



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

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

**From 1st April 2023 To 31st March 2024**

**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

<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>From an operational perspective the Woodside is running well. The building is well used by our hirers with new hirers coming on board to infill hire gaps in the small hall and meeting room and general regular hirer morale is favourable everyone seeing the Woodside as an enjoyable space to go about their business.</p> <p>The coffee morning group are becoming embedded as a regular group, organising the foodbank which has been facilitating up to 7 families within the village although this will reduce over time. They've also been involved this year in the Cuckfield Christmas tree festival not only sponsoring a tree but also running the Friday festival café – very good PR for Bolnore and the Woodside</p> <p>The preschool continues to play a major role within the building make up along with regulars such as the Scouts, Grace Church, The Hub and Hailey Beeson's Dance School. All is good however...</p> <p>We still do suffer from water ingress into the building. This has now been prioritised by the MSDC senior management – beyond our surveyor reporting updates - and we clearly hope given the seriousness of this issue that the Council will provision a roof report urgently and this will lead to a solution to the roof problem. At time of writing (September '24) we now await MSDC's next steps to cure the water ingress as I now understand a roof report will be with them within two weeks, from roof inspection beginning September.</p> <p>Along with the roof we have been battling our utility bills specifically our electricity bills that have been eye wateringly high. Our three phase electricity is being investigated as part of our 5 year electrical building survey and we understand that there is an imbalance of this utility, from the original installation, which could be a reason for the supply not being regulated at an optimum level leading to our high bills. This is obviously an ongoing issue which will be reported to Trustees in due course...</p> <p>Now we have our bar license we are looking at ways to re establish the bar offering following the success of last summer, creating a community bar on a smaller level that could get more people involved and prove more of a success running along aside community events.</p> <p>With regards community events the new events team ran a very successful Village Day, Community Friday BBQs, a Halloween disco, and Easter event. These events will no doubt evolve and increase in number over the next few years and hopefully in the fullness of time the events diary will become a staple all round community asset supporting the Woodside and other community groups for years to come.</p> <p>Outside the building the amount of Football played has been very disappointing due to pitch state and poor weather. This impacts on our income from the Local Management agreement and also income for our changing rooms and has shown us how the overprovision of the changing rooms specifically around water storage has led to a huge imbalance in income, the Community centre income now totally funding the changing room facilities. This lack of changing room income obviously puts a massive pressure on the community centre as a charity financially which will have to be addressed over the next year with MSDC through additionally funding in order to continue to keep the whole building viable...</p> <p>Briefly other activities that have been delivered include:</p>
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		<p>Reordering the CCTV to reduce behaviour</p> <p>Welding Cycle Store stabilizers</p> <p>Tennis Court Installation increasing sports offer</p> <p>Rodent mitigation building work</p> <p>Hall wall protective board painting</p> <p>School holidays have been an issue in the past for income generation but B Stars have supported the Woodside now filling in a few gaps to bring some income into the quieter periods the Woodside is open.</p> <p>Looking forward I hope we will soon get a roof we can rely on, the delivery of more Bolnore events, enriching the community life here for young and old alike and lastly we will move on our understanding and delivery of a plant room that can compliment not complicate all that we try and achieve within the community building here at the Woodside.</p> <p>Lastly Reuben Hobbs has been great help supporting me during the weekends – taking on the deputy centre manager role for whom I have to thank.</p> <p>I would also like to thank all hirers, patrons, volunteers and visitors for their continued support of the Woodside over the period.</p> <p>It's really great seeing the small groups within the Woodside starting to really make an impact on the Community within Bolnore and beyond. I hope these groups will continue moving forward and we will see more activities coming through into the community and we will continue to see more groups and users enjoying all the Woodside has to offer.</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 2023/24 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**

Review of the charity's financial position at the end of the period	Para 1.21	<p>Overall a much stronger performance in this financial year with a decent profit made of £5,074.</p> <p>Income overall increased by about the same as the profit.</p> <p>There was only one grant received this year which was actually the payment of a grant related to the Acoustic Wall project which was completed in the 22/23 financial year.</p> <p>The Donations aspect are payments we get through Amazon Smile (which now unfortunately no longer exists) and EasyFundraising. As you know these donations are effectively at no cost or effort to us and therefore something that we need to market heavily across all channels.</p> <p>We are now running events again thanks to our dedicated events committee which has helped not only in additional income, but also bolstered the community connections of the centre.</p> <p>Pitch and Court Hire income was again impacted by the weather and there was a delay in MSDC sending invoices to us for the usage which has caused a skew in the P&amp;L figures. MSDC have now appointed a specific external management company to handle the invoicing and we have already seen an improvement this financial year in the timeliness of the invoices.</p> <p>The increases in utility bills was expected and although new rates were negotiated, there was no way to avoid these increases. Internal impacts on usage continue to be assessed and possible solutions researched, to identify if these costs can be significantly reduced in the future. We have already given the go ahead for a special meter to be installed within the plant room to identify areas that are drawing additional power.</p> <p>Water bills have also increased significantly this year. However, it has to be borne in mind that the low figure in the previous financial year</p>
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		<p>was caused by a large credit by the previous supplier for other years outside the scope of these accounts. Therefore, the true comparison figure for the previous financial year would be £1300. This has still provided a more than doubling of our water costs this financial year, but now that we shortly will have full access to the water meter, we hope that bills will come down as we are able to provide actual meter readings.</p> <p>Buildings Insurance increased by over £600 this year. This insurance is provided through MSDC and although the high increase in cost was queried, no quantifiable answer was provided.</p> <p>General repairs &amp; maintenance only increase this year due to an overdue boiler service. As the boiler is commercial in nature, this expenditure is significantly more than what domestic users might see. As there was no expenditure on Projects this year, the overall repairs and maintenance reduced by over £7700. There is always a concerted effort to ensure that grants are obtained for any project work we need or want to undertake during each financial year.</p> <p>Most other expenditures saw small increases which were due to rising prices and to be expected.</p> <p>With ongoing focus on reducing utility costs as well as optimising utilisation of all rooms and, of course, the events team increasing fundraising events specifically for the Woodside, the next financial year looks to continue profitably, allowing for essential ongoing repairs &amp; maintenance to be undertaken on the building.</p> <p>We have been carefully building our reserves to ensure there is further financial resilience in the event of any unknown issues materialising in the future.</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	15/10/2024	
3	Anne Boutrup	Treasurer		
4	Gemma Coombes	Trustee		
5	Matt Jeffers	Trustee	17/10/2024	
6	Sam Larby	Trustee		
7	Sally Bannister	Trustee	17/10/2024	
8	Kelly Grant	Trustee	15/11/2023	
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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	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)

