



Trustees' Annual Report for the period

From 1st April 2020 To 31st March 2021.

Charity name: Bolnore Village Community Partnership

Charity registration number: 1152374

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are to establish and run a community hall and recreation facilities and to promote for the benefit of the inhabitants of the Town of Haywards Heath, in West Sussex, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions the provision of facilities for recreation and education or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>The year in focus in this report was without doubt a journey into the unknown. Alongside the rest of the world, we discovered what it meant to be subjected to the threat of a global pandemic. For us, the stark reality turned out to be a c.60% reduction in room hire revenues over the period.</p> <p>This was a frustrating outcome given the good work that we had done during the previous year to reposition rates and reduce fixed costs. The 2020/21 year was looking set to be a positive period where we would continue the switch from an unsustainable financial footing into a marginally profitable facility. In turn contributing to our longer term goal to generate surplus funds, to re-invest and grow the Woodside.</p> <p>The rest as they say is history! And whatever you might think about the governments bailouts and support packages, the harsh reality, is that we would not be trading today, if it were not for the provision</p>

		<p>of these generous support packages and grants. As our financial report indicates, we would have been substantially in the red without that support.</p> <p>Whilst there was some return to normality towards the end of the period, our ongoing utilisation was down (having permanently lost some regular hirers) and at that time, we had not been totally successful at backfilling all of the vacant spaces.</p> <p>A major positive has been the continued stability of the trustees and workforce. We had no personnel changes throughout the year, which brought a welcome predictability when other things were in a relative state of chaos! We remain extremely grateful for the team we have in place; they continue to show loyalty, commitment to the Woodside and generosity of time and resource.</p> <p>A heartfelt 'thank you' also goes to our operational team for sticking with the Woodside through months of furlough, uncertainty and doubt. They are the heartbeat of the Woodside and we value them and their contributions very highly. In addition, they have been particularly key in planning and organising our response to Covid so that we could welcome back hirers as soon as we possibly could.</p> <p>We are hopeful about the potential of the Woodside going forward. We suspect that the pandemic is here to stay, at least for a while, so undoubtedly it's going to have a continued effect on operations and income into the coming period. However, we are extremely pleased that despite everything we've faced, we sit in a good position to capitalise in the future on our asset, for the benefit of the local community and all the many who have a connection with it.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>2020/21 was without a doubt the most challenging year operationally that the Woodside has faced during its short history. The optimism we had felt towards the end of the previous reporting period (as a result of the healthy booking picture of the time) was quickly dispelled by the covid pandemic reaching critical levels and lockdown being imposed. The instant impact on our operation was devastating and the effects of this are still being felt today.</p> <p>April 2020 therefore saw this reporting period begin with the Woodside closed, its staff on furlough and all classes, events and activities postponed. The immediate future was uncertain and, little did we know it, but we were already waving goodbye to some of our regular hirers. The Bolnore Village Summer Fair, a regular staple among community activities, was an early major loss to the diary as it became apparent that the Woodside would remain closed throughout the summer.</p> <p>The end of the summer final brought some much-needed respite with the reintroduction of education, religious activities, children's activities, children's sports and limited adult physical activities. This allowed us to most happily and gratefully welcome back some of our regulars (including our pre-school, Church and after-school activities) and also welcome a new swathe of sports and fitness groups including extensive hire by Magic Netball as well as some outdoor Zumba and adult fitness classes. Larger gatherings such as children's parties were still beyond us and would remain so throughout the period whilst the popular children's Halloween disco was also necessarily cancelled.</p> <p>During the autumn, a new 'normal' came into effect as, in line with most of the rest of the country, covid regulations were drawn up in order to manage the return to Woodside life as safely as possible. Hand-sanitiser and various cleaning materials appeared on our new covid table in the foyer, one-way systems and 2m distancing signs were adhered to the floor, covid-related signage posted everywhere, new covid-related terms and conditions issued to hirers and masks were donned (even by the office's lone worker!).</p> <p>However, further lockdowns in late 2020 and early 2021 saw us return to square one with building closures and furlough reintroduced. At this point, we could only hope that the phased easing of covid restrictions earmarked for the spring would start to bring about a more permanent return to 'normality'...</p> <p>We continued to maintain a healthy reciprocal relationship with Bolnore Primary School during the period, even if it was more sporadic than in previous years. The 'park and stride' scheme, offering parents somewhere to park within range of the school but without obstructing the streets around it, was maintained at least whilst the school remained open. There were unfortunately no school coaches to accommodate for their pick-</p>

