



**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: Denham Community Council

Charity registration number: 1185179

## Objectives and Activities

|                                                                                                                                                                      | SORP reference     |                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document                                                                                          | Para 1.17          | Denham Community Council supports fundraising and grant applications to ensure that the rural community in Denham has access to facilities, equipment, and social opportunities to support the wellbeing of residents. This includes fundraising for and managing the renovation of the Village Hall with a view to returning the Hall to public use. |
| 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 Council has carried out a number of fundraising activities and has also received donations from local business and grants from other Charitable grant giving organisations to begin the renovation project to restore the Village Hall to public use. Funding for the renovation has been secured and is progressing.                             |
| 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 confirm:</p> <ul style="list-style-type: none"><li>• we are aware of the guidance</li><li>• we have taken it into account when</li></ul> <p>making a decision to which the guidance is relevant</p>                                                                                                                                   |

## Additional information (optional)

You may choose to include further statements where relevant about:

|                                                                  | SORP reference |     |
|------------------------------------------------------------------|----------------|-----|
| Policy on grant making                                           | Para 1.38      | N/A |
| Policy on social investment including program related investment | Para 1.38      | N/A |
| Contribution made by                                             | Para 1.38      | N/A |

|            |  |     |
|------------|--|-----|
| volunteers |  |     |
| Other      |  | N/A |

## 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 Council has been working with local statutory organisations and grant funding officers to secure sufficient funding to fully renovate the Hall. To date we have a three- phase plan for the renovation process and we have secured funding against all three phases and have grant applications under consideration to cover the whole amount needed. Phase one has been completed and the rest of the project started in September 2023. The Hall is due for completion in December 2024</p> <p>Local support of Denham residents and a focus on local social fundraising activities has been an important function of the committee. We have built strong links with other organisations within the Parish and have brought people together through a number of events.</p> <p><b>The Committee is now working with the Parish Council to discuss the running of the Hall on completion of the project.</b></p> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|                                                              |           |                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Achievements against objectives set                          | Para 1.41 | We have adhered to our main objective of supporting the renovation of the Village Hall, which is nearing completion. We are currently undertaking discussions with the Parish Council about the future running of the Hall and hence the continued purpose of Denham Community Council                                                                                 |
| Performance of fundraising activities against objectives set | Para 1.41 | Fundraising activities have exceeded targets on every occasion and very little money has been spent due to freely donated time and venues/food. Local fundraising events continue to support community cohesion. As the majority of the money has been secured for the project, fundraising activities have been reduced this year to minimise local donation fatigue. |
| Investment performance against objectives                    | Para 1.41 | N/A                                                                                                                                                                                                                                                                                                                                                                    |
| Other                                                        |           | N/A                                                                                                                                                                                                                                                                                                                                                                    |



## Financial Review

|                                                                                  |           |                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of the charity's financial position at the end of the period              | Para 1.21 | The Council has secured additional funding during this financial year and continues to work toward its ultimate goal which is the return of the Hall to public use.                                             |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | We are not holding any reserves and all current funding will be fully utilised in the renovation or running of the Village Hall, as necessary.                                                                  |
| Amount of reserves held                                                          | Para 1.22 | None                                                                                                                                                                                                            |
| Reasons for holding zero reserves                                                | Para 1.22 | We currently have no employees and no fixed expenditure so holding reserves is not necessary. This will be reviewed if the management of the Hall moves to the Community Council once renovations are complete. |
| 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 | The function of the charity may need to be reviewed once the renovation is complete if the management of the Hall does not sit with the Community Council in future.                                            |

### 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 | N/A                                                                                                                                                                                |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | N/A                                                                                                                                                                                |
| A description of the principal risks facing the charity                         | Para 1.46 | Inability of the Charity to take over the running of the Hall on completion due to Deed of Dedication agreement. This may require altering the governing document for the Charity. |
| Other                                                                           |           | N/A                                                                                                                                                                                |

## Structure, Governance and Management

|                                                                                                                                                                           |           |                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------|
| Description of charity's trusts:                                                                                                                                          |           |                                          |
| Type of governing document<br>( <a href="#">trust deed</a> , <a href="#">royal charter</a> )                                                                              | Para 1.25 | CIO - ASSOCIATION Registered 05 Sep 2019 |
| How is the charity constituted?<br>(e.g <a href="#">unincorporated association</a> , <a href="#">CIO</a> )                                                                | 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 | Appointment by members                   |

