



## Trustees' Annual Report for the period

From 1<sup>st</sup> April 2020 Period start date to 31<sup>st</sup> March 2021 Period end date

Charity name: Bulphan Village Hall CIO

Charity registration number: 1173308

### Objectives and Activities

	SORP reference	
Summary of the purposes of the Charity as set out in its governing document	Para 1.17	<p>1. To hold and manage the property for the purposes of a village hall for the use of the inhabitants of the area to their benefit without distinction of sex, sexual orientation, age, disability, nationality, race, colour, or political, religious, or other opinions, including use of the property for meetings, lectures and classes or other forms of recreation and leisure-time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants. However, the Trustees will follow all stated Government guidelines on the mitigation of political extremism.</p> <p>2. To further or benefit the inhabitants in the community/ area by providing grants to voluntary organisations with the object of improving conditions of life for those inhabitants utilising the services of said organisations.</p>
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>The main activities of the Charity continue to be the provision and maintenance of facilities for the community of Bulphan in the County of Thurrock. This specifically includes the internal care of the community's village hall building and the provision of services in that building, and leasing out the village shop attached to the hall.</p> <p>The Trustees are committed to enabling as many people as possible to access the facilities provided by the village hall.</p>

Statement confirming whether the Trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We have considered the Charity Commission's guidance (in general) on the importance and provision of public benefit to and within the Community and have reviewed the Charity's objects and activities for the year to ensure compliance with this guidance. The Charity carries out these objects by;
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		<ul style="list-style-type: none"> <li>• making a commitment to make the hall available every day of the week at affordable rates, with specific subsidised charges to smaller and local community groups</li> <li>• maintaining the building's facilities to a proper standard, ensuring compliance with relevant legislation</li> <li>• ensuring proper management of the organisation's finances, with budgeting and detailed analysis and review, thus ensuring long term stability for the hall's activities</li> <li>• supporting initiatives to provide new and existing activities in the hall.</li> </ul>
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#### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Grant making will be done on an 'as and when basis' taking into account income and expenditure projections
Policy on social investment including program related investment	Para 1.38	Our policy on social investment has at its heart complete inclusion with all stated policies and guidance and we will strive to achieve this common objective.
Contribution made by volunteers	Para 1.38	The Trustees are very grateful to the volunteers who have helped them in the maintenance and management of the village hall during the year. These include members of Bulphan in Bloom, who help tend the gardens and local amenity spaces and, also, the volunteers who run the Community Café.
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 Trustees are pleased with the hall's performance over the course of 2020/21. Demand for hiring the building continues to be maintained and running costs have been covered.</p> <p>Special events and regular classes held in the hall have attracted large numbers of visitors to the Hall when not in lockdown.</p> <p>The hall continued to host a Community Cafe twice a week, which included 6 hours a week attendance by an Outreach Post Office. The hall is a Licensed Premises. The hall has been closed for large parts of the year, on government advice, because of the coronavirus pandemic. Local government subsidies have allowed the Hall to continue funding overhead costs in challenging circumstances. Our major project this year has been the improvement of the areas outside the Hall, including a complete re-surfacing of the car park. The shop continues to be a great asset to the residents in these difficult times.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	During the year we have specifically addressed specific governance issues and have adopted changes and procedures commensurate with this objective.
Performance of fundraising activities against objectives set	Para 1.41	N/A
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	The Trustees are happy with the outcome for this financial year.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Bulphan Village Hall CIO has agreed to set aside appropriate reserves for future planned improvements and emergency works: These reserves are invested prudently and attract a small amount of interest, but are readily accessible.
Amount of reserves held	Para 1.22	See Accounts
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	Para 1.23	None

Charity continuing as a going concern		
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## 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	Income from the hire of the building was severely reduced but local government subsidies filled the gap. A donation provided the funds to re-surface the car park. Shop rental income was received from August 2020 and this enabled the Trustees to approve the part repayment of private loans that had helped to fund the shop building costs.
Investment policy and objectives including any social investment policy adopted	Para 1.46	Bulphan Village Hall CIO has agreed to set aside appropriate reserves for future planned improvements and emergency works: these reserves are invested prudently and whilst they attract a negligible amount of interest, they are readily accessible and are consistent with the agreed investment risk profile



A description of the principal risks facing the Charity	Para 1.46	The Trustees heed advice given by RCCE and Thurrock Council regarding major risks and procedures to manage them. The principal risk facing the Trustees was the lockdown for much of this financial year, and whether all hall users would be able to return when restrictions were lifted and under what conditions.
Other		N/a

## Structure, Governance and Management

Description of Charity's trusts:		Community based amenity provision
Type of governing document (trust deed, royal charter)	Para 1.25	Association (Incorporated)
How is the Charity constituted? (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	Up to 5 elected by residents attending Bulphan Village Hall CIO Annual Meeting, up to 5 appointed by voluntary community organisations using Bulphan Village Hall and operating in Bulphan, currently Bulphan Village Community Forum, Toddler Club, Short Mat Bowls Club, Bulphan in Bloom and Women's Institute.

