



CHARITY COMMISSION
FOR ENGLAND AND WALES



**Trustees' Annual Report for the period
From 1 January 2021 to 31 December 2021**

Charity name: Clavering Players
Charity registration number: 1158925

Objectives and Activities

	SORP ref	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The Objects of the CIO are:</p> <ol style="list-style-type: none">1. To advance the education of the public in the performing arts and present for public performance a balanced range of plays of artistic merit2. The protection and preservation of the environment for the benefit of the public by the provision of a public amenity3. To assist and further such charitable institutions and charitable purposes as the committee shall from time to time determine.
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>Clavering Players was delighted to be able to stage its annual pantomime in December 2021.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The Trustees have complied with the duty in Section 17(5) of the Charities Act 2011 to have due regard to guidance published by the Charity Commission on public benefit. Clavering Players provides a range of opportunities for members to develop their skills and enjoy working together towards a common goal. We keep our productions affordable and aim to provide a good mix of serious and less serious productions to both entertain and stimulate our audiences.</p>

Additional information

Contribution made by volunteers	Para 1.38	Membership of Clavering Players is open to all. The charity is run by a committee of Trustees who are all members acting in a voluntary capacity. All activities on stage, behind stage and front of house are undertaken by members acting in a voluntary capacity with much appreciated support from friends and family.
Pricing		Membership subscriptions and ticket prices are kept at an affordable level in order to encourage participation.
Thanks and acknowledgements		The Committee are once more indebted to Martin Ormondroyd for providing much valued pro bono services as Independent Examiner. Clavering Players are a member of NODA (National Opera and Dramatic Association). The members of the committee acknowledge the skill, dedication and hard work of the members and express their appreciation for their ongoing support despite all the difficulties of the pandemic.

Achievements and Performance

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 annual pantomime, Arthur – The Panto, was written by a young member of the society, Megan Elliston, assisted by her father Matt Elliston who was also making his directorial debut. Clavering Players were delighted when it received a nomination for a NODA Award for Best Pantomime 2021.</p>  <p>A cast of 21 was ably supported front of house and backstage by 16 members and volunteers. The preview to the 1st Clavering scout group and the four performances were attended by 370 adults and children from the local community and beyond. As Decia Ranger from NODA said in her review "Such enthusiasm for keeping the pantomime tradition alive is a joy to see and long may it continue".</p>
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity had £8,865 (2020 £8,201) in the bank at the end of the year and net current assets amounting to £ 9,130 (2020 £8,423).
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Trustees aim to hold sufficient reserves to cover ancillary production expenditure and subsidise a number of loss-making productions during the coming years.
Amount of reserves held	Para 1.22	The charity has no restricted funds so its unrestricted reserves amounted to £8,870 (2020 £8,423) at the end of the period.
Details of fund materially in deficit	Para 1.24	No funds are in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The annual pantomime has for some time replenished the charity's reserves and if this situation were to change long term the Trustees would need to reassess their future strategy.

Additional information

The charity's principal sources of funds (including any fundraising)	Para 1.47	In normal years, some productions make a surplus from ticket and ancillary refreshment sales occasionally supplemented by very welcome donations.
Investment policy and objectives	Para 1.46	The Charity has insufficient funds to invest in anything beyond its own activities.
A description of the principal risks facing the charity	Para 1.46	The Charity is reliant on surpluses from the annual pantomime to replenish its reserves. There is no risk of insolvency as the Charity has sufficient reserves to cover general expenditure and subsidise a number of loss-making productions. It is also the Trustees' policy never to incur liabilities or make commitments that the Players are unable to pay for out of current funds or, in the case of grants, funds which it has the legal right to receive before the payment is due.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Charitable Incorporated Organisation (CIO) Constitution

