



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 1st April 2022 To 31st March 2023**

**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	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.
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	The Charity continues to operate the Community Hall and facilities for the benefit of the public. Repair and maintenance projects continue through the year which for larger projects have been funded through local government grants.
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	The Charity does not make grants
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	Volunteers continue to be an important part of the charity especially around support and organization of fundraising events and as always we are very thankful for their efforts.
Other		

## Achievements and Performance

	SORP refere nce	
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<p>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.</p>	<p>Para 1.20</p>	<p>As the world has coped with rising prices and the cost of living crisis, the Woodside has also had plenty of its own soaring costs to cope with. It has however been a year of significant improvements and a greater level of experimentation around how we both capitalise the facilities and serve the expanding community. It has therefore been a year of ups and downs, gains and losses. It has also been Al McPhersons first full year as the Woodside's Manager, and he has been hugely instrumental in facilitating the majority of improvements that have been implemented during the period. Notably these include:</p> <ul style="list-style-type: none"> <li>• The switch over to the Hallmaster booking and management system. A change that has brought many benefits by streamlining the hire process. It's also been great for marketing the availability of the Woodside's spaces; prospective hirers being more able to identify available open slots during the week. This has been great for increasing revenues, although we have been impacted negatively by some misleading financials that the system and our practices initially caused us. Whilst corrected for the year end, this lead us to think we were doing better than we actually were for a good part of the year.</li> <li>• Improvements to the building and facilities. One of the most significant improvements to the building has been the addition of a wall for the upstairs mezzanine corridor. This change has been rewarded with wholesale positive affirmation from virtually all our longstanding hirers. This additional sound attenuation has made a huge difference in stopping the bleed from one group to another. Al had to work very hard to get the authorisations for this change across the line, jumping through a number of hoops! But the result has been brilliant, and the building work was completed with very little disruption to normal activities.</li> <li>• Tennis Court markings. We also added markings for an outside tennis court to the MUGA, providing one of very few floodlit tennis courts in the local area. In addition to these physical improvements there has also been an increase in the social support that has been implemented. Specifically the start of a 'Balcony Cafe' once a week, which has been a regular opportunity for connection and growth in friendships for a number of the local community. We also hosted the local 'free winter clothing' initiative for some weeks and importantly have given space to a group who have implemented a food 'community larder' in order to help families that are struggling financially; all run by volunteers.</li> </ul> <p>role. Expanding our income possibilities, fully utilising the asset and reducing costs has to be our focus for 2023/24.</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	In many ways the 2022/3 year has been the most 'normal' we've had for a few years.
Performance of fundraising activities against objectives set	Para 1.41	Fundraising activities have started to take place after the pandemic and will slowly be ramped up.
Investment performance against objectives	Para 1.41	N/A
Other		

