

**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**Registered Charity 304714**

**TRUSTEES' ANNUAL REPORT**

**1 April 2022– 31 March 2023**

**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 Chris Norman	Resigned 15/09/2022 Joined 14/12/22
Parish Council & Village Shop	David Hepper	
Parochial Church Council	Janet D'Arcy	

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

Play Area and Tennis Courts	Stephen Seargeant	Joined 8/4/2022
Playing Field	Matthew Blowers	

*Co-opted (up to 4):*

1	Tim Dean
2	Christopher Woods

## **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 Hall continues to attract a wide variety of hirers including:

- Yoga, Chi Kung and Bounce exercise classes
- Scottish, Morris and Ballroom dancing
- Music and Drama courses and rehearsal
- Adult and Children's parties and weddings
- Sewing group
- Cycle racing and Youth football on the playing field

The Hall organises community functions through a Pop-Up-Bar, Summer Picnic, Quiz Nights, Xmas Fair and Carols. The Platinum Jubilee was celebrated in June.

### 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 2022 - 2023

The main project undertaken this year was the installation acoustic panels in the Field Room in September. These lower reverberation in the glass roofed room to reduce the level of noise during functions, such as the monthly Pop-Up-Bar.

Routine maintenance work included painting windows and doors on the Village Shop that is part of the premises and turfing the bare areas in front of the football goal mouths. The basin taps in the ladies and gents toilets were replaced with push taps to improve water efficiency.

The Constitution, Governance and Operating Procedures document has been maintained and updated with Version 9 issued on 24 May. This was revised to reflect minor changes to the Operating Procedures etc. on 14 December.

## **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. A sum is ring fenced for future expenditure on maintenance of the tennis courts.

The level of funds held in bank accounts at year end was £37,578 an increase of £7,387 from last year.

### PRINCIPAL SOURCE OF FUNDS & FUNDRAISING

There were more hires of the hall during the year, notably for children's parties, and income from hiring increased from £11,342 to £14,193. This was augmented by net income from the Bar of £1,570, fundraising of £3,516 and Tennis Court hire of £379.

No grants were received during the year.

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**

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

An increase in water consumption was noted towards the end of the year for investigation and rectification.

Quotations have been sought for reroofing the flat roof on the premises with a view to carrying out the work during the summer of 2023. The surface of the car park has been deteriorating with several pot holes forming. It is hoped to have this repaired during the coming year.

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: 7-12-23

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

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2023**

	<b>31.03.23</b>	<b>31.03.22</b>
<b>INCOME</b>		
Hire of Village Hall:	14,193	11,342
Village Shop (electricity payment)	1,987	2,203
Interest received - Deposit account	44	3
Refund Electricity	500	
Fund raising	3,516	970
Grants		13,000
Charges & Fees	380	380
Bar Income	4,278	2,187
Income from Tennis Courts	379	374
Donations	1,000	
Use of Playing Field	145	
<b>TOTAL INCOME</b>	<b>26,422</b>	<b>30,458</b>
<b>EXPENDITURE</b>		
Bar Stock	2,756	1,095
Broadband and Web Hosting	564	564
Event Expenditure	1,903	206
Cleaning - Labour	1,135	1,130
Heating Oil	560	408
Insurance	1,016	1,016
Licences	502	493
Music Licence	139	132
New equipment	1,161	
Audit Fee	60	60
PayPal Fees	135	86
Maintenance Hall	5,495	5,212
Maintenance Tennis Courts		30
Solar Panels		272
Electricity	2,556	2,712
Waste management	309	592
Water	744	518
Depreciation of Solar Panels	883	883
<b>TOTAL EXPENDITURE</b>	<b>19,918</b>	<b>15,409</b>
 Surplus for the year	 <b>6,504</b>	 <b>15,049</b>

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

**BALANCE SHEET AS AT 31st MARCH 2023**

**FIXED ASSETS**

Solar Panels at Cost	17,665	17,665
Less: Accumulated Depreciation on straight line basis over 20 years	(1,766)	(883)
Written Down Value carried forward	15,899	16,782

**CURRENT ASSETS**

Cash at bank : Current account	17,391	9,255
: Deposit account	20,187	20,143
: PayPal	0	793
Cash in hand	0	0
Total Assets represented by General Fund:	<b>53,477</b>	<b>46,973</b>
Restricted Funds - Tennis Courts and BADS	7,383	7,004
Available funds	46,094	39,969

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>46,973</b>	<b>31,923</b>
Add Surplus of Income over expenditure for the year:	<b>6,504</b>	<b>15,049</b>
Balance carried forward – 31 <sup>st</sup> March	<b>53,477</b>	<b>46,973</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Bredfield Village Hall and Playing Field Charitable Trust

**On accounts for the year  
ended**

31st March 2023	<b>Charity no (if any)</b>	304714
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**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 31/03/2023.

**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:** 

**Date:** 28/11/2023

**Name:** Linda Button

**Relevant professional  
qualification(s) or body  
(if any):**

MAAT - Member of the Association of Accounting Technicians

**Address:** 239 Sidegate Lane  
Ipswich Suffolk  
IP4 3DG

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.**