members are from organisations within the village and are nominated by their organisation. In addition, the Committee may co-opt not more than four members to represent interests other than the organisations. Under Clause 8 of the Trust Deed, if any organisation ceases to exist or fails to appoint a representative the Committee shall decide in what way, if at all, the vacancy shall be filled, at the Annual General Meeting.

All members retire from office at the next Annual General Meeting after they come into office but may be re-elected or re-appointed at the same meeting.

### POLICIES AND PROCEDURES

The Trustees have adopted a Constitution, Governance and Operating Procedures that defines their responsibilities and the management of the Hall. The use of the Hall is subject to a Hiring Agreement, which sets out the conditions of hire and identifies the responsibilities of each party.

The Hall has a Premises Licence to include the sale or supply of alcohol, with the Trustees as the licensees. The Booking Secretary will establish whether it is intended to sell or supply alcohol during an event that is not covered by the Premises Licence and if so, advise of the necessity of applying for a Temporary Event Notice (TEN).

The Committee purchases the combined annual licence from the Performing Right Society (PRS) and a Phonographic Performance Licence (PPL) which allows the playing of incidental music in the Hall.

The Charity holds a licence for Small Society Lotteries under the Gambling Act 2005.

The Hall is licensed for Public Entertainment under the Licensing Act 2003 which allows the premises to be used for such purposes until 12.00 midnight.

The Committee maintains building, contents and liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The Certificate of Insurance is on display in the Hall.

The Committee of Trustees recognises its responsibility in law, to maintain a safe environment for users and hirers of the Hall. and reviews the provisions arising annually.

## **C: OBJECTIVES AND ACTIVITIES**

### OBJECT OF THE CHARITY

The Charity exists to maintain and provide a Hall and associated Playing Field for the use of the inhabitants of the Parish and its immediate vicinity, without distinction of political, religious or other opinions etc. It works to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for the community.

### ACTIVITIES IN PURSUIT OF THE OBJECTIVE

The use of the Hall was restricted throughout the year due to the Coronavirus epidemic.

The first 'lockdown' was in place at the start of the year and limited activities to a married couple's dance practices and a one-person instrument practice. It was possible to use the hall for seated meetings in July and August, subject to Government rules and the Hall's 'Special Conditions for Hiring During Covid-19'. Relaxation of the Government's rules in September and October allowed some exercise classes and group music practice to take place; subject to social distancing and hygiene practice. The Hall was closed from the start of the second lockdown in November through to the end of March.

The public were able to use to use the Playing Field and Play Area throughout the year in accordance with the published national guidelines. The Tennis Courts were available for hire by household groups or singles players until the start of the third lockdown in January.

### CONTRIBUTION OF VOLUNTEERS

Management costs are kept to a minimum by the Trustees giving many hours of their time at no cost to the Hall. Such tasks include maintenance and development, upkeep of the playing field and tennis courts; organising and supporting fund raising events; keeping accounts and taking bookings. The Coronavirus epidemic required additional measures to be put in place to minimise the risks to hirers. These include the provision of additional hygiene and cleaning materials and PPE, together with communication of their responsibilities to use them to hirers.

## **D. ACHIEVEMENTS AND PERFORMANCE**

### MAIN ACHIEVEMENTS DURING 2020 - 2021

A new larger patio was laid outside the new Field Room in June. Volunteers from the community prepared the base and finished by brick edging and reseeding; with contractors laying the slabs. The 20 years old fan assisted radiators in the hall were replaced in January when the hall was closed for the third lockdown. The contractor identified that the heating oil tank base did not meeting current regulations and this was replaced in March.

Due to the Coronavirus restrictions no fundraising events could be held during the year, although it was possible to hold a well-attended outdoor picnic in August, serving from the new bar that had been formally opened just before the first lockdown.

A Memorandum of Understanding was signed with the Bowls Club in August to identify both organisations responsibilities and liabilities.

The Constitution, Governance and Operating Procedures document has been maintained and updated with Version 7 issued on 15 May. This was updated to reflect changes to the Operating Procedures etc. on 10 August.

## **E: FINANCIAL REVIEW**

### RESERVES POLICY

The level of reserves is reviewed by the Committee regularly. At the present time it has been agreed that a reserve fund of £5,000 be maintained to cover unforeseen emergencies and requirements.

