

Burpham Village Committee and Recreation Ground

For many years a charity (charity number 305349) called Burpham Village and Recreation Ground managed the village hall, the village car park, and the village recreation ground. A new CIO with the same name (no. 1185796) was registered on 14 October 2019. There was continuity in trustees and the objectives of the CIO were not materially different from those of the original charity. At this stage the CIO had no assets and was inactive.

On 30 June 2020 the assets of the original charity were vested in the CIO, and the original charity ceased activity. The CIO picked up the activities of the original charity without a break.

The annual accounts were approved by the trustees of the charity and of the CIO on 8 June 2021, having been accepted by the Independent Examiner.

Income and expenditure

The income and expenditure accounts of the original charity are shown in the first column; they run from April 6 until 30 June when the charity ceased activity. The second column shows the income and expenditure of the CIO from 1 July to the close of the financial year on 5 April. The third column aggregates these two figures. The final column shows the full year comparator of the charity for the previous financial year. The accounts are shown on a cash basis.

Income and expenditure

| | 2020/21 | | | 2019/20 | Notes |
|-----------------------------------|---------------------------|------------------------|------------------|----------------|--------------|
| | Charity to 30 June | CIO from 1 July | Full year | Charity | |
| Income | | | | | |
| Hall hire | 50 | 860 | 910 | 10636 | 1 |
| Fund raising, social events, fete | 350 | 0 | 350 | 3894 | 1 |
| Interest received | 426 | 1280 | 1706 | 1677 | |
| Grants, donations, miscellaneous | 10000 | 12378 | 22378 | 0 | 2 |
| Total Income | 10826 | 14517 | 25343 | 16206 | |
| Expenditure | | | | | |
| Routine | | | | | |
| Hall cleaning and supervision | 793 | 2356 | 3149 | 2709 | 3 |
| Rent and Council Tax | 10 | 13 | 23 | 255 | 4 |
| Utilities | 269 | 1320 | 1589 | 3001 | 5 |
| Insurance | 0 | 950 | 950 | 1005 | |
| Playground inspection etc | 1697 | -114 | 1583 | 0 | 6 |
| Comms, website, sundries | 771 | 74 | 845 | 465 | 7 |
| Subtotal | 3539 | 4599 | 8139 | 7435 | |
| Investment in future | | | | | |
| CIO/lease | 4149 | 1572 | 5721 | 2010 | 8 |
| Repairs, maintenance | 0 | 5659 | 5659 | 2397 | 9 |
| Subtotal | 4149 | 7231 | 11380 | 4407 | |
| Total expenditure | 7688 | 11831 | 19519 | 11843 | |

Notes to income and expenditure

- 1 Hall hire and fund raising etc were decimated by the Covid pandemic. The hall was shut for much of the year.
- 2 Mostly government grants, to recompense for our loss of income. Some £8k of this is to cover the first months of next financial year
- 3 Extra costs were incurred to make Covid related changes
- 4 Council Tax was reduced because of the pandemic
- 5 Electricity, water, waste disposal were reduced because of the pandemic
- 6 The payment for playground inspection was paid in arrears for the previous financial year
- 7 Includes website costs (second new in 2020), village newsletter, data protection registration, contribution to AIRS, subscription to Parish Online (new in 2020). The websites will be merged
- 8 The CIO was set up on 14 October 2019 and the assets of the old charity transferred on 30 June 2020. Expenditure on this is now complete. Over this period we are also creating a new lease for the Village Hall to replace and extend the existing; this activity has been delayed, not least by the Land Registry's poor service during the pandemic. There is no risk to the CIO from this delay, as the old lease continues to apply until the new one comes into force.
- 9 Includes replacement of sealed windows, replacement of balcony, electrical work on lights, exterior decoration.

Balance sheet

The balance sheet is for the CIO at the end of the financial year, i.e. on 5 April 2021. The comparator is the balance sheet of the original charity on 5 April 2020. On 30 June 2020 all the assets of the original charity were vested in the CIO, and none remain with the original charity. It has not been thought relevant to show the balance sheet at the moment of handover on 30 June, but these figures are available on request.

| Balance Sheet | | | |
|---|-----------------|-----------------|---|
| | 5 Apr 21 | 5 Apr 20 | |
| Cash | 648 | 596 | |
| Bank accounts | 19903 | 14130 | 1 |
| Total cash and bank | 20550 | 14726 | |
| COIF Charities Investment Fund - Income Units | 28306 | 22690 | |
| COIF Global Equity Income Fund - Income Units | 33477 | 23473 | |
| Total investments | 61783 | 46164 | |
| Total assets | 82333 | 60890 | |
| Money owed by us, not yet paid | -1200 | -5132 | 2 |
| Total assets, allowing for money owed | 81133 | 55758 | |
| Memo: Payments received in advance for future hires | 1375 | 1200 | 3 |