		<p>ups for school trips, swimming etc during the period but every intention of resuming this part of our relationship as soon as was practicable remained.</p> <p>Whilst the Woodside has always supported the democratic process by acting as a local polling station for the village, the postponement of the May 2020 Local Elections rendered us redundant for the period in this regard.</p> <p>The challenge and cost of maintenance remained despite the pandemic and grants were sought in order to help see us through. Most tellingly, a covid grant was successfully applied for; this enabled us to replace our carpeted flooring in our upstairs rooms with an industrial vinyl which would not only be covid-friendly but much more practical and more readily cleanable for users for many years to come.</p> <p>Meanwhile, a replacement internal fire door (for one damaged by previous water ingress) was fitted upstairs and the laying of fresh topsoil around the site of the new soak-away (previously installed as part of the efforts to combat roof leaks) was also achieved. These two events effectively marked the end of the saga of our upstairs roof leaks.</p> <p>Overall, this has been a 12 months to largely forget for obvious reasons, although there have no doubt been many lessons learned from the uniqueness of the situation faced. At the end of the day, we approached the next reporting period still open (or at least about to be), still viable and still with the intention of fulfilling our brief as a community hub, even if a period of recovery and consolidation undoubtedly awaited us.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	Despite the pandemic we have continued to maintain an operational facility for the community.
Performance of fundraising activities against objectives set	Para 1.41	Due to government restrictions under the COVID-19 Pandemic, no fundraising activities were able to take place.
Investment performance against objectives	Para 1.41	N/A
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>The year 2020-21 saw the multiple COVID-19 lockdowns and restrictions which had a major impact on the operations of the Woodside.</p> <p>As a result the usual hall & room bookings were substantially down (£25,700) on the previous year.</p> <p>The huge loss in revenue was mitigated to a large extent by the government COVID-19 grant receipts of £23,900.</p> <p>When taking into account the full revenue picture including the COVID-19 grants (but excluding government JRS grants), the overall loss in income was £1,800 year on year which is an encouraging figure.</p> <p>In regard to the expenses, Salaries and related costs were partly negated by Government Job Retention Scheme (JRS) grants received for furloughed staff during the lockdown period.</p> <p>Electricity was down due to the closure of the Woodside as were window and building Cleaning and Repairs and maintenance.</p> <p>The reduction in the Telephone costs were due to the termination of a line no longer being utilised.</p> <p>The opportunity was taken during the lockdown to carry out some remedial works and we undertook to re-carpet of the upstairs small hall. For this particular project, we applied for and received a separate grant from Mid Sussex District Council. Unfortunately, due to an oversight on their part, the receipt of the grant money for this was only received in the FY 2021-22.</p> <p>The reduction in the Music licence cost was due to the Woodside being closed during lockdown and therefore, after discussion with the supplier, no licence was required. This will be re-instated now that the centre has re-opened.</p> <p>Overall the figures look very comfortable with a much larger profit than the previous year. This is of course is thanks to the government COVID-19 grants, so the focus for next year will be very much on bringing the usual revenue streams of the Woodside back up to pre-pandemic levels.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We are endeavoring to keep our finance reserves to a level that will keep the Trust sound through difficult periods.
Amount of reserves held	Para 1.22	See Receipts and Payments Account
Reasons for holding zero reserves	Para 1.22	N/A

Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Appointed by management team/elected at AGM

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The Trust has a full suite of policies and procedures which have been put into place over this time period ranging from Fire Risk Assessment Policies to Lone Working policies. We take our responsibilities very seriously aiming to create a safe environment where the local community are able to maximise the space in a safe and enjoyable way and our employees can work in an appropriate environment.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Board of trustees
Relationship with any related parties	Para 1.51	BVCP has no related parties.
Other		The BVCP has worked and continues to have links with AIRS (Action in Rural Sussex) and ACRE. Also we work closely with the local District Council (MSDC) owners of the community building.

