

# **Bury Residents Charity**

## Registered Charity No. 299908

Trustees' Annual Report  
1<sup>st</sup> March 2021 – 28<sup>th</sup> February 2022

### **Secretary to the Trustees:**

Mr Pat Tuffin,  
1, Sunfield Road,  
Bury,  
Huntingdon, Cambs.  
PE26 2NN  
Tel: 01487 812785  
E-mail: [buryresidentscharity@gmail.com](mailto:buryresidentscharity@gmail.com)

### **Names of Trustees:**

Mr. John Prestage	Chairman, Treasurer & Bookings Secretary
Mr. Pat Tuffin	Secretary
Mr. Arumugasamy Thusyanthan	
Mrs. Karen Prestage	
Mr. Chris Kirton	
Mrs. Trudy Millican	
Miss Jo McGlashan	

### **Sources of advice and support**

Bank: NatWest, 92 High Street, Huntingdon, Cambs. PE29 3DT.

Cambridgeshire ACRE, 72 Market Street, Ely, Cambs. CB7 4LS.

Surveyors: Westley & Huff, 10 Hills Road, Cambridge. CB2 1JT

Bury Parish Council

### **Governance:**

Bury Residents Charity, formerly Bury Residents Association, was established as a charity by a constitution dated 24<sup>th</sup> May 1984, which was subsequently amended in 1988, 1992, and whose current constitution is dated 6th December 2010.

Bury village hall was built in 1996. It is owned and managed by the charity

### **Appointment of Trustees:**

The Constitution governs the appointment of trustees, up to a maximum of eleven, and the management of the charity.

Trustees are elected at the Annual General Meeting normally held in June: each trustee serves for 5 years initially and may then be re-elected for an annual term.

### **Policies and Procedures:**

To guide the Management Committee in exercising its duty of care to members and users of the hall, the following policy statements have been adopted:

- Hiring policy
- Reserves policy
- WiFi policy

Copies of these policies are included in the Trustees' Welcome pack

### **Hiring Agreement:**

Use of the village hall is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement refers to the conditions of hire which identifies the respective responsibilities of each party to the agreement.

### **Licences:**

The hall has a Premises Licence and is registered with the local authority for small society lotteries.

The Village Hall is licensed to sell alcohol in accordance with the Licensing Act 2003 and the Designated Premises Supervisor is Mr Chris Boon of the White Lion Public House, Bury.

The hall is licensed by the Performing Right Society for live and recorded music.

### **Risk Management:**

#### **Insurance:**

The village hall is insured with respect to property damage (buildings insurance) by Hiscox (£697,815 cover). It is insured with the same company with respect to contents (£67,196), business interruption (£15,500), public liability (£10,000,000) employers' liability (£10,000,000) and trustee indemnity (£250,000).

### **Building Issues:**

- A building valuation survey was undertaken in February 2018 by a qualified surveyor.
- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is checked by a qualified engineer every 5 years and the 2 consumer units were replaced and updated with 1 consumer unit in October 2019.
- A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.

- Firefighting appliances and detectors are inspected bi-annually under contract with the supplier.
- Volunteers from the Committee carry out other regular safety and maintenance checks.

### **Objectives of the Charity:**

- Provision of a village hall for the benefit of the inhabitants of the Parish of Bury and its neighbouring parishes without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious, or other opinions.
- Use of the village hall for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

The Trustees consider these objectives to be consistent with Charity Commission guidance on providing for the public benefit as shown in the list of activities pursued this year.

### **Principal Activities in pursuit of Objectives:**

The hall has been in use every weekday, when government regulations allowed, for a variety of activities. These include Bury play group, Beavers & Cubs, Carpet bowls club, Table Tennis Club, Women's Institute, Bridge Club, Ramsey senior citizens lunch club, Hunts society for the blind and the Bury & Ramsey Concert band rehearses on Saturday mornings.

The hall is available for hire for private functions including children's parties, wedding receptions, funeral teas, quizzes, yoga, occasional stage performances, social and fund-raising functions.

Spare capacity in the hall is promoted via the Hall for Hire website maintained by Cambridgeshire ACRE.

### **Funding Strategy:**

It is the policy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this.

### **Volunteers' Effort:**

Management costs are kept to a minimum through the use of volunteers for opening & closing, routine maintenance and the bi-weekly cleaning of the hall. On average 20 hours of volunteer time are given each week to cover routine tasks such as bookings management, finance, cleaning and maintenance. In addition, trustees give up to 10 hours a month for meetings.

### **2021 Achievements and highlights:**

The hall was completely redecorated, inside and out, during the summer holidays

The Trustees work this year has once again been severely impacted by the COVID-19 pandemic and associated restrictions imposed by the government. Thankfully, once again, we received grants from government through HDC which has allowed us to keep going until our regular users can re-start. Unfortunately Bury Playgroup closed in July 2021 and the Judo club never re-started, however all other regular bookings re-started in September. We also have with 2 new regular bookings – seated yoga and trampoline classes.

### **Reserves Policy:**

The charity had £45,000 in the National Savings Income Bonds as unrestricted reserves at the year end. This cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. The Charity's recently adopted reserves policy seeks to maintain unrestricted reserves at a level of between 150% and 200% of annualised revenue budget expenditure.

The Trustees are responsible for the maintenance of the village hall and from time to time this may involve major works far in excess of cash reserves held. On identifying such major works, fundraising would be undertaken with the object of meeting the costs in full (i.e. without needing a loan). Such funds would be restricted. There are no restricted funds in hand.