## Financial Review

<p>Review of the charity's financial position at the end of the period</p>	<p>Para 1.21</p>	<p>Unfortunately due to costs beyond our control, this year's P&amp;L resulted in a loss.</p> <p>Grants were down this year as no more COVID grants were forthcoming. The main grant received was for a project described further down in the report.</p> <p>The hall &amp; room hire total figure may seem low compared to last year, but due to a change in booking tools, this is now mainly shown under the heading 'Services'. Despite this making the total figures more comparable to last year, the income remains down about £10,000 this year.</p> <p>You will notice that our electricity bills have doubled in price since last year and is unfortunately as a result of the national crisis in this area. We have recently been able to negotiate a new contract which will reduce our monthly bills by about £100-£200, however, this will not reduce our costs in a significant way as to be comparable to last year's costs. Sadly it seems that we must now count this as our largest ongoing expenditure. Investigations are ongoing as to whether there is any remedy for the usage of electricity within the building. In addition to the energy usage, water bills have also increased by double this year. Although this is not clearly shown in the P&amp;L due to a late receipt of a credit note for the previous year's usage of £671.79. This means that the actual costs of water this year was £1299.98. The costs of cleaning the building have also increased by 17% this year. Some of which is due to the supplier having to increase his charges.</p> <p>The Waste cost is overinflated by a mistake from the supplier – issuing two invoices for the same service. We are in contact with the supplier to obtain a credit note and therefore the costs are the same as last year at £300.</p> <p>Some good news comes in the form of plumbing maintenance works which have reduced this year and shows that the close management of the facilities is reaping benefit.</p> <p>The projects undertaken this year were the 5 yearly Legionnaires survey and the training of our new Centre Manager in how to monitor this on an ongoing basis, as required by law. The main project was the building and insulation of the partitioning wall upstairs to provide more usable space for hirers. This was fully covered by a grant from MSDC, however, the second part of the grant is not shown in the P&amp;L as it was received in the following financial year.</p> <p>Security also saw an increase this year due to wear and tear and some damage. Multiple sensors required replacing as well as long life batteries and fire door repairs.</p> <p>With the introduction of a new online booking facility called Hallmaster, our website costs increased as the website now enables the public to book directly via the website and reducing the administrative burden on the Centre Manager. This also carries an annual renewal membership fee.</p> <p>Ensuring we have the correct licensing in place for the centre means we had to advertise this in local papers by law and as such the advertising figure show the costs involved.</p> <p>The Legal &amp; Professional fees are related to the partitioning wall project as an amendment had to be made to our current lease and appropriate legal advice was sought. Unfortunately this will not be covered by an MSDC grant as it falls outside their remit.</p> <p>You may notice a new item of Pest Control appearing on the P&amp;L for the first time. We discovered some issues with mice earlier in the year in a storage area and have engaged Rentokil to deal with it. They quickly dealt with the initial issue and now have an ongoing</p>
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		<p>arrangement with us to monitor and prevent any further issues developing.</p> <p>As is evident from the figures, the increased costs and slightly lower income has meant that, for reasons beyond our control, we have ended the year in a loss. However, we are confident that with strong plans to increase hires and also a dedicated Events team now being established, revenue will increase in the coming year as we also seek to reduce any costs where possible. It also remains the policy of the Board that should any major repairs/improvements be required, we seek grants and financial assistance from various sources before such projects are undertaken so as to not impact our underlying viability.</p>
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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	Hire of our rooms and hall to members of the public and groups.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Investment continues to primarily be in the maintenance of the building with assistance from Local government grants specifically for the premises.
A description of the principal risks facing the charity	Para 1.46	Another pandemic. Anything that affects the ability of the Woodside to be used by groups of the public in any capacity will restrict the fundraising and income generation of the charity.
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution
How is the charity constituted?	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 continues to 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	The Woodside
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	Treasurer		
4	Gemma Coombes	Trustee		
5	Matt Jeffers	Trustee		
6	Sam Larby	Trustee		
7	Sally Bannister	Trustee		
8	Kelly Grant	Trustee	15/11/2023	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

## Additional information (optional)

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Accountant	GMBC LLP	Marine House, 151 Western Road, Haywards Heath, West Sussex, RH16 3LH

### 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)

RBannister

Anne Joup

Full name(s)

Bob Bannister

Anne Boutrup

Position (eg  
Secretary, Chair, etc)

Chairman

Treasurer

Date

10 May 2024

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# Charity Commission Annual Return 2023

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BOLNORE VILLAGE COMMUNITY PARTNERSHIP  
Charity registration number: 1152374

**Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.**

**This document is a record of the information provided in the Annual Return 2023.**

## PART A - Charity information

### Financial period

Financial period start date	<input type="text" value="01/04/2022"/>
Financial period end date	<input type="text" value="31/03/2023"/>

### Income and spending

Income £	<input type="text" value="£ 52,547"/>
Spending £	<input type="text" value="£ 54,924"/>

### Number of contracts from government

How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?	<input type="text" value="1"/>
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### Value of contracts from government

What was the total value of the contracts received from central government or a local authority during the financial period for this return?	<input type="text" value="£ 4,000"/>
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### Number of grants from government

How many grants did your charity receive from central government or a local authority during the financial period for this return?	<input type="text" value="1"/>
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### Value of grants from government

**What was the total value of the grants received from central government or a local authority during the financial period for this return?**

£ 4,000

Income breakdown

**Donations and legacies (excluding Endowments Received)**

£ 249

**Charitable activities**

£ 47,240

**Other trading activities**

£ 60

**Investments**

£ 80

**Other**

£ 4,918

Grantmaking

**Is grant making the main way your charity carries out its purposes?**

No

Recipients of grants

**Please round all figures to the nearest pound (do not enter decimal points or commas).**

**Individuals**

£ 0

**Other charities**

£ 0

**Other organisations that are not charities**

£ 0

Trustee payments

**Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?**

☒ e. None of the trustees have been paid

**Did any of the trustees resign and take up employment with your charity in the financial period of this return?**

No

Income from outside the UK

**Did your charity receive income from outside of the United Kingdom in the financial period of this return?**

No

Delivering activities outside the United Kingdom

**Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?**

No

Spending outside England & Wales

Did your charity spend funds outside of the United Kingdom in the financial period of this return?

