



Trustees' Annual Report for the period

Period start date		Period end date	
From	01 January 2025	To	31 December 2025

Section A Reference and administration details

Charity name	Friends of Bedfield Heritage		
Other names charity is known by	N/A		
Registered charity number (if any)	1206355		
Charity's principal address	6 Lodge Cottages, Southolt Road, Bedfield, Woodbridge Suffolk Postcode IP13 7HH		

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	Jane Sullivan	Chair		
2	Linda Vance	Secretary		
3	Michael Gepp		14 December 2025 onwards	
4	Christopher Leverick		Up to 31 December 2025	
5				

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

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 6 September 2023.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO) approved by the Charity Commission on 2 nd January 2024.
Trustee selection methods (eg. appointed by, elected by)	As set out in the Constitution, every future trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees having regard to the skills, knowledge and experience needed for the effective administration of the CIO.

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.

We have the following policies in place to assist in the governance of the charity:

- Grant Making
- Safeguarding
- Health and Safety.

These policies are reviewed on an annual basis.

The Chair has been certified under the Disclosure and Barring System and both the Chair and Linda Vance have undergone both Basic and Foundation Safeguarding training.

Public liability insurance is purchased to ensure that our activities are covered where necessary, and each event is subject to a Risk Assessment.

We have a bank account specifically for the Friends.

Chris Leverick decided to step down as a Trustee at the end of his tenure.

We were very pleased to welcome Michael Gepp as a new Trustee this year.

We are a small group of Trustees but create specific task and finish groups from a pool of volunteers to help run projects and events.

Section C

Objectives and activities

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

To maintain, repair, restore, preserve and improve for the benefit of the public the fabric of St. Nicholas Church, Bedford, its fixtures, fittings, furniture, stained glass, ornaments, associated buildings and landscaping.

We are a fundraising group aiming to support the upkeep of the historic fabric of St. Nicholas Church and improve the facilities it offers to be at the heart of village life.

We are working on a priority project which is to fundraise and to project manage the provision of a composting toilet in the grounds of the Church. The building would be fully accessible and open to all. It will enhance the facilities at the church for existing activities such as services, weddings, funerals and when the local primary school are using the church as a teaching resource. It will also enable the timescale of events to be lengthened as well as serving users of the local footpaths and bridleways which intersect in the vicinity.

In this reporting year we have undertaken three main activities as follows.

1. *Cafe at the Bedfield Fete 12 July 2025*

The organisers of the annual village fete asked the Friends to run the café at the event. This meant sourcing homemade and donated cakes and running the café on the day.

A total of £366 was raised.

2. *Festive Frolic December 2025*

The Frolic comprised of:

- a) An evening of online sales and an auction
- b) Pop-up shops in Bedfield including at the Christmas Carol Service at the church and at a Bedfield Care Café

Items for sale included:

- Homemade cakes, jams, chutneys, chocolate bombs, Smartie baubles
- A range of homemade crafts including much sought after crocheted Chocolate Orange covers
- Amazing hampers of food, drink and much more
- A glass-making experience run by a local artist
- An Indian Buffet evening
- A holiday in Norfolk

Our volunteers are critical for this event – making items to sell in the months beforehand; offering unique experiences and their expertise; running the online sale and the pop-up shops.

A total of £3200 was raised.

3. *Village Christmas Tree December 2025 – January 2026*

A Christmas tree was erected on the village green in December. The tree was generously donated by a village family. A team of villagers had a challenging but enjoyable morning, firstly felling the tree, transporting it and then erecting it and adding the lights.

A Christmas sing-along was held around the tree with approximately twenty attendees enjoyed a session of singing. Volunteers ran the event – putting the music and song sheets together and coordinating the singing.

The tree was a focal point for the village for a month, and many people commented on how nice it was to have such a joyful feature over the festive period.

There was a second challenge to remove the tree, and this again was undertaken by volunteers.



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)



This reporting year, we have also adopted a new logo to assist our communications:



Public Benefit

We have complied with the duty in section 4 of the 2006 Act to have due regard to guidance on public benefit published by the Commission.

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.

We have a Grant Making Policy which was adopted in August 2024. This sets out how any request for support should be made to the Friends, how the Friends will consider such a request and subsequent actions required for any agreed support or project.

The Friends can only operate with the support of volunteers. All Trustees and supporters are volunteers. Their skills, knowledge, time and resource contributions are invaluable in all our fundraising efforts and achievements.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The main achievements of the charity, this year are as follows.

1. Fundraising

In 2025 we raised just over £3800 through fundraising activities and donations. This has increased the total amount of funds that we now have to meet our objectives to just over £11,700.

2. Progress on our Priority Project

We have made significant progress on our priority project with:

- Planning permission being granted by Mid-Suffolk District Council
- A Faculty being granted by the Chancellor of the Diocese and Official Principal of the Lord Bishop of St. Edmundsbury & Ipswich
- A grant application to the Suffolk Historic Buildings Trust being approved to the value of £4000
- Four further grant applications being submitted to various bodies – their outcome being awaited.

When achieved, this project will make a beneficial difference to those using the church and the local area.

3. Community Spirit

By running the various activities this year we have enhanced the community spirit of the village of Bedfield. We have enabled people to come together, for a common cause but also in an enjoyable and fun manner. Our volunteers all come from the local community, and our achievements are not possible without their enthusiasm, goodwill, time and resources.

Section E

Financial review

Brief statement of the charity's policy on reserves

We are not responsible for any material assets.

A minimum of £800 should be held in reserve as we need to ensure that we have sufficient monies to pay for any public liability insurance, a float, project costs and for up-front expenses in advance of any events we run. A Financial Policy has been drafted for Trustee consideration in early 2026.

Details of any funds materially in deficit

None

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.

The principal source of funds is from fundraising and from donations.

Expenditure this year has been:

- Paying for the hall and materials for a wreath making session in December 2024 which was a profitable fundraising session.
- The planning application fee for the toilet project.
- The booking fee to secure a local folk band for a fundraising event in 2026.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Jane E Sullivan	LFE66
Full name(s)	JANE ELIZABETH SULLIVAN	LINDA KAY FORD
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	25 MARCH 2026	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Friends of Bedford Heritage

1206355

Receipts and payments accounts

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For the period from	01.01.2025	To	31.12.2025
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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 £
A1 Receipts					
Xmas 2024	807	-	-	807	-
Fete Café	367	-	-	367	-
Festive Frolic	3,016	-	-	3,016	-
Donations	40	-	-	40	-
Sales of Sundries	53	-	-	53	-
Float of 2024	45	-	-	45	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	4,328	-	-	4,328	-
A2 Asset and investment sales, (see table).					
None	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,328	-	-	4,328	-
A3 Payments					
Xmas 2024 expenses	287	-	-	287	-
Planning Application fee	363	-	-	363	-
Honey and the Bear	500	-	-	500	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	1,150	-	-	1,150	-
A4 Asset and investment purchases, (see table)					
None	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,150	-	-	1,150	-
Net of receipts/(payments)	3,178	-	-	3,178	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,393	-	-	8,393	-
Cash funds this year end	11,571	-	-	11,571	-

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 £
B1 Cash funds	Coop Community Bank Account	11,506	-	-
	Float	65	-	-
		-	-	-
	Total cash funds	11,571	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Jane E Sullivan	JANE ELIZABETH SULLIVAN	23/3/2026
		Linda Kay Ford	LINDA KAY FORD	23/3/2026