Reference and Administrative details

Charity name	Bolnore Village Community Partnership
Other name the charity uses	
Registered charity number	1152374
Charity's principal address	120 Middle Village, Haywards Heath, West Sussex RH16 4GJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Bob Bannister	Chair		
2	Charlie Smith	Trustee		
3	Anne Boutrup	Finance		
4	Gemma Coombes	Trustee		
5	Matt Jeffers	Trustee		
6	Sam Larby	Trustee		
7	Sally Bannister	Trustee	22/10/2020-31/03/2021	
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20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

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Full name(s)

Bob Bannister	Anne Boutrup
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**Position (eg
Secretary, Chair, etc)**

Chairman	Treasurer
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Date

26 January 2022

RECEIPTS AND PAYMENTS ACCOUNT

	2021		2020
	Restricted funds	Unrestricted funds	
01 Apr 2020 - 31 Mar 2021	01 Apr 2020 - 31 Mar 2021	01 Apr 2020 - 31 Mar 2021	01 Apr 2019 - 31 Mar 2020
	£	£	£
01 Apr 2020 - 31 Mar 2021			
Income			
Government grants		23,907	23,907
Government JRS grants		7,730	7,730
Hall and room hire		17,931	17,931
Pitch and court hire		640	640
Other trading income		207	207
Donations		60	60
Interest		2	2
Total Income	0	50,477	50,477
Expenditure			
Salaries and related costs		11,397	11,397
Heat, light and water		6,278	6,278
Cleaning		3,518	3,518
Insurance		1,425	1,425
Repairs and maintenance		3,116	3,116
IT services		758	758
Internet and TV		203	203
Telephone		1,018	1,018
Stationery		0	0
Marketing		0	0
Music licence		70	70
Sundry		833	833
legal fees		35	35
Accountancy		1,732	1,732
Bank charges		0	0
Pitch and court hire		396	396
	0	30,778	30,778
Assets			
New carpet		3,359	3,359
Acoustic absorption panels		0	0
	0	3,359	3,359
Total payments	0	34,137	34,137
Increase/(decrease) in funds	0	16,340	16,340
Cash funds at start of period	2,120	2,243	4,363
Cash funds at end of period	2,120	18,583	20,703

STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

	Restricted funds	Unrestricted funds	2021	2020
Cash funds				
HSBC Community Account	2,120	9,607	11,727	1,388
HSBC Reserve Account	0	8,727	8,727	2,725
Petty Cash	0	250	250	250
Total cash funds	2,120	18,583	20,703	4,363

	Restricted funds	Unrestricted funds	2021	2020
Funds				
Unrestricted funds		9,856	9,856	250
Designated funds:				
Building reserve		8,727	8,727	1,993
Restricted funds:				
Youth club set up	2,120		2,120	2,120
Total funds	2,120	18,583	20,703	4,363

Other information

Bolnore Village Community Partnership owned 100% of the share capital of Bolnore Woodside Trading Company Limited, company number 09137126 and registered in England & Wales. This company was voluntarily struck off on 11 May 2021 and dissolved on 18 May 2021.

Signed on behalf of all the Trustees:

Signature:

Name: BOB BANNISTER

Position: Chair

Date: 26 January 2022

Signature:

Name: ANNE BOUTRUP

Position: Trustee

Date: 26 January 2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Bolnore Village Community Partnership

On accounts for the year
ended

31 March 2021

Charity no
(if any)

1152374

Set out on pages

3-4

(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 March 2021.

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 (~~other than that disclosed below~~*) 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.

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

Signed:

Date:

31 January 2022

Name:

BRIAN T COOK

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

FCA

Address:

MARINE HOUSE, 151 WESTERN ROAD,

HAYWARDS HEATH, WEST SUSSEX. RH16 3LH

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.