No

Total Spending outside England & Wales

£

Trading subsidiaries

Does the charity have any trading subsidiaries?

No

Charity contact details correct

Is the contact address displayed from the Register of Charities, correct?

Yes

Charity headquarters details correct

Is this the same address that you use as your charity's administrative headquarters?

Yes

Charity contact address

Address Line 1

THE WOODSIDE

Address Line 2

120 MIDDLE VILLAGE

Address Line 3

HAYWARDS HEATH

Address Line 4

WEST SUSSEX

Address Line 5

Postcode

RH16 4GJ

Country

Charity Headquarters address

Address Line 1

THE WOODSIDE

Address Line 2

120 MIDDLE VILLAGE

Address Line 3

HAYWARDS HEATH

Address Line 4

WEST SUSSEX

Address Line 5

Postcode

RH16 4GJ

Country

Membership type

Is the charity part of a wider group structure with a parent body and subsidiary bodies?

no, the charity is not part of a wider group structure

Employment contract types

People were permanently employed by your charity

2

People were on fixed-terms contracts with your charity

0

Self-employed people were working for your charity

0

Total overseas employees

How many of the people above work on behalf of your charity outside of the United Kingdom?

0

Total employee payroll

What was the total amount spent on employee payroll during the financial period relating to this return?

£ 13,592

Employees' salaries

Did any of your charity's employees receive total employment benefits of £60,000 or more in the financial period of this annual return?

No

Governance policies

Internal charity financial controls policy and procedures

No YES

Safeguarding policy and procedures

Yes YES

Financial reserves policy and procedures

No NO

Complaints policy and procedures

Yes YES

Serious incident reporting policy and procedures

Yes

YES

Internal risk management policy and procedures

No

YES

Trustee expenses policy and procedures

No

YES

Trustee conflicts of interest policy and procedures

No

YES

Investing charity funds policy and procedures

No

N/A

Campaigns and political activity policy and procedures

No

N/A

Bullying and harassment policy and procedures

No

NO

Social media policy and procedures

No

NO

Engaging external speakers at charity events policy and procedures

No

N/A

Safeguarding

Has your charity provided services to children and/or adults at risk in the financial period of the return?

No

Serious Incidents

Has your charity reported all Serious Incidents (including any historical incidents) that the charity became aware of during the financial period of this return?

There were no incidents to report

External risk and impact

Donations

Negative

Other income - grants

Negative

Other income - contracts

Negative

Other income - investment

Unknown/No Change/Not Applicable

Expenditure on charitable activities

~~Unknown/No Change/Not Applicable~~

Expenditure on overheads

Negative

Number of volunteers

~~Unknown/No Change/Not Applicable~~

**Number of employees**

~~Unknown/No Change/Not Applicable~~

**Number of trustees**

~~Unknown/No Change/Not Applicable~~

**Fundraising activities**

~~Unknown/No Change/Not Applicable~~ Negative

**Capacity to deliver services**

Negative

**Total service demand**

~~Unknown/No Change/Not Applicable~~ Negative

Volunteers

**Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?**

0 10

Privacy statement

**Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:**

- **you have consented to their release; or**
- **we are legally obliged to disclose them; or**
- **we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

**We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:**

- **we can lawfully do so; and**
- **we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

**Information we collect about you**

**We will use this information:**

**To enable us to carry out our statutory functions and duties;**

**This will include the following actions:**

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

**Information we receive from other sources.**

**Information we receive from other sources**

**We may combine this information with information you give to us and information we collect about you.**

**We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).**

**We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.**

**The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.**

**As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.**

**Please check back frequently to see any updates or changes to our privacy policy.**

## Declaration

**This annual return has not been submitted and no Declaration has been made**





Section A

Independent Examiner's Report

Report to the trustees/ members of	Bolnore Village Community Partnership		
On accounts for the year ended	31 March 2023	Charity no (if any)	1152374
Set out on pages	3-4 <small>(remember to include the page numbers of additional sheets)</small>		

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

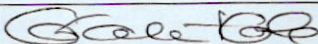
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**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: 15 May 2024

Name: Graham Hole CTA

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

Address:

GMBC LLP

MARINE HOUSE, 151 WESTERN ROAD,

HAYWARDS HEATH, WEST SUSSEX. RH16 3LH

Section B

Disclosure

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.