



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/04/2023** Period start date to **31/03/2024** Period end date

Charity name: **BROADHEMBURY COMMUNITY CENTRE CIO**

Charity registration number: **1156178**

## Objectives and Activities

|  | SORP reference     |   |
|--|--------------------|---|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | The object of the CIO is, in the interests of social welfare, to improve the conditions of life of the inhabitants of Broadhembury and the surrounding neighbourhood without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious, or other opinions by the provision and maintenance of a community centre for use by those inhabitants including use for meetings, lectures and classes, other forms of recreation and leisure time occupation. |
| 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 | Art groups, Craft group, Luncheon club, Gardening Club, Social afternoons, Pilates, Yoga, Repair Café, Primary School use, Youth Groups, Young Farmers, Flower arranging, Brownies, Dance ballet classes, Cycling Group, Film nights, Private parties, Wedding receptions and general fundraising   |
| 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 issued guidance. Our community benefit is at the heart of what Broadhembury Community Hall is about   |

## 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>The Hall has continues to recover from the pandemic in this period. During the year continued effort has been made to encourage more activities by all user groups. We particularly seek use by younger groups. The reputation of the hall is resulting in repeat bookings.</p> <p>The formation of the Repair Café held in the hall a venture started by the Parish Council is now consolidated to run independently.</p> <p>The halls own website is being updated and will be found at:<br/> <a href="https://broadhemburymemorialhall.co.uk/">https://broadhemburymemorialhall.co.uk/</a>,<br/> Facebook and other social media is used and these are becoming a valuable aid to our marketing of the hall.</p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |



## Financial Review

|  |           |  |
|--|-----------|--|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The charity has made a loss. This will be mitigated in part by cost and income recovery measures in connection with water losses and our feed in tariff. We have plans in place to increase hire income. |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | A reserve of £10,000 has been identified and approved  |
| Amount of reserves held  | Para 1.22 | The work to establish the quantum of funds for ongoing repair and maintenance of the building is under review  |
| Reasons for holding zero reserves  | Para 1.22 |  |
| Details of fund materially in deficit  | Para 1.24 |  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 |  |

### 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<br>(trust deed, royal charter)   | Para 1.25 | Constitution  |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | CIO   |
| 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 | Elected and appointed by existing trustees.<br>We seek to appoint additional trustees |

### 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 charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

## Reference and Administrative details

|                             |   |
|-----------------------------|---|
| Charity name                | Broadhembury Community Centre CIO   |
| Other name the charity uses | Broadhembury Memorial Hall  |
| Registered charity number   | 1156178   |
| Charity's principal address | Broadhembury, Honiton, Devon EX14 3NG<br>Correspondence c/o<br>2 Colliton Cross, Broadhembury, Honiton EX14 3LQ |
|                             |   |

### 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  | David Brooks    | Trustee             |                                   |   |
| 2  | Rob Phillips    | Trustee             | Appt 17/07/23                     |   |
| 3  | Angela Phillips | Trustee             |                                   |   |
| 4  | Sue Walczak Lee | Trustee / Treasurer |                                   |   |
| 5  | Sara Clarke     | Trustee             | Resigned June 23                  |   |
| 6  | Lynne Perry     | Trustee             | Appt 21/8/23 Resigned             |   |
| 7  |                 |                     | 20/12/24                          |   |
| 8  |                 |                     |                                   |   |
| 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   |  |
| 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)

|  |
|--|
|  |
|--|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|  |
|--|
|  |
|--|

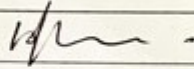
## Other optional information

|  |
|--|
|  |
|--|

## Declarations

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

Signed on behalf of the charity's trustees

|                                     |                   |   |
|-------------------------------------|-------------------|---|
| Signature(s)                        | S. Walczak-Lee    |  |
| Full name(s)                        | SUSAN WALCZAK-LEE | DAVID JOHN BROOKS   |
| Position (eg Secretary, Chair, etc) | TREASURER         | TRUSTEE   |
| Date                                | 15/01/2025        |   |





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Broadhembury Community Centre CIO

