



# Trustees' Annual Report for the period

From 28<sup>th</sup> November 2024 To 31<sup>st</sup> December 2025

## Section A Reference and administration details

Charity name

Registered charity number (if any)

Charity's principal address

Salisbury House	
59 High Street	
Buntingford	
Postcode	SG9 9AD

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	Neil McDougall	Chair		
2	Sarah Cocks	Treasurer		
3	Anne Deller	Secretary		

## Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	CIO
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed by the existing trustees

## Section C Objectives and activities

To promote and provide opportunities for the advancement of education in, and appreciation of, creative and performing arts for the public benefit, primarily but not exclusively in Buntingford Hertfordshire and its environs.

**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)**

Committee meetings throughout the year determine what events are feasible depending on availability of volunteers and artists. Committee meetings are minutes and stored for reference in the SharePoint folder.

During this calendar year Buntingford live organised 14 Events at various locations with a combined audience of over 1,000 All were well attended and successful events. Overall, the trustees are confident that Buntingford Live! fulfilled its charitable objectives in 2025.

The following events were held in Buntingford and its environs:

- Feb – Mosaic unveiling Church Street Buntingford
- Mar – Comedy night at Seth Ward Buntingford
- Apr – Buntingford Music Live at Seth Ward Buntingford
- May – St Edmunds Concert at Westmill Church
- May – Drag night at Seth Ward Buntingford
- Jun – Jazz in the garden at the Woolcombe's Buntingford
- Jun – Uncanny stories at Seth Ward Buntingford
- Aug – Author talk at Seth Ward Buntingford
- Sep – Haileybury concert at Westmill Church
- Sep – Comedy night at Seth Ward Buntingford
- Oct – Miss Jones Jazz at Seth Ward Buntingford\*
- Nov – A Christmas carol at Seth Ward Buntingford\*
- Nov – Rhythm and Booze at Seth Ward Buntingford
- Dec – A celebration of Christmas at St Richard's Buntingford

We also helped to promote and facilitate other events that fell under our objectives including Buntingford Cinema, Westmill art exhibition, Buntingford school of dance and Buntingford dramatic society.

#### **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 benefit from a regular group of 15 local residents who all commit a considerable amount of time and effort to ensure that our events are properly managed, safe and well attended. Our volunteer team meet as and when required to ensure the smooth running of each event. Each event has an event manager with a small team to organise in advance. On the day, enough volunteers are recruited to manage the event. We are also privileged to have a volunteer graphic designer and a volunteer website manager which greatly enhances our professional image. Appropriate licences where required are applied for well in advance and we have an appointed risk assessment officer.

## **Section D**

## **Achievements and performance**

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

Overall, the trustees are confident that we enhanced the range of creative and performance art available to our residents and believe as a result Buntingford is better for it.



## Section D

## Achievements and performance

## Section E

## Financial review

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

The trustees have agreed that a financial buffer of £10,000 be retained in an 90 day access interest-bearing account. The aim is to not touch this unless an emergency arises thus ensuring a safety net for the future of the charity.

As of 1<sup>st</sup> January 2026, the Buntingford Live current account holds £4,261.13 and the trustees consider this is an acceptable amount to use as working capital throughout the year.

### 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.

This is the first year as a charity. Previously as a not-for-profit group of volunteers, events were arranged and the monies raised along with previous grants, have been transferred as a donation to Buntingford Live! as of 28<sup>th</sup> November 2024.

Our main income is from the sale of tickets which we aim to keep at an affordable price and from the sale of refreshments at events which we retain at a competitive price. The combination of these two revenue streams ensures that we are in the main self-financing. This also allows us, on occasion, to provide art events at a loss in order to bring a wider and high level of art to the local community. This year, we received a £1k grant from East Herts as part of their 'Arts in East Herts' programme which helped to finance two events in the autumn\*.

## Section F

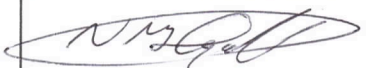


## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature			
Full name	Neil McDougall	Sarah Cocks	Anne Deller
Position	Chair	Treasurer	Secretary
Date	11/3/26	11/3/2026	11/3/2026



Buntingford Live!		1211162		CC16a
Receipts and payments accounts				
For the period from	28-Nov-24	To	31st Dec 2025	

## 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>					
In person sales	4,889	-	-	4,889	-
Online sales	7,203	-	-	7,203	-
East Herts grant	1,000	-	-	1,000	-
Other income	80	-	-	80	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>13,172</b>	<b>-</b>	<b>-</b>	<b>13,172</b>	<b>-</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>13,172</b>	<b>-</b>	<b>-</b>	<b>13,172</b>	<b>-</b>
<b>A3 Payments</b>					
Cost of goods for resale	2,526	-	-	2,526	-
General running costs	878	-	-	878	-
Cost of putting on events	9,657	-	-	9,657	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>13,061</b>	<b>-</b>	<b>-</b>	<b>13,061</b>	<b>-</b>



<b>A4 Asset and investment purchases, (see table)</b>					
Equipment - lightng, storage	1,242	-	-	1,242	
	-	-	-	-	
<b>Sub total</b>	<b>1,242</b>	<b>-</b>	<b>-</b>	<b>1,242</b>	<b>-</b>
<b>Total payments</b>	<b>14,303</b>	<b>-</b>	<b>-</b>	<b>14,303</b>	<b>-</b>
<b>Net of receipts/(payments)</b>	<b>- 1,131</b>	<b>-</b>	<b>-</b>	<b>- 1,131</b>	<b>-</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>15,469</b>	<b>-</b>	<b>-</b>	<b>15,469</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>14,338</b>	<b>-</b>	<b>-</b>	<b>14,338</b>	<b>-</b>

## 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>	Barclays Bank account	4,261	-	-
	Savings account	10,000	-	-
	Petty cash tin	77	-	-
	<b>Total cash funds</b>	<b>14,338</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		<b>Unrestricted funds to nearest £</b>	<b>Restricted funds to nearest £</b>	<b>Endowment funds to nearest £</b>
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

**B3 Investment assets**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-



**B4 Assets retained for the charity's own use**

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Lighting and general equipment	Unrestricted	1,733	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

**B5 Liabilities**

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Neil McDougall	11/3/26
	Sarah Cocks	11/3/2026