## Additional information (optional)

You may choose to include further statements where relevant about:

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Policies and procedures adopted for the induction and training of Trustees	Para 1.51	Training for Trustees is offered via RCCE. In addition, the Charity has implemented new governance procedures this year and will continue to add further as time progresses.
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The Charity's organisational structure and any wider network with which the Charity works	Para 1.51	Bulphan Village Hall CIO works with the wider network of the Rural Community Council of Essex.
Relationship with any related parties	Para 1.51	The Charity has a close working relationship with Bulphan Village Community Forum. Thurrock Council owns the hall and site, which includes a recreation ground and car park. Division of responsibility between Thurrock Council and Bulphan Village Hall CIO Trustees is set out in the Lease made 12th June 2019.
Other		N/A

### Reference and Administrative details

Charity name	Bulphan Village Hall CIO
Other name the Charity uses	Bulphan Village Hall
Registered Charity number	1173308
Charity's principal address	Bulphan Village Hall, Church Road, Bulphan, Essex RM14 3RU

### 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)
Diane Perkins	Chair		Members of Bulphan Village Community Forum
Janet McCheyne	Secretary		Members of Bulphan WI
John Mumford	Treasurer	24 <sup>th</sup> September 2020 – 31 <sup>st</sup> March 2021	Members of Bulphan in Bloom
Patricia Rampling	Vice-chair		Members of Bulphan Short Mat Bowls Club



Iris Aedy			Residents attending the Annual General Meeting of Bulphan Village Hall CIO
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Corporate Trustees – names of the directors at the date the report was approved

Name of Trustees holding title to property belonging to the Charity

**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 fall 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


**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

N/A
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**Other optional information**

<p>COVID-19 presents special and significant and largely unmeasurable challenges but we hope that we are now through the worst of it. The Trustees hope that the hall's financial position will remain strong and the programme of improving the hall's facilities to and for the benefit of the community will continue without interruption. We will continue to follow national guidance on COVID and anticipate that activities benefitting the residents of Bulphan will be able to resume/ remain.</p> <p>The continued support of the village community and the immediate neighbours of the hall is much appreciated.</p>
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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)



Full name(s)

DIANE PERKINS

Position (eg Secretary, Chair, etc)

Diane Perkins

Chair

Date

1<sup>st</sup> November 2021

# **BULPHAN VILLAGE HALL INCOME & EXPENDITURE REPORT**

Year ended 31/03/21	Barclays £	CAF £	Total £
Hall Income	924.75		924.75
Shop Build Refund from CAF	2,504.04		2,504.04
Covid Grants	24,843.71		24,843.71
Bank Interest	2.44		2.44
Shop Rent		4,699.98	4,699.98
Donation		24,000.00	24,000.00
<b>Total income</b>	<b>28,274.94</b>	<b>28,699.98</b>	<b>56,974.92</b>
Expenditure (see below for detail)	- 8,407.51	- 69.00	- 8,476.51
Hire Refund	- 1,016.75		- 1,016.75
Shop Costs		- 36,138.68	- 36,138.68
Total Expenditure	- 9,424.26	- 36,207.68	- 45,631.94

<b>Excess Income over Expenditure</b>	<b>18,850.68</b>	<b>- 7,507.70</b>	<b>11,342.98</b>
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## **BALANCE SHEET AS AT 31/03/21**

	Barclays £	CAF £	Total £
Reserves brought forward 01/04/20	3,413.70	5,166.26	8,579.96
<b>Excess/(deficit) of income</b>	<b>18,850.68</b>	<b>- 7,507.70</b>	<b>11,342.98</b>
Reserves at 31/03/21	<b>22,264.38</b>	<b>- 2,341.44</b>	<b>19,922.94</b>

## **RESERVES MADE UP OF:**

Current account at 31/03/21	15,205.11	3,732.30	18,937.41
Deposit account 31/03/21	7,059.27		7,059.27
VAT Rebate/Liability Due		- 73.74	- 73.74
Less Loans Owing		- 6,000.00	- 6,000.00
	<b>22,264.38</b>	<b>- 2,341.44</b>	<b>19,922.94</b>

## **EXPENDITURE ANALYSIS**

MANAGER	1,325.00		1,325.00
OPEN/CLOSE	210.00		210.00
BOOKINGS	775.00		775.00
HALL MATERIALS	574.91		574.91
HALL REPAIRS	878.85		878.85
CLEANING	1,030.00		1,030.00
WINDOWS	120.00		120.00
INTERNET	431.88		431.88
MOBILE PHONE	144.00		144.00
RENT	2.00		2.00
RATES	-		-
GAS	670.15		670.15
ELEC	540.52		540.52
W/RATES	207.72		207.72
WASTE CHGS	55.00		55.00
BUILD INSCE	890.59		890.59
Bank Charges		69.00	69.00
MISC	551.89		551.89
	<b>8,407.51</b>	<b>69.00</b>	<b>8,476.51</b>



