



# Trustees' Annual Report for the period

	Period start date		Period end date
From	1 September 2022	To	31 August 2023

## Section A Reference and administration details

Charity name The Friends of Colerne Church

Other names charity is known by None

Registered charity number (if any) 1157116

3 Box View

Colerne

Chippenham

Postcode SN14 8DH

### 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	Raymond Leonard BARKER	Chairman		The Trustees
2	Lavinia Mary WILSON			The Trustees
3	Peter John BROOKES	Treasurer		The Trustees
4	Sarah Jane Margaret Alexander EDMONDS			The Trustees

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
None	

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

Type of adviser	Name	Address
None		

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

#### Managing Committee:

Chairman - Ray Barker;

The Trustees;

Other Committee Members - Margaret Edmonds, Karen Brzezicki, Rob Featherstone, Robert Jones, Sue Jones, Serena Gambarini, Beverly Youdan and Ffion Prestidge.

Peter Brookes has continued in the role of Treasurer



## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution of a Charitable Incorporated Organisation dated 1 March 2014 and approved 19 May 2014.
How the charity is constituted (eg. trust, association, company)	The Charity is a Charitable Incorporated Organisation (CIO).
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by a resolution passed at a meeting of the charity trustees in accordance with the requirements of the constitution

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

#### Review of Major Risks

The majority of the Friends activities do not require any significant commitment of funds and the financial risks are therefore low. An exception is the Bonfire where the cost of fireworks etc. (approximately £1900 this year) might not be recovered if the weather on the night was very bad. If the Bonfire were to be cancelled the stocks would have to held over to the following year as they are not on a sale or return basis. The Trustees consider this financial risk justified in the light of the potential to generate income in good years and because of the value of the event to the village as a whole.

The bonfire and fireworks have always been recognised as the greatest source of safety risks. A thorough review of the risk assessment, environmental impact and the insurer's safety recommendations is carried out each year before the display.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the CIO are to advance the Christian religion for the benefit of the public by:

Raising funds towards the cost of any repairs or restoration required to the fabric or structure of the Parish Church and Churchyard of Colerne;

Organising and encouraging the provision of voluntary labour to carry out repairs and maintenance to the Church and Churchyard, or to take part in related fund raising activities;

Encouraging the attendance of people living within the Parish of Colerne at the services of the Church.



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The main activities of the Friends are to organise fundraising events to support present or future repairs or restoration of the church and churchyard.

The Trustees have assessed these activities against the Charity Commission guidance on public benefit and consider that they are fully consistent with both the guidance and the objects of the Charity.

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

##### **Grant-making Policy**

At the end of the year the bank balance is £91501. This money stands available to be spent on repairs or restoration whenever necessary. The normal process is for the Parochial Church Council to request a grant for specific items of work from the Friends. If the Trustees consider the request is covered by the Friends objects then the money is paid to the PCC who manage the work.

##### **Investment Selection Policy and Banking Arrangements**

The Friends do not hold investments.

The Friends current account is a Treasurer's Account with Santander. During this year the Trustees agreed that the authorisation on this account should be reduced to a single signature to enable the Treasurer to use online banking for BACS payments. The majority of funds are held in a Bath Building Society (BBS) Charity Account. (The previous BBS 30 day notice account was closed on 26 October 2022 and the balance transferred to the charity account).

At the end of this financial year approximately 95% of the funds are held in the Charity account and 5% in Santander.

A trial of card payments using a Sumup card reader was carried out at the bonfire and again at the May Fair. This seemed to work well and greater use will be made of it in the future.

##### **Volunteers**

All officers, members and other active supporters are volunteers. There are no paid associates. The Trustees are very grateful for all the voluntary support.



**Summary of the main achievements of the charity during the year**

**Income and Fund Raising**

The money donated to the Friends is a major source of funds for the PCC to maintain the church and churchyard for the benefit of all the local community.

The gross income for the year was £17,331, which is consistent with previous years; and the net income after costs and expenses (not including grants) was £12,260.

The contributions of the principal activities were as follows.

May Fair 2023.

The May Fair was planned for 13 May, just a week after the Coronation of King Charles III. In April discussions were held with the Parish Council (PC) and other village organisations about whether the Fair should be moved to the Coronation weekend and amalgamated with other village events. However the PC informed us that there would not be any formal event other than street parties on the Sunday. Nationally, the Bank Holiday Monday was to be a celebration of volunteering and it was suggested that the May Fair should continue this theme on the following Saturday. Local volunteer organisations would be invited to parade through the village and then set up stalls in the Market Place to publicise the work of their groups and to encourage new members. The PC recognised the benefit of this to the local community and supported it with a grant of £250 towards publicity.

The day was a great success, adding a new dimension to the May Fair. 18 local organisations and charities set up stalls and attracted a lot of interest.

With fine weather and a very good attendance the May Fair raised £6,324, continuing the trend of steady increase over the past eight years.

The Friends would like to thank the many people who helped in this achievement by operating stalls, helping with the arrangements and donating prizes.

Bonfire Night 2022.