How is the charity constituted?	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	<p>At each annual general meeting:</p> <ul style="list-style-type: none"> the trustees retire from office and are eligible for re-election; the members elect members to serve as Trustees for the coming year; and the members appoint Trustees to the offices of Chairman, Secretary and Treasurer. <p>The Trustees may appoint a Stage Manager, Wardrobe Supervisor, Publicity Manager, Website Manager and Membership Secretary who are not necessarily Trustees but who are invited to committee meetings when their particular responsibilities are discussed. The Trustees appoint one of their number to act as liaison officer for each production.</p>

Reference and Administrative details


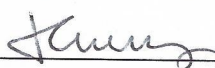
Charity name	Clavering Players
Registered charity number	1158925
Charity's principal address	Rose Cottage Stickling Green, Clavering Essex CB11 4QX

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)
Rachel Betts	Chairman		
Judith Curry	Treasurer (to 31 December 2021)		
Matthew Elliston	Treasurer (from 1 January 2022)		
Jayne Hartley	Secretary		
Tudor Owen			
Jennifer Whyte			

Declarations

The trustees declare that they have approved the trustees' report above.
Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Rachel Betts	Judith Curry
Position	Chairman	Trustee (Treasurer to 31 December 2021)
Date	15/9/2022	

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A Independent Examiner's Report

Report to the trustees/ members of

CLAVERING PLAYERS

On accounts for the year ended

31 December 2021

Charity no
(if any)

1158925

Set out on pages

6-16

Respective responsibilities of trustees and examiner

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act
 have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Martin Ormondroyd

Date:

15/09/2022

Name:

Martin Ormondroyd

Relevant professional
qualification(s) or body:

FCCA

Address:

Market House, 10 Market Walk, Saffron Walden, ESSEX CB10 1JZ





CLAVERING PLAYERS		1158925
Annual accounts for the period		
01-Jan-21	to	31-Dec-21

Section A Statement of financial activities

	Guidance Notes	Unrestricted funds	Total funds	Prior year funds
		£	£	£
		F01	F04	F05
Incoming resources (Note 3)				
Income and endowments from:				
Donations and legacies	S01	165	165	139
Charitable activities	S02	3,058	3,058	-
Interest	S04	1	1	4
Total	S07	3,224	3,224	143
Resources expended (Note 4)				
Expenditure on:				
Charitable activities	S09	2,777	2,777	402
Total	S12	2,777	2,777	402
Net income/(expenditure)	S15	447	447	-259
Net movement in funds	S20	447	447	-259
Reconciliation of funds:				
Total funds brought forward	S21	8,423	8,423	8,682
Total funds carried forward	S22	8,870	8,870	8,423

Section B

Balance sheet

	Guidance Notes	Unrestricted funds	Total this year	Total last year
		£	£	£
		F01	F04	F05
Fixed assets				
<i>Total fixed assets</i>	B05	-	-	-
Current assets				
Debtors (Note 6)	B07	265	265	222
Cash at bank and in hand (Note 8)	B09	8,865	8,865	8,201
<i>Total current assets</i>	B10	9,130	9,130	8,423
Creditors: amounts falling due within one year (Note 7)	B11	260	260	-
<i>Net current assets/(liabilities)</i>	B12	8,870	8,870	8,423
<i>Total assets less current liabilities</i>	B13	8,870	8,870	8,423
<i>Total net assets or liabilities</i>	B16	8,870	8,870	8,423
Funds of the Charity				
Unrestricted funds (note 9)	B19	8,870	8,870	8,423
<i>Total funds</i>	B21	8,870	8,870	8,423
Signed by two trustees on behalf of all the trustees	Signature		Date of approval	
Rachel Betts (Chairman)			15/9/22	
Judith Curry (Treasurer to 31st December 2021)			15/9/22	

Section C**Notes to the accounts****Note 1 Basis of preparation****1.1 Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- | | | |
|-------------|-------------------------------------|---|
| • and with* | <input checked="" type="checkbox"/> | the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 |
| • and with* | <input checked="" type="checkbox"/> | the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) |
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.*

☒

* -Tick as appropriate

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:

An explanation as to those factors that support the conclusion that the charity is a going concern;

Not applicable

Disclosure of any uncertainties that make the going concern assumption doubtful;

Not applicable

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

Not applicable

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in note 2.

