



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

BRADFORD + COOKBURY VILLAGE PAC

On accounts for the year
ended

31st December 2021

Charity no
(if any)

279546

Set out on pages

10, 11 & 12

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

28/3/22

Name:

Mark Olsen - FCA

Relevant professional
qualification(s) or body
(if any):

ICAEW

Address:

Norwood Lodge, Harewood, Leeds
LS22 7YE

CHAIRMAN'S REPORT FOR YEAR ENDING 31st DECEMBER 2021.

2021 was the second year of the Covid-19 pandemic and had a major impact on the Village Hall. The Hall was closed from 3rd January until 17th May due to a national lockdown, and on opening was done so following strict Government guidelines ensuring it was Covid-19 Secure. The Covid-19 Risk Assessment and Special Conditions for Hire were reviewed and amended as necessary, monitored throughout the year and further amendments made as required. All hirers were notified as and when updates were implemented.

As required by the Hall's insurers weekly security checks during closure were carried out and logged.

Grants totalling £23802 were received during the year. Torridge District Council supported the Hall with Local Restrictions Support Lockdown grants of £6001 and £2096, and a Covid Automatic Start-up Payment of £8000. Grants of £2625 for further car park improvements and £5080 for the refurbishment of the main hall floor were received from Bradford and Cookbury Parish Council through the Bradford and Cookbury Community Benefit Fund. Thanks to both Councils for their support.

No fundraising events were undertaken.

Total income for the year including grants was £25584. Lettings income was only £1749, the main contributors being Badminton at £430 and Religious Groups at £456. This was down from £4301 in 2020 and £14872 in 2019. Total expenditure, including capital expenditure of £6896, was £11687. Premises costs were £4549 including £1182 for insurance and £1751 for heating oil.

The Hall produced a healthy set of accounts with a year end balance of £68105, up from £54208 in 2020 and £43497 pre Covid, but this was again due to the very significant Covid-19 grants received. Because of restrictions limiting use of the Hall letting income was significantly below running costs and is a situation that needs to be addressed.

The Hall has an emergency reserve fund of £23578.

The Community Room refurbishment was completed with the purchase of window and door blinds, and tables. The resurfacing of the car park was also completed for which grant money was received in 2020, and kerbing installed.

The General Data Protection Regulations and Safeguarding Policies were reviewed at the AGM.

Distribution of the newsletter recommenced in September and is also now available to download from the Hall Website.

Thank you to the trustees and committee members for their attendance and support at meetings that were held under difficult circumstances. Thanks to the officers for their commitment, and time spent ensuring we were kept up to date with relevant information, looking after our finances and producing accounts, submitting documentation to the Charity Commission, producing and distributing agenda and meeting minutes, producing, reviewing and amending documentation to ensure the Hall operated Covid-19 securely, and taking bookings and looking after hirers needs. Thanks also to Sandra for ensuring the Hall was kept at a Covid secure standard, Malcolm for the many tasks he has undertaken during the year, and Mark for auditing the Hall's accounts. Thanks also to all who helped produce and distribute the newsletter, in particular Tina who after many years involvement has stood down.

Chris Reed.

Chris Reed

18-05-2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1/1/2021 Period start date To 31/12/2021 Period end date

Charity name: Bradford & Cookbury Village Hall

Charity registration number: 279546

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | Bradford & Cookbury Village Hall is a community building for the use and benefit of the inhabitants of the Parishes of Bradford & Cookbury without distinction. |
| 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 Hall committee is committed to promoting equality of opportunity for all. The Committee works to ensure as far as possible that the hall facilities are available and accessible to everyone who needs them, regardless of their circumstances. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Village Hall Trustees have had regard to the Charity Commission public benefit guidance by managing and maintaining a community building to ensure that it is accessible, for purposes of their choice, to all the residents of the parishes of Bradford & Cookbury. |

Additional information (optional)

You may choose to include further statements where relevant about:

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

| | | |
|-------|--|--|
| Other | | |
|-------|--|--|

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>Covid 19 has continued to have a massive impact on the Village Hall throughout 2021, when for the first part of the year it had to remain closed. When allowed to reopen it was done so following strict government guidelines, and ensuring it was Covid 19 secure.</p> <p>Weekly security checks continued throughout 2021 and recorded in line with our Insurance, especially as the premises were un-occupied for periods of time.</p> <p>General Data Protection Regulation and Safeguarding Policies were reviewed.</p> <p>The Website is up and running, newsletter is available to download at bradfordandcookburyvillagehall.org.uk</p> <p>Continued to refurbish the Community Room with new Blinds and the purchase of tables.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|-------------------------------------|-----------|---|
| Achievements against objectives set | Para 1.41 | <p>A Grant of £2625 was received from Bradford and Cookbury Benefit Fund for the Roundabout Kerbing, and the £2000 grant received from 2020 was spent to complete the Carpark works.</p> <p>£5080 was also received to sand/varnish and put permanent badminton/netball lines on the floor. Work to be carried out beginning of Jan 2022.</p> |
|-------------------------------------|-----------|---|