Allocation of Assets at 5 April 2021 (unrestricted unless stated)

| Period | Purpose | | Notes |
|---------------------|--|--------------|--------------|
| <i>Shorter term</i> | Money owed, not yet paid | 1200 | 2 |
| | Payments received in advance for future hires | 1375 | 3 |
| | Legacy from Stephanie Atherton, restricted for special purpose | 2000 | |
| | New lease (estimated) | 2500 | |
| | Village hall repairs etc next 12 months | 5000 | |
| | Set aside for anticipated Covid losses | 15000 | 4 |
| <i>Longer term</i> | Kitchen long term refurbishment fund | 8000 | 5 |
| | Improvement of hall (restricted fund) | 2470 | 6 |
| | Village hall long term fund | 21000 | 7 |
| | Playground fund | 6000 | 8 |
| <i>Permanent</i> | Disaster / business continuity fund (permanent) | 15000 | 9 |
| <i>Unallocated</i> | Unallocated reserves | 2788 | |
| Total | | 82333 | |

Notes to Balance Sheet

- 1 Bank accounts hold funds for relatively short term liabilities
- 2 Costs incurred not yet invoiced for playground inspection
- 3 Money already received for hall hire; events now delayed until 2021/2
- 4 Government grants stop when hall re-opens, but our income will be slow to recover; Notably poor bookings for calendar year 2021, and 2022 an unknown quantity. This money will tide us over if needed.
- 5 Long term fund, intended to build up reserves for future kitchen refurbishment
- 6 Grant received explicitly for purposes of improving hall
- 7 Long term fund for repairs to village hall. Will be drawn down over the years as required.
- 8 Playground fund, for future playground capital / major repair costs
- 9 Permanent fund, to be drawn down in case of emergencies. Will probably never be used, and dividend income supports current work

Trevor Cooper, Hon. Treasurer

**BURPHAM VILLAGE HALL AND RECREATION GROUND (Charity 1185796) ANNUAL GENERAL
MEETING AND BURPHAM PARISH MEETING
Saturday, 8 August 2021 at 10.30. a.m. in the Village Hall**

Trustees Attending: Paul Challen (Chairman)
Trevor Cooper (Treasurer)
Julie Tester (Hall Management)
Heather Birch (Social)

Village Officers: Celia Woodruff
Marion Tucker

15 Villagers also attended

Apologies were received from: Robert Essex, Bob and Gill Baynes, Glen and Sandra Tomkins, Katie Peck, Mr. and Mrs. Jensen

| | | Action |
|-----------|--|--------|
| 1. | <p>Welcome Paul Challen welcomed everyone to the meeting, the first for 2 years because of Covid. Paul thanked:</p> <ul style="list-style-type: none"> • Val Belton for all her work in setting up the CIO, and for dealing with the new lease. The work is now nearly complete: the new lease will be signed as soon as confirmation of the registration of the car park changes in ownership are received from the Land Registry. • Nicky Field for the work he carries out around the village, in particular for the work on Coombe Corner and hedge cutting. • Julie and Trevor for their work in keeping the VH abreast of Covid restriction requirements. • Katie Peck and Cheryl Knight for the work they are doing to bring the state of the village roads to the attention of the relevant authorities. • Members of the Committee for keeping matters moving through Covid restrictions. • Finally, to Peter Knight, who has recently retired as Estate Manager for the Norfolk Estate, for all the help and support he has given the village over the years. | |
| 2. | <p>Minutes of 2019 AGM These were Agreed and Signed as a true record.</p> | |
| 3. | <p>Treasurer's Report Trevor Cooper reported as follows:</p> <p>(a) In spite of Covid, the Village Hall and Village accounts are in a reasonable state, with total liquid assets standing at approximately £86,000.</p> <p>(b) £15,000 had been set aside for anticipate Covid losses. In addition grants have been received from the government for this purpose.</p> <p>(c) Trevor thinks that in two years' time the accounts will be in the same position as if Covid had not happened.</p> | |