### 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 | N/A                                                                                                                                                                                                                         |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | N/A                                                                                                                                                                                                                         |
| Relationship with any related parties                                                     | Para 1.51 | Our purpose is linked to the running of the Village Hall, which is owned by the Parish Council. Our relationship with them is good and we are working with them to ensure the proper management of the Hall going forwards. |
| Other                                                                                     |           |                                                                                                                                                                                                                             |

## Reference and Administrative details

|                             |                                                                  |
|-----------------------------|------------------------------------------------------------------|
| Charity name                | Denham Community Council                                         |
| Other name the charity uses | N/A                                                              |
| Registered charity number   | 1185179                                                          |
| Charity's principal address | 18 Shingle Cottage, Shingle Hill, Denham, Eye, Suffolk, IP21 5EU |
|                             |                                                                  |

**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  | Kerina Jane  | Chair           |                                   |                                                               |
| 2  | Jane Gilmore | Secretary       |                                   |                                                               |
| 3  | Tania Farrow | Treasurer       |                                   |                                                               |
| 4  |              |                 |                                   |                                                               |
| 5  |              |                 |                                   |                                                               |
| 6  |              |                 |                                   |                                                               |
| 7  |              |                 |                                   |                                                               |
| 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**

| Director name |  |  |
|---------------|--|--|
| N/A           |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

**Name of trustees holding title to property belonging to the charity**

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
| N/A          |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

## 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 |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

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

N/A

## 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)

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

Full name(s)

|             |              |
|-------------|--------------|
| Kerina Jane | Jane Gilmore |
|-------------|--------------|

Position (eg Secretary,  
Chair, etc)

|       |           |
|-------|-----------|
| Chair | Secretary |
|-------|-----------|

Date

|            |
|------------|
| 29/10/2024 |
|------------|

## Simple accounts system from the Money in Mind Project



## Welcome



This system is designed for small community groups who don't need to keep track of grants or projects.

There are four sheets - you can move from one to another by using the tabs at the bottom of the screen

To start using the system, you need to enter some information about your group on [Setting up your accounts](#) sheet. Just follow the instructions at the top of the sheet. When you've entered in all your information, press the Generate button. The information you've entered will be automatically copied across to the Cash and Bank sheets so you can start using them. This takes a few seconds and the different sheets will flash up quickly on your screen - don't panic, it's supposed to do that!

The Cash and Bank sheets also have instructions at the top. Whenever you see a yellow heading with a red corner, you can hover over it for more help.

The first thing you'll need to do on each sheet is enter your starting balance - the amount of cash you have (on the Cash sheet) and the amount of money in your bank account (on the Bank sheet). You put these figures in the pink cells.

The Overview sheet combines the cash and bank sheets to give you a snapshot of your accounts so far. You can print this out and take it to your group meetings.

contact the  
[Money in Mind project.](#)



Version 1.1, May 2012. This accounts system was developed with generous help from Greg Maddocks at Sussex Community Internet Project



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# Setting up your account system

Fill in the information for your group below, hit the Enter key, then press this button to copy your info to the cash and bank

List where your money comes from in the yellow cells below. For example: Donations, Membership fees, Ticket sales. You can add more headings later if you want to. Just fill them in below, hit Enter, and press Generate again. You won't lose your data.

For each heading, put an x in the cash column if you ever receive this money in cash, and an x in the bank column if you ever receive it by cheque or bank transfer

[illegible]

[illegible]

[illegible]

Enter the name of your group below

# Denham Community Council



List the types of thing you spend money on in the yellow cells below. For example: Rent, photocopying, coach hire. You can add more headings later if you want to. Just fill them in below, hit Enter, and press Generate again. You won't lose your data.

For each heading, put an x in the cash column if you ever spend this money in cash, and an x in the bank column if you ever spend it by cheque or bank transfer

[illegible]

[illegible]

[illegible]

Use this sheet to enter details of all the **cash** you take in and spend.  
Also enter here when you take cash out of the bank and pay cash into the bank.  
Hover over any yellow column heading for more help.

