



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	04	2024		31	03	2025

## Section A Reference and administration details

Charity name	Fivehead Village Hall & Playing Field
Other names charity is known by	n/a
Registered charity number (if any)	1204704
Charity's principal address	The Old Bakery
	Fivehead
	Somerset
Postcode	TA3 6PA

### 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	Kevin Stevens			n/a
2	Robert Leighton			n/a
3	Richard Hadfield			n/a
4	Philippa Brett		19/11/2024 – 31/3/2025	n/a
5	Michael King		19/11/2024 – 31/3/2025	n/a
6	Michael Way			n/a
7	Christopher Jackson			n/a
8	Bruce Ferguson			n/a
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
n/a	

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

Type of adviser	Name	Address
n/a		

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

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution (Charitable Incorporated Organisation constitution dated 2 August 2023, amended with Charity Commission approval on 6 June 2025).

How the charity is constituted  
(eg. trust, association, company)

The charity is constituted as a Charitable Incorporated Organisation (CIO) and is governed by its trustees in accordance with its constitution.

Trustee selection methods  
(eg. appointed by, elected by)

In accordance with the constitution, trustees are appointed through a combination of:

- election by the local community at the Annual General Meeting;
- appointment by recognised user bodies listed by the trustees; and
- co-option by the trustees where appropriate.

Trustees may appoint officers from among their number, including a Chair, Vice-Chair, Treasurer and Secretary, in accordance with the constitution.

**Additional governance issues (Optional information)**

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

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

**Induction and training of trustees**

The constitution requires that new trustees are provided with a copy of the governing document and the charity's most recent Trustees' Annual Report and accounts. During the reporting period, the CIO was not operational and trustee induction arrangements were therefore preparatory in nature. Trustees were familiarised with the charity's objects, constitutional framework, and the context of the planned merger with the legacy Village Hall and Playing Field charities. Formal induction and training arrangements are being implemented as the charity becomes operational from April 2025.

**Organisational structure and wider networks**

In accordance with the constitution, the charity is governed by its trustees, who may delegate functions to committees or officers as appropriate. No committees or delegated structures were active during the reporting period.

The CIO was established as the successor body to the former Village Hall and Playing Field charities and, once operational, works with user bodies, local community groups, volunteers, and statutory and voluntary organisations in furtherance of its objects.

### **Relationships with related parties**

The constitution permits trustees to serve provided that conflicts of interest are properly declared and managed. During the reporting period, some trustees of the CIO also served as trustees of the legacy Village Hall and Playing Field charities. These relationships arose from the transitional arrangements required to prepare for the merger and were managed transparently, with decisions taken collectively and in accordance with the constitution's conflict-of-interest provisions. No trustee received any unauthorised benefit.

### **Risk management**

The trustees are responsible under the constitution for safeguarding the charity's assets and ensuring proper administration. As the CIO was not operational during the reporting period, trustees focused on identifying and managing strategic and transitional risks associated with the establishment of the CIO and the planned vesting of assets from the legacy charities. These risks included governance continuity, compliance with charity law, financial controls, and the orderly transfer of property and responsibilities. Risks were mitigated through careful planning, record-keeping, and adherence to the constitutional framework. A formal risk management approach is being developed as the charity becomes operational

## **Section C**

## **Objectives and activities**

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

The objects of the charity are to establish and run a village hall, playing field and children's play area and to promote for the benefit of the inhabitants of the Parish of Fivehead and Swell the provision of facilities for recreation and leisure-time occupation in the interests of social welfare, as set out in the charity's constitution.

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

During the reporting period the charity did not undertake operational activities, as it had not yet commenced operations. Trustee activity was focused on preparatory work required to establish the CIO and plan the merger with the legacy Village Hall and Playing Field charities, ensuring that facilities and activities could continue under a single charitable body once operational.

The trustees have had regard to the Charity Commission's guidance on public benefit in planning the future operation of the charity for the benefit of the local community.

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

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

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

The charity does not operate a grant-making programme and did not undertake programme-related investment during the reporting period. Preparatory work was supported by the voluntary contribution of trustees' time and expertise.

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

During the reporting period, the charity's principal achievements related to its establishment in accordance with its constitution. This included confirming governance arrangements, opening a bank account, and progressing legal and administrative preparations for the vesting of assets from the legacy Village Hall and Playing Field charities. These activities ensured that the CIO was properly constituted and ready to become operational from April 2025.

## Section E

## Financial review

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

As the charity was not operational during the reporting period, a formal reserves policy was not required. The trustees intend to adopt a reserves policy once the charity is fully operational, in line with the constitution and taking account of future maintenance and development needs.

### Details of any funds materially in deficit

There were no funds in deficit during the reporting period.

### Further financial review details (Optional information)

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

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

Financial activity during the period was limited to preparatory matters. A transfer of funds was received from a legacy charity to enable the opening of a bank account in anticipation of the merger. No fundraising activities were undertaken, and no investments were held. All expenditure was consistent with the charity's constitutional powers and restrictions.

## Section F

## Other optional information

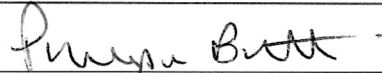
The trustees acknowledge the cooperation and support of trustees and volunteers of the legacy Village Hall and Playing Field charities during the preparatory period, which enabled the CIO to be established in accordance with its constitution and to assume responsibility for community facilities from April 2025. As the CIO was not operational during the reporting period, officer roles were not formally exercised.

## Section G

## Declaration

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

### Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Philippa Brett	
Position (eg Secretary, Chair, etc)	Secretary	
Date	22 <sup>nd</sup> December 2025	





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Fivehead Village Hall and Playing Field

1204704

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01-Apr-24

To

Period end date  
31-Mar-25

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Advance payment from Fivehead	-	-	-	-	-
Village Hall Charity No. 304543	1,000	-	-	1,000	-
Bank Interest Received	2	-	-	2	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	1,002	-	-	1,002	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	1,002	-	-	1,002	-
<b>A3 Payments</b>					
Bank Charges	50	-	-	50	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	50	-	-	50	-
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	50	-	-	50	-
<b>Net of receipts/(payments)</b>	952	-	-	952	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	952	-	-	952	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	CAFBank	952	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>952</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			

[illegible]

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

[illegible]

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

J.F. Harrow	JOSEPH FREDERICK HARROW	22/12/2025
Phyllis Brett	PHILIPPA BRETT	22/12/2025