| | | |
|--|-----------|---|
| Performance of fundraising activities against objectives set | Para 1.41 | Unable to fundraise throughout 2020 due to Covid 19 restrictions. However, 3 local restrictions support grants were received for the following periods. 1/1/21 - 5/2 Lockdown £6001 Lockdown 5/2/21 - April 2021 £ 2096 Covid automatic start up payment- £8000 |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | Income - £25,584 Expenditure - £11,687 Total Balances held - £68,105. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The balances held within Scottish Widows instant Account as at 31st December 2021 are retained as an emergency fund. |
| Amount of reserves held | Para 1.22 | £23,578 |
| Reasons for holding zero reserves | Para 1.22 | |
| Details of fund materially in deficit | Para 1.24 | |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | |

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 | Principal source of funds this year was from the Governments Local Restrictions support fund totalling £16,097 to help whilst the village hall had to remain closed or limited to restrictions which were in place. £1,749 from lettings income. |
|--|-----------|---|

| | | |
|---|-----------|--|
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | Community Building |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Trust Deed dated 7th November 1979 and necessary amendments as accepted at the AGM on the 21 September 2020. |
| How is the charity constituted? (e.g. unincorporated association, CIO) | Para 1.25 | Charitable incorporated organisation |
| 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 | Trustees are elected annually at the AGM by persons present. The AGM is normally held during April. Following guidance from DCT the AGM was postponed due to the Village Hall being closed. The AGM meeting was held on 7th July 2021 when restrictions were lifted to allow a business meeting to take place providing rules were followed. |

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 | |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | All organisations hiring the hall are entitled to have a representative on the committee. Additionally members can be co-opted at any point throughout the year. |
| Relationship with any related parties | Para 1.51 | |
| Other | | |

Reference and Administrative details

| | |
|-----------------------------|--|
| Charity name | Bradford & Cookbury Village Hall |
| Other name the charity uses | |
| Registered charity number | 279546 |
| Charity's principal address | Holemoor, Bradford, Holsworthy, Devon EX22 7AB |

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 | Mr Christopher Reed | Chairman | | |
| 2 | Mrs Pauline Jones | Secretary | | |
| 3 | Mrs Caroline Hawking | Treasurer | | |
| 4 | Mrs June Pennington | Booking Secretary | | |
| 5 | Mr Martin Taylor | Minute Secretary | | |
| 6 | Mr Stephen Oke | | | |
| 7 | Mr Robert Smale | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|---------------|--|--|
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|------------------|-----------------------------------|--|
| Caroline Hawking | | |

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | Holder of 100 Santander shares. |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | Bradford & Cookbury Village Hall, as unable to be held in the name of the Charity. |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

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)

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)

| | |
|-------------------|------------------------------|
| <i>C. W. Reed</i> | <i>Caroline Jane Hawking</i> |
|-------------------|------------------------------|

Full name(s)

Christopher William
Reed

Caroline Jane Hawking

Position (eg Secretary, Chair, etc)

Chairman

Treasurer

Date

18/5/2022

Bradford & Cookbury Village Hall - Registered Charity Number: 279546
Income & Expenditure Account for the year to 31st December 2021
Balance sheet as at 31st December 2021