[illegible]













[illegible]





[illegible]





[illegible]













[illegible]







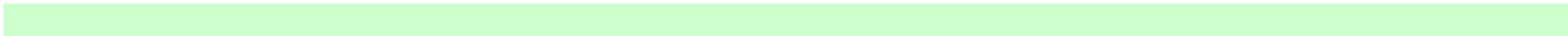
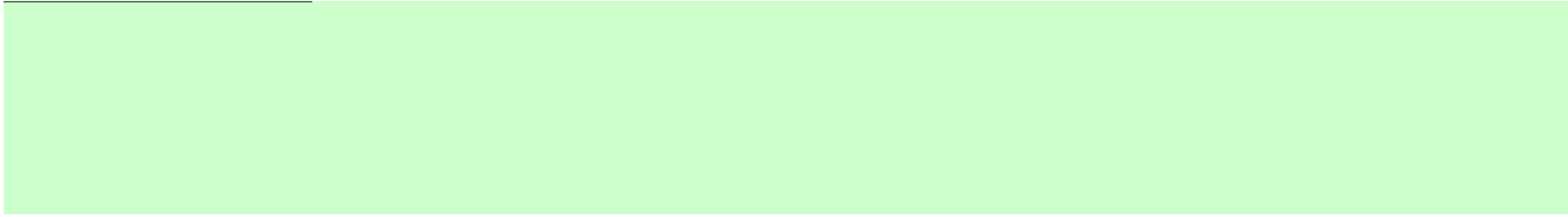
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# Bank sheet

Use this sheet to enter details of a  
Cash paid into or withdrawn from t  
Hover over any yellow column head

|      |             |                  | Money In              |             |           |
|------|-------------|------------------|-----------------------|-------------|-----------|
| Date | Description | Chq. or Slip No. |                       |             |           |
|      |             |                  | From Cash (automatic) | Fundraising | Donations |
|      |             |                  | -                     | -           | 985.91    |

|            |                      |  |  |  |        |
|------------|----------------------|--|--|--|--------|
| 24/04/2023 | Bank Charges         |  |  |  |        |
| 12/05/2023 | Coronation           |  |  |  | 104.00 |
| 18/05/2023 | RFC Donation         |  |  |  | 100.00 |
| 19/05/2023 | Amazon               |  |  |  | 13.41  |
| 24/05/2023 | Bank Charges         |  |  |  |        |
| 09/06/2024 | RFC Donation         |  |  |  | 100.00 |
| 19/06/2023 | RFC Donation         |  |  |  | 98.00  |
| 24/06/2023 | Bank Charges         |  |  |  |        |
| 24/07/2023 | Bank Charges         |  |  |  |        |
| 28/07/2023 | RFC Donation         |  |  |  | 130.00 |
| 04/08/2023 | RFC Donation         |  |  |  | 142.00 |
| 24/08/2023 | Bank Charges         |  |  |  |        |
| 24/09/2023 | Bank Charges         |  |  |  |        |
| 29/09/2023 | Cheque 100006 DPC    |  |  |  |        |
| 30/09/2023 | RFC Donation         |  |  |  | 81.50  |
| 30/09/2023 | Coronation Donation  |  |  |  | 17.00  |
| 06/10/2023 | Bernard Sunley Grant |  |  |  |        |
| 07/10/2023 | RFC Donation         |  |  |  | 200.00 |
| 24/10/2023 | Bank Charges         |  |  |  |        |
| 24/11/2023 | Bank Charges         |  |  |  |        |
| 24/12/2023 | Bank Charges         |  |  |  |        |
| 24/01/2024 | Bank Charges         |  |  |  |        |
| 20/02/2024 | DPC Donation         |  |  |  |        |
| 24/02/2024 | Bank Charges         |  |  |  |        |
| 05/03/2024 | AO.com               |  |  |  |        |
| 18/03/2024 | MSDC Grants          |  |  |  |        |
| 24/03/2024 | Bank Charges         |  |  |  |        |









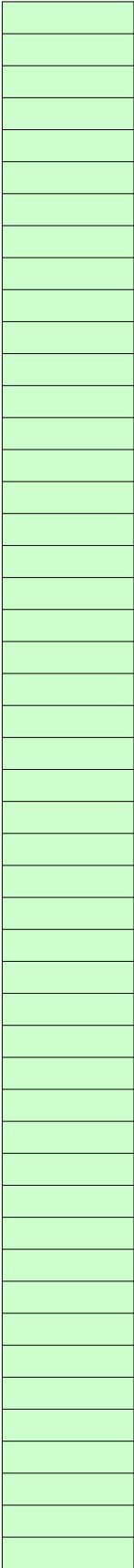
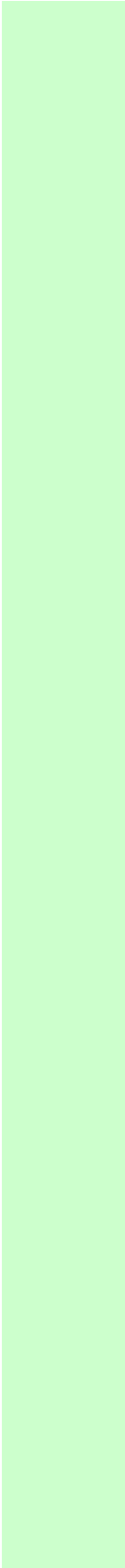




















