

BREDFIELD VILLAGE HALL & PLAYING FIELD

Registered Charity 304714

TRUSTEES' ANNUAL REPORT

1 April 2023– 31 March 2024

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	Chris Norman
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
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 rehearsals
- 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 Coronation was celebrated in May.

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 2023 - 2024

The main projects undertaken this year were the re-felting of the flat roof over the hall and the village shop and the repair and resurfacing of the car park.

Routine maintenance work included replacement of the leaking stop tap in the outside toilets, replacement of cistern flushes in the ladies' toilets and the annual deep clean of the hall.

The Constitution, Governance and Operating Procedures document has been maintained and updated with Version 10 issued on 16 May.

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 at year end was £37,572 a decrease of £6 from last year.

PRINCIPAL SOURCE OF FUNDS & FUNDRAISING

Hiring of the hall continued to be strong during the year with hiring income of £12,734; although this was £1,459 less than the previous year. This was augmented by net income from the Bar of £1,385, fundraising of £2,820 and Tennis Court hire of £100; all marginally lower than the previous year.

A grant of £10,000 was received from the Parish Council's Community Infrastructure Levy Fund towards the cost of re-felting the flat roof over part of the premises.

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 2023/24 and published on the Hall's website.

F: FUTURE PLANS

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

The Tennis Courts were passed to the Village Hall when the Tennis Club was disbanded in 2018 and its remaining funds were transferred to the Village Hall. The Hall has carried out minor maintenance of the courts, but the chain link fencing is in need of replacement. Following discussion with the previous members of the Tennis Club it is proposed to replace the fencing with wire mesh and to convert one of the courts into a multi use games area.

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: 17-10-24

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

INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2024

	31.03.24	31.03.23
INCOME		
Hire of Village Hall:	12,734	14,193
Village Shop (electricity payment)	4,365	1,987
Interest received - Deposit account	243	44
Refund Electricity		500
Fund raising	2,820	3,516
Grants	10,000	
Charges & Fees	380	380
Bar Income	3,372	4,278
Income from Tennis Courts	100	379
Donations		1,000
Use of Playing Field	163	145
TOTAL INCOME	34,178	26,422
EXPENDITURE		
Bar Stock	1,987	2,756
Broadband and Web Hosting	577	564
Event Expenditure	409	1,903
Cleaning - Labour	1,193	1,135
Heating Oil	504	560
Insurance	901	1,016
Licences	555	502
Music Licence	377	139
New equipment		1,161
Audit Fee	70	60
PayPal Fees	117	135
Maintenance Hall	23,593	5,495
Maintenance Tennis Courts		
Electricity	2,837	2,556
Waste management	342	309
Water	670	744
Depreciation of Solar Panels	883	883
TOTAL EXPENDITURE	35,017	19,918
Surplus for the year	(839)	6,504

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

BALANCE SHEET AS AT 31st MARCH 2024

FIXED ASSETS

Solar Panels at Cost	17,665	17,665
Less: Accumulated Depreciation on straight line basis over 20 years	(2,599)	(1,766)
Written Down Value carried forward	15,066	15,899

CURRENT ASSETS

Cash at bank : Current account	14,550	17,391
: Deposit account	20,433	20,187
: PayPal	1,302	0
Cash in hand	1,287	0
Total Assets represented by General Fund:	52,637	53,477
Restricted Funds - Tennis Courts	7,162	7,164
BADS	221	221
Available funds	45,254	46,092

GENERAL FUND

Balance brought forward - 1 st April:	53,477	46,973
Add Surplus of Income over expenditure for the year:	(839)	6,504
Balance carried forward – 31 st March	52,637	53,477



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 2024 **Charity no
(if any)** 304714

Set out on pages 1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

**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 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: 14/10/2024

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.