1156178

## Receipts and payments accounts

CC16a

For the period  
from

4/1/2023

To

3/31/2024

### Section A Receipts and payments

|   | Unrestricted funds | Restricted funds | Endowment funds  | Total funds      | Last year        |
|---|--------------------|------------------|------------------|------------------|------------------|
|   | to the nearest £   | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| <b>A1 Receipts</b>                                    |                    |                  |                  |                  |                  |
| Hire  | 13,740             | 0                | 0                | 13,740           | 12,722           |
| Fund Raising  | 193                | 0                | 0                | 193              | 190              |
| Energy  | 0                  | 0                | 0                | 0                | 1,469            |
| Investment Income                                     | 0                  | 0                | 237              | 237              | 237              |
| Donations   | 111                | 0                | 0                | 111              | 0                |
|   | 0                  | 0                | 0                | 0                | 0                |
|   | 0                  | 0                | 0                | 0                | 0                |
| Other   | 511                | 0                | 0                | 511              | 50               |
| <b>Sub total (Gross income for AR)</b>                | <b>14,555</b>      | <b>0</b>         | <b>237</b>       | <b>14,793</b>    | <b>14,668</b>    |
| <b>A2 Asset and investment sales, (see table).</b>    |                    |                  |                  |                  |                  |
|   | 0                  | 0                | 0                | 0                |                  |
|   | 0                  | 0                | 0                | 0                | 0                |
| <b>Sub total</b>                                      | <b>0</b>           | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| <b>Total receipts</b>                                 | <b>14,555</b>      | <b>0</b>         | <b>237</b>       | <b>14,793</b>    | <b>14,668</b>    |
| <b>A3 Payments</b>                                    |                    |                  |                  |                  |                  |
| Returned Deposits                                     | 580                | 0                | 0                | 580              | 559              |
| Bookings Admin Cleaning                               | 3,733              | 0                | 0                | 3,733            | 6,866            |
| Fundraising   | 265                | 0                | 0                | 265              | 167              |
| Utilities   | 9,056              | 0                | 0                | 9,056            | 3,387            |
| Website   | 420                | 0                | 0                | 420              | 387              |
| Insurance   | 1,035              | 0                | 0                | 1,035            | 993              |
| Lift and Aircon Inspection                            | 724                | 0                | 0                | 724              | 1,258            |
| Cleaning Materials                                    | 287                |                  |                  | 287              | 487              |
| Cleaning  | 2,755              |                  |                  | 2,755            |                  |
| Maintenance   | 794                |                  |                  | 794              | 800              |
| Memberships   | 460                | 0                | 0                | 460              | 303              |
| Jubilee   |                    |                  |                  | 0                | 303              |
| Sundries  | 40                 |                  |                  | 40               | 399              |
| Lottery   |                    |                  |                  | 0                | 325              |
|   | 0                  | 0                | 0                | 0                | 0                |
| <b>Sub total</b>                                      | <b>20,148</b>      | <b>0</b>         | <b>0</b>         | <b>20,148</b>    | <b>16,234</b>    |
| <b>A4 Asset and investment purchases, (see table)</b> |                    |                  |                  |                  |                  |
|   | 0                  | 0                | 0                | 0                |                  |
|   | 0                  | 0                | 0                | 0                |                  |
| <b>Sub total</b>                                      | <b>0</b>           | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| <b>Total payments</b>                                 | <b>20,148</b>      | <b>0</b>         | <b>0</b>         | <b>20,148</b>    | <b>16,234</b>    |
| <b>Net of receipts/(payments)</b>                     | <b>-5,592</b>      | <b>0</b>         | <b>237</b>       | <b>-5,355</b>    | <b>-1,566</b>    |
| <b>A5 Transfers between funds</b>                     | <b>0</b>           | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| <b>A6 Cash funds last year end</b>                    | <b>32,615</b>      | <b>0</b>         | <b>224</b>       | <b>32,839</b>    | <b>32,839</b>    |
| <b>Cash funds this year end</b>                       | <b>27,023</b>      | <b>0</b>         | <b>461</b>       | <b>27,484</b>    | <b>31,273</b>    |

## Section B Statement of assets and liabilities at the end of the period

| Categories  | Details  | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---|--|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds   | Lloyds Bank  | 27,023                             | 0                                | 461                             |
|   |  | 0                                  | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
|   | <b>Total cash funds</b>                                | <b>27,023</b>                      | <b>0</b>                         | <b>461</b>                      |
|   | (agree balances with receipts and payments account(s)) | OK                                 | OK                               | OK                              |
|   |  | Unrestricted funds                 | Restricted funds                 | Endowment funds                 |
|   |  | to nearest £                       | to nearest £                     | to nearest £                    |
| B2 Other monetary assets                                    | Petty Cash   | 108                                | 0                                | 0                               |
|   |  | 0                                  | 0                                | 0                               |
|   |  | 0                                  | 0                                | 0                               |
|   |  | 0                                  | 0                                | 0                               |
|   |  | 0                                  | 0                                | 0                               |
|   |  | 0                                  | 0                                | 0                               |
|   |  | 0                                  | 0                                | 0                               |
| B3 Investment assets  | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   | COIF Investment  | 8,155                              | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
| B4 Assets retained for the charity's own use                | Details  | Fund to which asset belongs        | Cost (optional)                  | Current value (optional)        |
|   |  |                                    | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
|   |  |                                    | 0                                | 0                               |
| B5 Liabilities  | Details  | Fund to which liability relates    | Amount due (optional)            | When due (optional)             |
|   |  |                                    | 0                                |                                 |
|   |  |                                    | 0                                |                                 |
|   |  |                                    | 0                                |                                 |
|   |  |                                    | 0                                |                                 |
| Signed by one or two trustees on behalf of all the trustees |  | Signature                          | Print Name                       | Date of approval                |
| see below   |  |                                    | Sue Walczac-Lee                  | 1/14/2025                       |
| see below   |  |                                    | David Brooks                     | 1/14/2025                       |