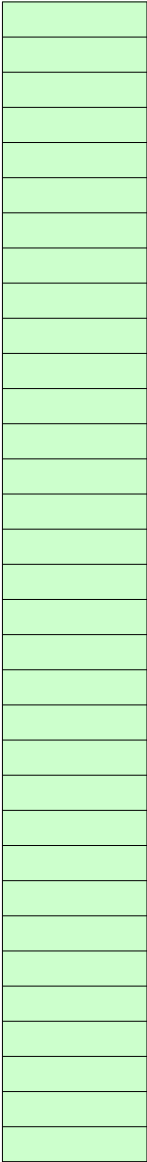
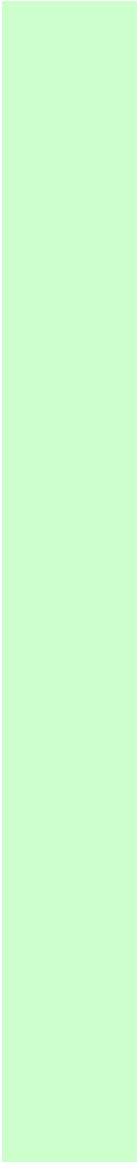












ny money that comes into or goes out of your **bank account**.  
 he bank will be entered here automatically when you write it on the cash sheet.  
 iding for more help.

|                      |               | Money Out         |                     |          |              |           |               |              | Total In  |
|----------------------|---------------|-------------------|---------------------|----------|--------------|-----------|---------------|--------------|-----------|
| Bottle Bank Payments | Grant Funding | on bank statement | To Cash (automatic) | Training | Events Costs | Equipment | Building Cost | Bank Charges |           |
| -                    | 18,433.99     |                   | -                   | -        | -            | 2,433.99  | 13,500.00     | 60.40        | 19,419.90 |
|                      |               |                   |                     |          |              |           |               |              |           |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              |           |               |              | 104.00    |
|                      |               | x                 |                     |          |              |           |               |              | 100.00    |
|                      |               | x                 |                     |          |              |           |               |              | 13.41     |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              |           |               |              | 100.00    |
|                      |               | x                 |                     |          |              |           |               |              | 98.00     |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              |           |               |              | 130.00    |
|                      |               | x                 |                     |          |              |           |               |              | 142.00    |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              |           | 6,000.00      |              | -         |
|                      |               | x                 |                     |          |              |           |               |              | 81.50     |
|                      |               | x                 |                     |          |              |           |               |              | 17.00     |
|                      | 15,000.00     | x                 |                     |          |              |           |               |              | 15,000.00 |
|                      |               | x                 |                     |          |              |           |               |              | 200.00    |
|                      |               | x                 |                     |          |              |           |               | 5.40         | -         |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              |           | 7,500.00      |              | -         |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |
|                      |               | x                 |                     |          |              | 2,433.99  |               |              | -         |
|                      | 3,433.99      | x                 |                     |          |              |           |               |              | 3,433.99  |
|                      |               | x                 |                     |          |              |           |               | 5.00         | -         |































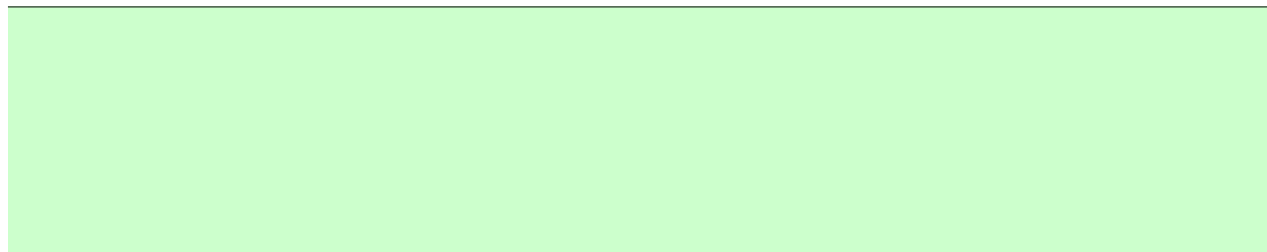








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| Total Out | Balance in hand | Balance from Bank Statement |
|-----------|-----------------|-----------------------------|
|-----------|-----------------|-----------------------------|