# CAF INCOME & EXPENDITURE ACCOUNT

Y/E 31/03/21	£
Shop Income	4,699.98
Donation	24,000.00
<b>Total Income</b>	<b>28,699.98</b>
Expenditure:	
Shop cost	36,138.68
Bank charges	69.00
	36,207.68
<b>Excess Expenditure</b>	<b>- 7,507.70</b>

## CAF Balance Sheet As at 31/03/2021

Bank balance	3,732.30
VAT rebate due	- 73.74
<b>Assets</b>	<b>3,658.56</b>
Loans owing	6,000.00
<b>Liabilities</b>	<b>6,000.00</b>
<b>Net liabilities</b>	<b>- 2,341.44</b>

## Represented by:

Surplus brought forward	5,166.26
Less excess expenditure y/e 31/3/21	- 7,507.70
<b>Deficit</b>	<b>- 2,341.44</b>

## CAF ACCOUNT TRANSACTIONS

Y/E 31/03/21

Date	Details	Balance £	Amount £	VAT £	Income £	Donation £	Loans £	Shop cost £	Bank charges £	Surplus Funds held £
01/04/2020	Balance Brought forward	42,069.72		96.54			- 37,000.00			
15/04/2020	Charges	42,064.72	5.00						5.00	
20/04/2020	M Sutharsan final payment	32,164.72	9,900.00	1,650.00				8,250.00		
27/04/2020	Paul Stanton - hall doors	30,616.72	1,548.00	258.00				1,290.00		
27/04/2020	Shop loan repayment via J McChayne	5,616.72	25,000.00				25,000.00			
27/04/2020	Transfer to BVH RE SHOP COSTS	3,112.68	2,504.04					2,504.04		
04/05/2020	M Sutharsan payment correction	3,022.68	90.00	15.00				75.00		
07/05/2020	VAT rebate	5,042.22	2,019.54	2,019.54						
15/05/2020	Charges	5,037.22	5.00						5.00	
15/06/2020	Charges	5,032.22	5.00						5.00	
15/07/2020	Charges	5,027.22	5.00						5.00	
07/08/2020	David Hale - shop meter costs	4,869.36	157.86	26.31				131.55		
11/08/2020	FP General Account	11,869.36	7,000.00					- 7,000.00		
12/08/2020	Thurrock BC car park repayment	10,869.36	1,000.00					1,000.00		
17/08/2020	Charges	10,864.36	5.00						5.00	
26/08/2020	Bulphan Shop	11,564.36	700.00	116.67	583.33					
15/09/2020	Charges	11,559.36	5.00						5.00	
28/09/2020	Bulphan Shop	12,259.36	700.00	116.67	583.33					
15/10/2020	Charges	12,254.36	5.00						5.00	
26/10/2020	Bulphan Shop	12,954.36	700.00	116.67	583.33					
15/11/2020	Charges	12,949.36	5.00						5.00	
24/11/2020	VAT payment	12,625.66	323.70	323.70						
25/11/2020	Bulphan Shop	13,325.66	700.00	116.67	583.33					
15/12/2020	Charges	13,320.66	5.00						5.00	
29/12/2020	Bulphan Shop	14,020.66	700.00	116.67	583.33					
04/01/2021	Steve Nicholls 1 Click	13,996.72	23.94	3.99				19.95		
15/01/2021	Charges	13,988.72	8.00						8.00	
22/01/2021	FP UPM Ltd	37,988.72	24,000.00		- 24,000.00					
22/01/2021	CIK Construction Ltd - car park resurface	3,144.49	34,844.23	5,807.37				29,036.86		
25/01/2021	Bulphan Shop	3,844.49	700.00	116.67	583.33					
05/02/2021	VAT rebate	9,305.84	5,461.35	5,461.35						
15/02/2021	Charges	9,297.84	8.00						8.00	
17/02/2021	Loan 1 repayment	8,297.84	1,000.00				1,000.00			
17/02/2021	Loan 2 repayment	3,297.84	5,000.00				5,000.00			
25/02/2021	Bulphan Shop	4,017.84	720.00	120.00	600.00					
25/02/2021	Start Traffic Ltd - signs	3,830.30	187.54	31.26				156.28		
10/03/2021	CIK Construction Ltd - car park lining	3,020.30	810.00	135.00				675.00		
15/03/2021	Charges	3,012.30	8.00						8.00	
25/03/2021	Bulphan Shop	3,732.30	720.00	120.00	600.00					
		38,337.42		73.74	- 4,699.98	- 24,000.00	- 6,000.00	36,138.68	69.00	- 5,166.26



Bulphan Village Hall CIO  
Charity Number : 1135063

As an Independent Examiner I have examined the books and records of Bulphan Village Hall CIO and can confirm that the accounts for the year ended 31 March 2021 are in accordance with those records.

Name : KAY STEVENS

Address : BRAMBLES  
STANLEY ROAD  
BULPHAN  
ESSEX  
RM14 3RX

Signed : 

Date : 26 TH JULY 2021

DIANE PERKINS CHAIR

 01/11/2021