The 2022 bonfire night and fireworks display raised £3716, which is a decrease of £1500 on the previous (record) year but a significant improvement on the years before the pandemic. The drop in takings is largely due to a fall in numbers from the peak in 2021 when a several competing displays did not take place because of ongoing Covid restrictions. Overall it was agreed that the evening was a great success attracting many family groups to an enjoyable village event, which is what the Friends always aim to achieve rather than seeking solely to maximise profit.

The Trustees and Committee give special thanks to all those who worked so hard this year to build an impressive bonfire and provide a spectacular fireworks display.

The Trustees thank Mr and Mrs Harvey for allowing us the use of their field despite the considerable disruption this causes. We would also like to thank the residents of Eastrip Lane for bearing with the intrusion on the night.

The Trustees and Committee have carried out a careful review of the environmental impact of this event and believe that the precautions and controls they have put in place strike a reasonable balance between the impact on the environment and the benefit to the community. This consideration will be reviewed as part of the planning for all future events.



The Trustees thank Hunter French for their generous sponsorship of the event.

Subscriptions. The total subscription income was £525. In addition £551 was reclaimed in Gift Aid on subscriptions and donations for the year to April 2023.

Donations. £1,062 were received in donations during the year.

Deposit Account Interest. As described above majority of the reserves are now held in a Bath Building Society Charity Account. £41 was received in interest from the old 30 day account and £467 from the Charity Account.

May Fair 2022. £155.87 was received in November 2022 from the sale at auction of some items donated to the Bric a Brac stall.

Bank Reconciliation. Some cheques issued during the year had not been presented by the year end. Two cheques raised in November 2022 for Swift Medics and Bath Air Cadets never reached their destination and are presumed to have been lost in the postal strike. They were cancelled and reissued in March 2023. The new cheque for £50 to the Air Cadets had not been cashed by the end of August but was cashed in September in FY23.

A cheque for £14.20 for hire of the Old School at the May Fair was delivered to the Parish Council in February but appears to have been lost. It was paid by BACS in September 23.

### **Expenditure**

No grants were made to the PCC during the year.

The cost of running our events came to a total of £3980.

The cost of insurance was £562 – the only administrative expense.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

When income exceeds expenditure in the current year it is the Trustees' policy to build a reserve towards a major item of future expenditure. These reserves are in no way binding and the money is still available to be spent should a serious problem be found elsewhere in the church or churchyard.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Friends committee always aim to ensure that costs and expenses are kept to a minimum. For every £1 received this year, 70p will be available for grants, which is in line with figures for previous years.

Many large charities now state the amount available for grants as a percentage of income "after expenses" and a figure around 90% is common. If expenses are taken to be the cost of running events plus insurance and licensing costs then the figure for the Friends this year is effectively 100%. This is achieved by the generous donation of time and resources by the Committee and the many volunteers who support the Friends.

## Section F

## Other optional information

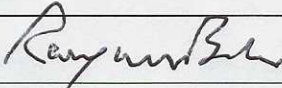
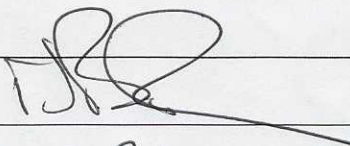
The Trustees would like to thank Karen Sayers for carrying out the examination of the accounts.

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	RAYMOND BARKER	PETER BROOKES
Position (eg Secretary, Chair, etc)	CHAIR	TREASURER
Date	7 NOVEMBER 2023	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Friends of Colerne Church

1157116

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2022

To

31/08/2023

### Section A Receipts and payments

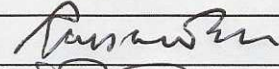

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
May Fair	7,417	-	-	7,417	6,837
Fireworks	7,113	-	-	7,113	8,256
Subscriptions - Standing Order	370	-	-	370	320
Subscriptions - Other	155	-	-	155	300
Donations	1,062	-	-	1,062	1,110
Gift Aid	551	-	-	551	364
May Fair 22 Late receipts	156	-	-	156	-
Bath Building Society Interest	508	-	-	508	50
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>17,331</b>	<b>-</b>	<b>-</b>	<b>17,331</b>	<b>17,237</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>17,331</b>	<b>-</b>	<b>-</b>	<b>17,331</b>	<b>17,237</b>
<b>A3 Payments</b>					
May Fair Expenditure	1,092	-	-	1,092	988
Fireworks Expenditure	3,396	-	-	3,396	2,973
Support Costs	582	-	-	582	582
Grants Paid	-	-	-	-	-
Candy Floss Machine	-	-	-	-	300
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>5,071</b>	<b>-</b>	<b>-</b>	<b>5,071</b>	<b>4,843</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>5,071</b>	<b>-</b>	<b>-</b>	<b>5,071</b>	<b>4,843</b>
<b>Net of receipts/(payments)</b>	<b>12,260</b>	<b>-</b>	<b>-</b>	<b>12,260</b>	<b>12,395</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>79,240</b>	<b>-</b>	<b>-</b>	<b>79,240</b>	<b>66,845</b>
<b>Cash funds this year end</b>	<b>91,501</b>	<b>-</b>	<b>-</b>	<b>91,501</b>	<b>79,240</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in Hand	-	-	-
	Santander Current Account	3,712	-	-
	Bath Building Society	87,789	-	-
	<b>Total cash funds</b>	<b>91,501</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	R L BARKER	7/11/23
	P J Brooks	7/11/23