The level of funds held in bank accounts at year end was £31,923 an increase of £11,952 from last year. This increase was largely due to the receipt of Covid-19 Business Support Grants.

### PRINCIPAL SOURCE OF FUNDS & FUNDRAISING

The income from hiring this year, including some late payments from the previous year, was £3,995. This was lower than normal due to the restrictions on the use of the hall.

The Charity received grants during the year of £21,521, largely from the Covid business support grant.

The regular source of funds normally comes from the hire of the Hall. The level of charges is set to achieve a reasonable income to secure the day to day running of the Hall, with a surplus available for maintenance and improvements. The charges are reviewed each year and were agreed in February for 2021/22.

There were no fundraising events during the year, however the income from the bar at the August picnic was £342 and the hire of the Tennis Courts raised £546.

## **F: FUTURE PLANS**

Groundwork East produced a report for the hall in January 2017 under the Thriving Community Buildings scheme sponsored by local government. We have completed the majority of the recommendations through work on refurbishment and improvements. The report included a recommendation to consider the installation of solar panels. An application in March 2020 for funding from a landfill tax grant was unsuccessful. It is now hoped to use some of the funds in the Hall's accounts to progress the work during the coming year.

We continue to plan for the ongoing maintenance of the Hall premises, Playing Field, Play Area and Tennis Courts.

The Trustees declare that they have approved the above report.

Signed on behalf of the Charity's Trustees:

Signature:

Full name: David Harker      Position: Secretary      Date: 6-11-21

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**

REGISTERED CHARITY No 304714

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2021**

	<b>31.03.21</b>	<b>31.03.20</b>
<b>INCOME</b>		
Hire of Village Hall:	3,995	9,805
Village Shop (electricity payment)	2,686	1,775
Interest received - Deposit account	7	13
- Nat. Savings investment		30
Village Shop use of Card Reader	2,217	
Refund Electricity	552	
Refund Water	1,338	
Fund raising		2,931
Grants	21,521	11,315
Charges & Fees	460	816
Transfer from NS&I		5,323
Bar Income	342	
Income from Tennis Courts	546	265
Bredfield Amateur Dramatics (BADs)		0
<b>TOTAL INCOME</b>	<b>£33,664</b>	<b>£32,274</b>
<b>EXPENDITURE</b>		
Cleaning - Labour	375	1,169
Maintenance Hall	9,662	2,758
Maintenance Tennis Courts	15	15
Web Hosting	812	79
New equipment	205	0
New Patio	2,144	
Village Shop use of Card Reader	2,217	
Electricity	3,693	2,736
Oil fuel	249	361
Water	269	1,866
Insurance	1,016	1,071
Music Licence	306	296
Fund Raising		306
Waste management		0
PayPal Fees	20	
Licences	377	307
Transfers		5,323
Conservatory		28,977
Bar	136	3,822
Refund & Donations	216	150
<b>TOTAL EXPENDITURE</b>	<b>£21,712</b>	<b>£49,235</b>

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2021**

<b>ASSETS</b>	<b>31.03.20</b>	
Cash at bank: Current account	10,933	9,455
: Deposit account	20,141	10,134
: PayPal	678	0
Cash in hand	172	383
Total Assets represented by General Fund:	<b>£31,923</b>	<b>£19,971</b>
Restricted Funds - Tennis Courts and BADS	6,660	6,114
Available funds	25,301	13,858

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>£19,971</b>	<b>£36,932</b>
Less (Deficit)/Surplus of Income over expenditure for the year:	£11,952	<b>-£16,961</b>
Balance carried forward – 31 <sup>st</sup> March	<b>£31,923</b>	<b>£36,932</b>



Section A

Independent Examiner's Report

Report to the trustees/ members of

BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST

On accounts for the year ended

31<sup>st</sup> MARCH 2021

Charity no (if any)

304714

Set out on pages

(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 DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, 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

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [ ] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

\* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

7/7/2021

Name:

LINDA BUTTON

Relevant professional qualification(s) or body

MAAT

(if any):

Address:

239 S DEGATE LANE

IPSWICH, SUFFOLK, ENGLAND

IP4 3DG

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.