Yes*

☒

No*

* -Tick as appropriate

Please disclose:

(i) the nature of the change in accounting policy; *Not applicable*

(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and *Not applicable*

(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP. *Not applicable*

Section C**Notes to the accounts****(cont)****Note 1 Basis of preparation (cont)****1.4 Changes to accounting estimates**

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

Yes*	<input checked="" type="checkbox"/>	* -Tick as appropriate
No*	<input type="checkbox"/>	

1.5 Material prior year errors

No material prior year error has been identified in the reporting period (3.47 FRS 102 SORP).

Yes*	<input checked="" type="checkbox"/>	* -Tick as appropriate
No*	<input type="checkbox"/>	

Note 2 Accounting policies**2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE**

Please provide a description of the nature of each change in accounting policy

No adjustments have been required to the prior year figures.

2.2 INCOME

This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a". Where a different or additional policy has been adopted then this is detailed in the box below.

Recognition of income	These are included in the Statement of Financial Activities (SoFA) when: <ul style="list-style-type: none"> the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability. 	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grants and donations	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacies	In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP). Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government grants	The charity has received government grants in the reporting period	Yes	No	N/a
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tax reclaims on donations and gifts	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractual income and performance related grants	This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.	Yes	No	N/a
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section C		Notes to the accounts		(cont)
Note 2		Accounting policies		
2.2 INCOME (cont)				
Donated goods	Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.	Yes	No	N/a
		✓		
	The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.	Yes	No	N/a
				✓
	Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.	Yes	No	N/a
				✓
	Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.	Yes	No	N/a
		✓		
	Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.	Yes	No	N/a
				✓
Donated services and facilities	Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.	Yes	No	N/a
		✓		
	Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.	Yes	No	N/a
		✓		
Support costs	The charity has incurred expenditure on support costs.	Yes	No	N/a
			✓	
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.	Yes	No	N/a
		✓		
Income from interest, royalties and dividends	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.	Yes	No	N/a
		✓		
Income from membership subscriptions	Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.	Yes	No	N/a
		✓		
	Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.	Yes	No	N/a
				✓
Settlement of insurance claims	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.	Yes	No	N/a
		✓		
Investment gains and losses	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.	Yes	No	N/a
				✓

Section C		Notes to the accounts		(cont)
Note 2	Accounting policies			
2.3 EXPENDITURE AND LIABILITIES				
Liability recognition	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.	Yes	No	N/a
		✓		
Governance and support costs	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.	Yes	No	N/a
				✓
	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.	Yes	No	N/a
				✓
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.	Yes	No	N/a
				✓
Grants payable without performance conditions	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.	Yes	No	N/a
				✓
Redundancy cost	The charity made no redundancy payments during the reporting period.	Yes	No	N/a
		✓		
Deferred income	No material item of deferred income has been included in the accounts.	Yes	No	N/a
		✓		
Creditors	The charity has creditors which are measured at settlement amounts less any trade discounts	Yes	No	N/a
		✓		
Provisions for liabilities	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date	Yes	No	N/a
		✓		
Basic financial instruments	The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.	Yes	No	N/a
		✓		

Section C		Notes to the accounts		(cont)		
Note 2		Accounting policies				
2.4 ASSETS						
Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least	£500		Yes	No	N/a
	They are valued at cost.			✓		
Intangible fixed assets	Currently there are no fixed assets					
	The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5			Yes	No	N/a
Heritage assets	They are valued at cost.					✓
	The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.			Yes	No	N/a
Investments	They are valued at cost.					✓
	Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.			Yes	No	N/a
Stocks and work in progress	Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments					✓
	Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.			Yes	No	N/a
Debtors	Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.					✓
	Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.			Yes	No	N/a
Current asset investments	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.					✓
	The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.			Yes	No	N/a
POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE	They are valued at fair value except where they qualify as basic financial instruments.					✓
	There are no additional policies					

