

## **BREDFIELD VILLAGE HALL & PLAYING FIELD**

**Registered Charity 304714**

### **TRUSTEES' ANNUAL REPORT**

**1 April 2021- 31 March 2022**

#### **A: REFERENCE AND ADMINISTRATION**

##### **Trustees**

###### *Elected (4)*

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

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

Bowls Club	Lesley Jessup	
Parish Council & Village Shop	David Hepper	
Tennis Club	Patsy Ginn	Stood-down at AGM 8/4/22
Play Area	Denise Causier	Resigned 12/12/21
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	
3	Christopher Woods	Joined 17/5/21

## **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: There are four 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 the Committee can appoint members at the Annual General Meeting. These members assist with specific areas for management of the Hall and Playing Field.

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 relaxation of Covid restriction enabled exercise classes to commence from early in April and the Hall could be used for all activities from the middle of May.

The reopening of the Hall saw the return of most of the regular hirers and brought new hirers, notably Bounce workout classes and the use of the Playing Field as the 'home ground' by Kesgrave Kestrels U13 football team.

The holding of a Pop-Up-Bar started again in June and community functions for a Summer Barbeque, Quiz Night, Xmas Fair and Carols all returned.

### 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.

## **D. ACHIEVEMENTS AND PERFORMANCE**

### MAIN ACHIEVEMENTS DURING 2021 - 2022

The main project undertaken this year was the installation of solar panels and battery storage in September. These will benefit the Hall and will largely be used by the Village Community Shop, which is part of the Hall premises. A saving up to a third of electricity costs is expected over a full year.

Routine maintenance work included augmenting bark chippings on the Play Area, the replacement of the sign on the hall wall and tree surgery and brush clearance.

The Constitution, Governance and Operating Procedures document has been maintained and updated with Version 8 issued on 17 May. This was revised to reflect minor 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 present 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 £30,191 a decrease of £1,732 from last year.

#### PRINCIPAL SOURCE OF FUNDS & FUNDRAISING

The income from hiring this year returned to pre-Covid levels at £11,342. This was augmented by income from the bar of £2,187, fundraising of £970 and Tennis Court hire of £374.

The Charity received grants during the year of £13,000, 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 2022/23.

#### **F: FUTURE PLANS**

The Hall has completed an extensive programme of development over the last 5 years with refurbishment of the kitchen, development of a new bar and patio, replacement of lighting and heating with more efficient installations and the installation of solar panels and storage batteries. This completes work outlined in the Groundwork East for the hall in January 2017 under the Thriving Community Buildings scheme sponsored by local government.

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

The flat roofing on the Hall has required patching in recent years and needs replacing. We are investigating funding and hope to progress this in the summer of 2023.

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: 23-08-22

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

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2022**

	<b>31.03.22</b>	<b>31.03.21</b>
<b>INCOME</b>		
Hire of Village Hall:	11,342	3,995
Village Shop (electricity payment)	2,203	2,686
Interest received - Deposit account	3	7
Village Shop use of Card Reader		2,217
Refund Electricity		552
Refund Water		1,338
Fund raising	970	
Grants	13,000	21,521
Charges & Fees	380	460
Bar Income	2,187	342
Income from Tennis Courts	374	546
<b>TOTAL INCOME</b>	<b>30,458</b>	<b>£33,664</b>
<b>EXPENDITURE</b>		
Cleaning - Labour	1,130	375
Maintenance Hall	5,212	9,662
Maintenance Tennis Courts	30	15
Bar	1,095	136
Solar Panels	272	0
Web Hosting	564	812
Licences	493	377
Music Licence	132	306
Audit Fee	60	
PayPal Fees	86	20
Insurance	1,016	1,016
Electricity	2,712	3,693
Fuel Oil	408	249
Water	518	269
Waste management	592	
Fund Raising	206	
Village Shop use of Card Reader		2,217
New equipment		205
New Patio		2,144
Refund & Donations		216
Depreciation of Solar Panels	883	0
<b>TOTAL EXPENDITURE</b>	<b>15,409</b>	<b>£21,712</b>
 Surplus for the year	 <b>15,049</b>	 <b>11,952</b>

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

**BALANCE SHEET AS AT 31st MARCH 2022**

**FIXED ASSETS**

Solar Panels at Cost	17,665	0
Less: Accumulated Depreciation on straight line basis over 20 years	(883)	0
Written Down Value carried forward	16,782	0

**CURRENT ASSETS**

Cash at bank : Current account	9,255	10,933
: Deposit account	20,143	20,141
: PayPal	793	678
Cash in hand	0	172
Total Assets represented by General Fund:	<b>46,973</b>	<b>£31,923</b>
Restricted Funds - Tennis Courts and BADS	7,004	6,660
Available funds	39,969	25,301

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>31,923</b>	<b>£19,971</b>
Add Surplus of Income over expenditure for the year:	<b>15,049</b>	<b>11,952</b>
Balance carried forward – 31 <sup>st</sup> March	<b>46,973</b>	<b>£31,923</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

31st MARCH 2022

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:

5 / 8 / 2022

Name:

LINDA BUTTON

Relevant professional qualification(s) or body

MAAT

(if any):

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Address:

239 SIDEGATE 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.

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