When you get your bank statement, delete any previous statement balance from this white column. Then 'tick off' each item on the new statement by adding an x in the 'on bank statement' column. Finally, enter the balance from the new statement in this white column, alongside the last figure in the 'Balance in hand' column.

|           |                 |           |            |          |
|-----------|-----------------|-----------|------------|----------|
| 15,994.39 | Opening Balance |           |            |          |
|           | 7,331.50        |           |            |          |
| 5.00      | 7,326.50        |           |            |          |
| -         | 7,430.50        |           |            |          |
| -         | 7,530.50        |           |            |          |
| -         | 7,543.91        |           |            |          |
| 5.00      | 7,538.91        |           |            |          |
| -         | 7,638.91        |           |            |          |
| -         | 7,736.91        |           |            |          |
| 5.00      | 7,731.91        |           |            |          |
| 5.00      | 7,726.91        |           |            |          |
| -         | 7,856.91        |           |            |          |
| -         | 7,998.91        |           |            |          |
| 5.00      | 7,993.91        |           |            |          |
| 5.00      | 7,988.91        |           |            |          |
| 6,000.00  | 1,988.91        |           |            |          |
| -         | 2,070.41        |           |            |          |
| -         | 2,087.41        |           |            |          |
| -         | 17,087.41       |           |            |          |
| -         | 17,287.41       |           |            |          |
| 5.40      | 17,282.01       |           |            |          |
| 5.00      | 17,277.01       |           |            |          |
| 5.00      | 17,272.01       |           |            |          |
| 5.00      | 17,267.01       |           |            |          |
| 7,500.00  | 9,767.01        |           |            |          |
| 5.00      | 9,762.01        |           |            |          |
| 2,433.99  | 7,328.02        |           |            |          |
| -         | 10,762.01       |           |            |          |
| 5.00      | 10,757.01       | 10,757.01 | Correct at | 4/9/2024 |

[illegible]

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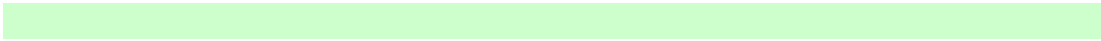
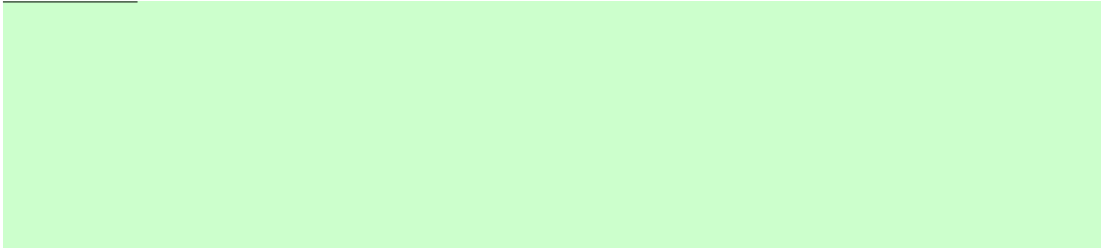
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[illegible]

[illegible]

[illegible]



**Money we had at start of the year 7,331.50**

## **Money In**

---

|                      |           |
|----------------------|-----------|
| Fundraising          | -         |
| Donations            | 985.91    |
| Bottle Bank Payments | -         |
| Grant Funding        | 18,433.99 |

---

|                       |                  |
|-----------------------|------------------|
| <b>Money In Total</b> | <b>19,419.90</b> |
|-----------------------|------------------|

---

## **Money Out**

---

|               |           |
|---------------|-----------|
| Training      | -         |
| Events Costs  | -         |
| Equipment     | 2,433.99  |
| Building Cost | 13,500.00 |
| Bank Charges  | 60.40     |

---

|                        |                  |
|------------------------|------------------|
| <b>Money Out Total</b> | <b>15,994.39</b> |
|------------------------|------------------|

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**Money we have now ###**