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| | (d) Trevor thanked Val for the work she had done over the years as his predecessor, and he thanked Stef Michel for taking over from David Sunray as Auditor. | |
| 4. | <p>Precept</p> <p>The precept was last raised to its current level of £2,650 per year in 2013. After discussion Celia Woodruff proposed, and it was agreed, that this amount be raised to £2,800.</p> <p>If the precept in recent years had risen to match inflation, the new rate should be around £3,150 per year. The Village Committee should also discuss rises in future years to bring the precept in line with this.</p> <p>It was also suggested that in future there should be separate sets of accounts for the CIO and for BPM, and that these should not be consolidated. Also that each should have a separate bank account. To be discussed by the Village Committee.</p> | <p>VC</p> <p>VC</p> |
| 5. | <p>Village Report</p> <p>(a) Roads: The Burpham and Wepham roads have apparently been repaired as much as the WSCC repair policy allows. It clearly is not enough and the roads will continue to deteriorate. There is also a lot of grit on the road, coming in part from the deteriorating roads themselves, and also from rain run-off. Clearly a push is needed for the funding of more lasting repairs. The MP and local WSCC Councillor have pledged support.</p> <p>Paul is to ask the Estate whether they could help in any way: the state of the roads. However, all villagers should continue to lobby personally, and Bob will be asked to circulate the relevant links for reporting potholes and street cleaning.</p> <p>Separately Paul is lobbying for repairs to be done to the road over and around the Splash.</p> <p>(b) Website: For a period there were two separate village websites. These have now been combined under: http://burphamvillage.co.uk/.</p> <p>(c) It was pointed out that Burpham House's hedging is obscuring the Free Car Park sign. Ian Van Stratum undertook to contact the owners, currently stuck in Australia under Covid restrictions, to ask whether the village may cut back the hedge so that the sign is visible.</p> | <p>PC</p> <p>IvS</p> |
| 6. | <p>Planning Report</p> <p>Ed French is standing down both as a Trustee and as Planning Officer. Simon Lay will take over planning.</p> <p>Paul thanked Ed for his excellent work over the years.</p> <p>During the year there have been: 12 applications for tree work 4 applications for extensions 2 applications for minor works</p> | |

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| | <p>In Ed's report, read out by Simon Lay, Ed re-iterated the importance of engaging with neighbours before submitting any planning applications. This can make the whole process much smoother.</p> <p>More widely, the Rampion 2 project will affect the area over the next few years, although probably the work will not be visible from the village. Other changes in the future may come from A27 improvements and from the application for a large waste disposal plant at Ford. Discussions on and progress of both projects can be found online.</p> <p>Future projects in the village might be required for e.g. electric car charging points. It was suggested that there should be a working party to prepare a local plan.</p> | |
| 7. | <p>Social</p> <p>Heather Birch reported on social matters. Obviously, because of Covid, virtually nothing had happened, but she is envisaging:</p> <p>Pop Quiz and Shuffleboard evenings</p> <p>A fête at some time next year</p> <p>A celebration next year for the Queen's 70th anniversary on the throne. The government plans a public holiday for this, plus grants for celebrations.</p> | |
| 8. | <p>Village Hall Report</p> <p>Following Covid, bookings are slow, but it is hoped they will pick up in the near future.</p> <p>Some maintenance and painting where necessary had been done.</p> <p>The playground needs work carried out on the surfacing, and this is in hand. ADC are still sending weekly reports on the equipment.</p> <p>There was discussion over future use of the VH, and the problems car parking might produce. Paul reported that he had approached the Estate about extending the car park, but they have indicated this would not be allowed. However, parking at Peppering would be acceptable.</p> <p>It was generally agreed that the VH should have broadband. Doug Evans had looked into this but it required that the VH had a registered address, which Trevor had been requested to obtain. Trevor said he had obtained a "unique identifier" for the VH, and Doug said he would resume arranging broadband for the VH as soon as there was a recognised postal address for it.</p> <p>It was also agreed that the VH and its facilities could be better advertised. Jackie Pentecost pointed out that there is a VH Facebook page (subsequently confirmed, but very out-of-date).</p> | TC/ DGE |
| 9. | <p>Cricket Club</p> <p>Paul has taken over from Kevin as Chairman. There are ongoing difficulties about raising a full team, which has meant there have not been many matches. This is a problem encountered by many village clubs. Talks are underway on an amalgamation with another team.</p> | |

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| | The figure of £500 per annum insurance was queried, and it was explained that this was due to the expense of covering in particular the machinery for pitch maintenance. | |
| 10. | Election of Trustees of Burpham Village Hall and Recreation Ground CIO and co-option of additional Trustees Ron Woodruff proposed the following for re-election, and: <ul style="list-style-type: none"> • Paul Challen • Trevor Cooper • Julie Tester • Heather Birch • Sandra Tomkins were duly elected as trustees for the coming year. In addition Robert Essex was co-opted as a trustee by the existing trustees. This co-option was supported by all villagers present. | |
| 11. | The elect the Chairperson and appoint any Committee for Burpham Parish Meeting Marion proposed and the meeting supported the re-election of Paul Challen as Chairman of Burpham Parish Meeting for the coming year. The following were appointed to discharge the listed functions: <ul style="list-style-type: none"> • Simon Lay - Planning • Marion Tucker - Minute Secretary • Trevor Cooper - Treasurer • Bob Baynes – Village Newsletter and Mailchimp • Celia Woodruff – Church representative | |
| 10. | Any Other Business There was no further business. | |
| 12. | Date of Next Meeting <ul style="list-style-type: none"> • Tuesday, 10th August 2021 at 7.30 p.m. in the Village Hall. | |

Signed & Agreed as a true record:

For and on behalf of -
Burpham Village Committee and Parish Meeting