| <u>INCOME</u> | <u>NOTES</u> | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> |
|---------------------------------|--------------|--------------------|--------------------|--------------------|---------------------|---------------------|
| Lettings | 1 | £1,749 | £4,301 | £14,872 | £15,062 | £10,895 |
| Fund Raising | 2 | £0 | £70 | £3,345 | £779 | £1,256 |
| B&C Community Grant | 2a | £7,705 | £2000 | - | £9,309 | - |
| Local Restrictions Grants Covid | 2b | £16,097 | £11,334 | - | - | - |
| Investments | 3 | £33 | £186.00 | £169 | £148 | £235 |
| EDF Electric Refund | | £0 | £494 | - | - | - |
| | | £25,584 | £18,385 | £18,217 | £25,150 | £12,151 |
| <u>LESS EXPENDITURE</u> | | | | | | |
| Premises Costs | 4 | £4,549 | £6,388 | £7,865 | £10,325 | £11,219 |
| Sundry Costs | 5 | £242 | £236 | £310 | £716 | £280 |
| | | (£4,791.00) | (£6,624.00) | (£8,175.00) | (£11,041.00) | (£11,499.00) |
| <u>Surplus for the Year</u> | | £20,793 | £11,761 | £10,211 | £14,257 | £887 |
| Less Capital Costs | 6 | (£6,896.00) | (£1,050.00) | (£1,401.00) | (£22,400.00) | (£2,818.00) |
| <u>SURPLUS / (DEFICIT)</u> | | £13,897.00 | £10,711.00 | £8,810.00 | (£8,143.00) | (£1,931.00) |
| <u>Add Balances B/F</u> | | £54,208 | £43,497 | £34,687 | £42,830 | £44,761 |
| <u>Balances at Year End C/F</u> | | £68,105 | £54,208 | £43,497 | £34,687 | £42,830 |
| <u>Represented by:-</u> | | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> | <u>2017</u> |
| CAF Bank Cash A/C | | £37,297 | £23,427 | £12,901 | £10,245 | £8,524 |
| Scot. Widows FTB Maturity 0.1% | | £23,578 | £23,555 | £23,386 | £23,242 | £23,122 |
| Scottish Widows 90dy 0.05% | | £7,230 | £7,226 | £7,210 | £1,200 | £11,184 |
| | | £68,105 | £54,208 | £43,497 | £34,687 | £42,830 |

BRADFORD & COOKBURY VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2021

| NOTE 1 | LETTINGS | 2021 | 2020 | 2019 | 2018 | 2017 |
|---------|--|---------|--------|---------|---------|---------|
| | Pre School Nursery | £17 | - | £998 | £1,580 | £1,493 |
| | D.C. Council (School) | £55 | - | £163 | £212 | £1,000 |
| | Bowling | £82 | £189 | £367 | £456 | £348 |
| | Skittles | £162 | £202 | £509 | £297 | £461 |
| | Badminton | £430 | £146 | £584 | £485 | £504 |
| | Functions/Hirings | £161 | £263 | £627 | £513 | £714 |
| | Snooker | £15 | £204 | £247 | £230 | £264 |
| | Ladies/Mens Clubs/Groups | £52 | £43 | £225 | £248 | £165 |
| | Parish Council | £43 | £54 | £142 | £120 | £97 |
| | Religious Groups | £456 | £3,078 | £10,826 | £10,343 | £5,568 |
| | Hire Equipment/tables | - | - | - | - | £10 |
| | Pilates | £275 | £122 | £184 | £579 | £272 |
| | | £1,749 | £4,301 | £14,872 | £15,062 | £10,895 |
| NOTE 2 | FUND RAISING | 2021 | 2020 | 2019 | 2018 | 2017 |
| | Community Lunch | - | - | £368 | £374 | £521 |
| | Other Donations | - | - | - | 55 | - |
| | B&C Parish Council Grant | - | - | £200 | £300 | £200 |
| | Brad Ads | - | £70 | £55 | £50 | £35 |
| | DCC via PC Grant (Hearing Loop) | - | - | - | - | £500 |
| | The Baldon Trust (Committee Room refurb) | - | - | £1,000 | - | - |
| | Waitrose Community Matters (Meeting Rooms Refurb) | - | - | £222 | - | - |
| | Parish Council Vaggfield grant £1500 (Community Room) | - | - | £1,500 | - | - |
| | | £0 | £70 | £3,345 | £779 | £1,256 |
| NOTE 2a | | | | | | |
| | B&C Community Grant (Tarmac of carpark) | - | - | - | £9,309 | - |
| | B&C Community Grant (Carpark works) | - | £2000 | - | - | - |
| | B&C Community Grant (Kerbing works) | £2,625 | - | - | - | - |
| | B&C Community Grant (Hall Floor Sand/Varnish & Lines) | £5,080 | - | - | - | - |
| | | £7,705 | £2,000 | 0 | £9,309 | 0 |
| NOTE 2b | | | | | | |
| | Covid National Restriction Bus Grant 31/12 - 5/2 Lockdown | £6,001 | - | - | - | - |
| | Covid Lockdown 5/2/2021 - April 2021 | £2,096 | - | - | - | - |
| | Covid - Automatic Payment | £8,000 | - | - | - | - |
| | | £16,097 | £0 | £0 | £0 | £0 |
| NOTE 3 | INVESTMENTS / INCOME | 2021 | 2020 | 2019 | 2018 | 2017 |
| NOTE 3a | | | | | | |
| | Dv - Alliance&Leic/Santander | £6 | £1 | £16 | £16 | £24 |
| | Interest - CAF Cash A/C | - | - | - | - | - |
| | Interest - Scottish Widows | £4 | £16 | £9 | £17 | £24 |
| | Interest -Scottish Widows | £24 | £169 | £144 | £116 | £187 |
| | | £33 | £186 | £169 | £148 | £235 |
| NOTE 3b | | | | | | |
| | 104 Santander Shares the market value(they were acquired at no cost, and therefore not shown in the Accounts) £291 (2021) £161 (2020) £301(2019) £523 (2018) £510 (2017) | | | | | |