	
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Full name(s)

Bob Bannister

Anne Boutrup

Position (eg  
Secretary, Chair, etc)

Chairman

Treasurer

Date

17/01/2025

## RECEIPTS AND PAYMENTS ACCOUNT

			2024	2023
	Restricted funds	Unrestricted funds	01 Apr 2023 - 31 Mar 2024	01 Apr 2022 - 31 Mar 2023
01 Apr 2023 - 31 Mar 2024			£	£
<b>Income</b>				
Government grants	4,326	-	4,326	4,918
Hall and room hire	-	55,772	55,772	43,998
Pitch and court hire	-	924	924	3,242
Other trading income	-	-	-	60
Income from events	600	1,658	2,258	-
Donations	300	532	832	249
Interest	-	422	422	80
<b>Total Income</b>	<b>5,226</b>	<b>59,308</b>	<b>64,534</b>	<b>52,547</b>
<b>Expenditure</b>				
Salaries and related costs	-	13,090	13,090	13,592
Heat, light and water	-	16,425	16,425	14,371
Rates	-	290	290	-
Cleaning	-	9,395	9,395	8,091
Insurance	-	556	556	1,432
Repairs and maintenance	4,326	8,071	12,398	5,282
IT services	-	1,280	1,280	1,239
Internet and TV	-	202	202	159
Telephone	-	1,111	1,111	1,046
Stationery	-	103	103	-
Marketing	-	-	-	305
Music licence	-	70	70	170
Sundry	-	168	168	1,364
Legal & professional fees	-	35	35	1,659
Accountancy	-	1,182	1,182	-
Bank charges	-	61	61	60
Pitch and court hire	-	889	889	1,891
Event Expenses	600	1,306	1,906	-
	<b>4,926</b>	<b>54,233</b>	<b>59,160</b>	<b>50,660</b>
<b>Assets</b>				
Fridge	300	-	300	-
Mezzanine floor	-	-	-	4,264
	<b>300</b>	<b>-</b>	<b>300</b>	<b>4,264</b>
<b>Total payments</b>	<b>5,226</b>	<b>54,233</b>	<b>59,460</b>	<b>54,924</b>
<b>Increase in funds</b>	<b>-</b>	<b>5,074</b>	<b>5,074</b>	<b>(2,377)</b>
<b>Cash funds at start of period</b>	<b>2,120</b>	<b>32,537</b>	<b>34,657</b>	<b>37,034</b>
<b>Cash funds at end of period</b>	<b>2,120</b>	<b>37,612</b>	<b>39,732</b>	<b>34,657</b>

## STATEMENT OF ASSETS AND LIABILITIES AT THE END OF THE PERIOD

	Restricted funds	Unrestricted funds	2024	2023
<b>Cash funds</b>				
HSBC Community Account	2,120	10,381	12,501	13,599
HSBC Reserve Account	-	27,231	27,231	20,809
Petty Cash	-	-	-	250
Total cash funds	2,120	37,612	39,732	34,658

	Restricted funds	Unrestricted funds	2,024	2,023
<b>Funds</b>				
Unrestricted funds	-	10,381	10,381	11,729
Designated funds:				
Building reserve	-	27,231	27,231	20,809
Restricted funds:				
Youth club set up	2,120	-	2,120	2,120
Total funds	2,120	37,612	39,732	34,658

Signed on behalf of all the Trustees:

Signature: RWBannister  
RWBannister (Jan 30, 2025 14:39 GMT+1)

Name: BOB BANNISTER

Position: Chair

Date: 17/01/2025

Signature: Anne Boutrup  
Anne Boutrup (Jan 30, 2025 13:46 GMT)

Name: ANNE BOUTRUP

Position: Trustee

Date: 17/01/2025



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 2024

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 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:

*Graham Hole*

Date:

10/01/2025

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.**