Note 3 Analysis of income

	Analysis	Unrestricted funds	Total funds	Prior year
			£	£
Donations and legacies:	Donations and gifts	-	-	-
	Membership subscriptions and sponsorships which are in substance donations	165	165	139
	Total	165	165	139
Charitable activities:	Ticket and programme sales	2,299	2,299	-
	Sales of ancillary refreshments	759	759	-
	Total	3,058	3,058	-
Income from investments:	Interest	1	1	4
	Total	1	1	4
TOTAL INCOME		3,224	3,224	143
Other information:				
All income in the prior year was unrestricted				

Note 4 Analysis of expenditure

	Analysis	Unrestricted funds	Total funds	Prior year
			£	£
Expenditure on charitable activities	Production costs	1,861	1,861	36
	Ancillary refreshments	341	341	-
	Tools and equipment	100	100	-
	Website and promotion	99	99	44
	AGM	72	72	-
	Subscriptions	54	54	72
	Insurance	250	250	250
	Total expenditure on charitable activities	2,777	2,777	402

Section C**Notes to the accounts****(cont)****Note 5 Details of certain items of expenditure****5.1 Fees for examination of the accounts**

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).

	This year £	Last year £
Independent examiner's fees	0	0
Assurance services other than audit or independent examination	0	0
Tax advisory fees	0	0
Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner	0	0

Note 6 Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

6.1 Analysis of debtors

	This year £	Last year £
Prepayments	114	96
Gift Aid reclaimable	151	126
Total	265	222

Note 7 Creditors and accruals

Please complete this note if the charity has any creditors or accruals.

7.1 Analysis of creditors

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year £	Last year £	This year £	Last year £
Trade creditors	260	-	-	-
Total	260	-	-	-

Note 8 Cash at bank and in hand

	This year £	Last year £
Cash at bank and in hand	8,865	8,201
Total	8,865	8,201

Section C	Notes to the accounts	(cont)
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Note 9 **Charity funds**

9.1 Details of material funds held and movements during the CURRENT reporting period

** Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds*

Fund names	Type PE, EE R or U *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Fund balances carried forward £
Unrestricted Funds	U	Charity reserves	8,423	3,224	2,777	8,870
Total Funds			8,423	3,224	2,777	8,870

9.2 Details of material funds held and movements during the PREVIOUS reporting period

Fund names	Type PE, EE R or U *	Purpose and Restrictions	Fund balances brought forward £	Income £	Expenditure £	Fund balances carried forward £
Unrestricted Funds	U	Charity reserves	8,682	143	402	8,423
Total Funds			8,682	143	402	8,423

Section C	Notes to the accounts	(cont)
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Note 10 **Transactions with trustees and related parties**

If the charity has any transactions with related parties (other than the trustee expenses explained in guidance notes) details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box or "False" if there are transactions to report.

10.1 Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

TRUE

10.2 Trustees' expenses

No trustee expenses have been incurred (True or False)

FALSE

10.3 Transaction(s) with related parties

There have been no related party transactions in the reporting period (True or False)

FALSE

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year	Balance at period end	Amounts written off during reporting period	Last Year
			£	£	£	£
Rachel Betts	Trustee	Production and ancillary refreshment costs reimbursed	418	-	-	237
Rachel Betts	Trustee	Equipment costs reimbursed	100	-	-	-
Judith Curry	Trustee	Production and ancillary refreshment costs reimbursed	-	-	-	16
Matthew Elliston	Trustee	Equipment costs reimbursed	-	-	-	50

In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.

Production costs are incurred in line with budgets pre-approved by the Trustees. Where it is not feasible or expedient to pay by cheque, costs are paid by a member or trustee and later reimbursed on the basis of supporting invoices and receipts. Expenditure that has not been pre-approved is only reimbursed if the Trustees agree that it was incurred in the best interests of the charity.

For any related party, please provide details of any guarantees given or received.

No guarantees have been given or received.