BRADFORD & COOKBURY VILLAGE HALL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST DECEMBER 2021

| | | 2021 | 2020 | 2019 | 2018 | 2017 |
|---------------|---|--------|--------|--------|---------|---------|
| NOTE 4 | PREMISES COSTS | | | | | |
| | Insurance | £1,182 | £1,141 | £1,152 | £1,142 | £1,263 |
| | Heating Oil | £1,751 | £1,682 | £2,589 | £2,886 | £2,483 |
| | Electricity (2020 £494, 2019 £140, 2018 £210 Refund Q/Pymt) | £485 | £1,313 | £1,291 | £1,354 | £1,179 |
| | Water | - | £48 | £153 | £149 | £130 |
| | Gas/repairs Gas Cooker | - | - | - | - | £33 |
| | Boiler Service/Repairs | - | - | £65 | £83 | £80 |
| | Fire Alarms & Extinguishers | £350 | £914 | £377 | £326 | £382 |
| | Electrical repairs | - | - | - | - | £767 |
| | Full Electrical Inspection 5yr | - | - | - | - | £389 |
| | Ground Maintenance & Repairs | £42 | £58 | £595 | £1,174 | £657 |
| | Cleaning Materials/Covid 19 supplies | £40 | £179 | £124 | £89 | £42 |
| | Cleaning | £200 | £270 | £485 | £715 | £838 |
| | Grass Cutting | £449 | £727 | £560 | £510 | £541 |
| | Licence DACB - now CCD | £50 | £50 | £50 | £50 | £50 |
| | Printing of Accounts | - | £8 | £11 | £18 | £8 |
| | Painting/Window/Carpet Cleaning | - | - | £413 | £1,829 | £2,377 |
| | | £4,549 | £6,388 | £7,865 | £10,325 | £11,219 |
| NOTE 5 | SUNDRY COSTS | | | | | |
| | Newsletter | - | £30 | £120 | £215 | £145 |
| | Solium - June Pennington | £75 | £75 | £75 | £75 | £75 |
| | Website set up / hosting / maintenance / renewal | £71 | £71 | £55 | £366 | - |
| | Bank Charges | £96 | £60 | £60 | £60 | £60 |
| | | £242 | £236 | £310 | £716 | £280 |
| NOTE 6 | CAPITAL COSTS | | | | | |
| | Fire Assembly Point/1st aid kit | - | - | - | £15 | - |
| | Finger Guards | - | - | £112 | £197 | - |
| | Hall - Kitchen Cutlery/foil trays | - | - | - | £29 | £29 |
| | Bain Marie Hot Cupboard | - | - | - | - | £1,662 |
| | Fan Heater/Kettle | - | - | £7 | £38 | £31 |
| | Hearing Loop £608.9 & Fitting £486.96 | - | - | - | - | £1,096 |
| | Loma Leaving present | - | - | - | £35 | - |
| | Henry Hoover | - | - | £60 | - | - |
| | Purchase of PA System & Amplifier (BCWG) | - | - | £105 | - | - |
| | Roller Blinds x4 Committee Room | - | - | £290 | - | - |
| | New Carpet Committee room | - | - | £790 | - | - |
| | New Flooring Community Room | - | £1,050 | - | - | - |
| | 48 Goblets | - | - | £37 | - | - |
| | Kerbing Roundabout | £3,208 | - | - | - | - |
| | Car Park Area re chipping | £2,468 | - | - | - | - |
| | Roller Blinds x 5 Community Room | £452 | - | - | - | - |
| | Purchase of Tables for Community Room | £768 | - | - | - | - |
| | Tarmacing Car Park | | | | | |
| | Using restricted Grant from B & C Community | | | | £9,309 | - |
| | Using unrestricted bequest RT Sluggett | | | | £12,777 | - |
| | | £6,896 | £1,050 | £1,401 | £22,400 | £2,818 |
| NOTE 7 | | | | | | |
| | * During 2009 a Bequest of £20,000 from the Estate of Mr R T Sluggett of Lashbrook was received. The Bequest was given for general purposes and as a unrestricted fund. | | | | | |
| | * During 2018 the Hall Committee used the final amount of the bequest funds to tarmac the carpark, along with a grant received from Bradford & Cookbury Community Benefit Fund. See Note 2a | | | | | |