### **Future Plans:**

Broaden our regular bookings to fill the daytime hours now available following the sad demise of the Playgroup.

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

**Signed on behalf of the charity's trustees:**

**Signature:**

**Full name:** John Prestage

**Position:** Chairman

**Date:** 18/10/2022

**BURY RESIDENTS**  
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**AND**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 28 FEBRUARY 2022**

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**FOR THE YEAR ENDED 28 FEBRUARY 2022**

**CHAIRPERSON**

Mr J Prestage  
60 Upwood Road  
Bury  
Cambs  
PE26 2PA

**TREASURER**

Mr J Prestage  
60 Upwood Road  
Bury  
Cambs  
PE26 2PA

**BANKS**

National Westminster  
National Savings Bank

**INDEPENDENT EXAMINER**

John L Hayes A.C.E.A.  
The Almonds  
89 Upwood Road  
Bury  
Cambs  
PE26 2PE

**BURY RESIDENTS CHARITY  
GENERAL FUND**

28th February 2022

**INCOME**

	2022	2021
Bookings	8,348.95	5,709.00
Solar Panels	614.55	677.48
HDC re Textile	121.20	133.05
Elections	20,161.00	11,344.00
Sub Total	250.00	0.00
	<u>29,495.70</u>	<u>17,863.53</u>

**Expenditure**

Gas		
Electricity	(1,301.18)	1,757.43
Telecoms	(558.87)	498.53
Water Rates	(266.40)	332.40
General Rates	(193.68)	525.63
Insurance	(211.70)	0.00
Fire Safety	(903.80)	1,448.46
Security	(520.80)	546.90
Waste from Hall	(948.60)	681.60
Equipment for Hall	(342.12)	253.14
Maintenance	(712.32)	108.39
Film club	(10,393.27)	1,629.26
Licenses	0.00	0.00
Camps ACRE	(334.51)	631.84
Stationery	(57.00)	64.20
Sundry Expenses	(7.00)	0.00
Bond refund	(124.64)	203.44
Cleaning	(454.00)	134.00
Covid	(1,125.05)	388.58
Capital Projects	0.00	976.44
	0.00	0.00
Sub Total		
	<u>(18,454.94)</u>	<u>10,180.24</u>
Surplus/Deficit	<u>11,040.76</u>	<u>7,683.29</u>

**INTEREST plus transfer**

Nat West Bank		
NSI Savings Bonds	0.38	0.22
	27.50	416.29
	<u>27.88</u>	<u>416.51</u>

**Excess Receipts over Payments**

<b>11,068.64</b>	<b>8,099.80</b>
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**BURY RESIDENTS CHARITY**

**Consolidated Balance Sheet** as at 28th February 2022

	<u>2021/2022</u>	<u>2020/2021</u>
<u>Current Assets</u>		
National Westminster Current Account	4,993.25	12,828.83
National Westminster Bank Reserve	20,229.21	228.83
National Savings Income Savings Bonds	45,000.00	45,000.00
Cash in Hand	<u>544.76</u>	<u>253.92</u>
	70,767.22	58,311.58
<u>Current Liabilities</u>		
Advance Hall Bookings	2,478.25	1,121.25
Deposit Bonds	<u>500.00</u>	<u>530.00</u>
	2,978.25	1,651.25
	<u>67,788.97</u>	<u>56,660.33</u>
<u>General Fund</u>		
Balance b/fwd	56,660.33	48,560.53
Surplus/(deficit) for the Year to date	11,068.64	8,099.80
	<u>67,728.97</u>	<u>56,660.33</u>



**BURY RESIDENTS**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 28 FEBRUARY 2022**

**NOTES TO THE FINANCIAL STATEMENTS**

**ACCOUNTING POLICIES**

The financial statements of Bury Residents have been prepared in accordance with the Companies Act Regulations 1998 using the Receipts and Payments basis.

**Funds**

General funds represent the funds of Bury Residents that are not subject to any special restrictions regarding their use and are available for application to the general purposes of Bury Residents. These include funds designated for a particular purpose by Bury Residents.

The accounts include monetary transactions, assets and liabilities for which Bury Residents can be held responsible. They do not include the accounts of other groups that owe an affiliation to another body, nor those that are informal gatherings of Bury Residents members. Subject to the above, receipts and payments include income as received and expenditure when irrevocably paid.

**Statement of Assets and Liabilities**

Closing bank balances are included as shown in the Statement of Assets and Liabilities.

Amounts owing to Bury Residents are included as debtors where the claim has been made, or invoice issued, by 28 February 2022.

Amounts owing by Bury Residents are included as liabilities where the supply has been received and invoiced by 28 February 2022.

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF BURY RESIDENTS**

This report on the accounts of Bury Residents for the year ended 28 February 2022, as attached, is in respect of an examination carried out under s.43 of the Charities Act 1993.

### **Respective responsibilities of trustees and examiner**

As the members of Bury Residents you are responsible for the preparation of the accounts; you consider that the audit requirements of section 43 (2) of the Charities Act 1993 (The Act) do not apply. It is my responsibility to issue this report on those accounts in accordance with the terms of regulation 7 of the Charities (Accounts and Reports) Regulations 1995.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43 (7) of the Act. That examination includes a review of the accounting records kept by Bury Residents and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently, I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
  - a) to keep accounting records in accordance with section 41 of the Act: and
  - b) to prepare accounts which accord with the accounting records and to comply with the requirements of the Act, have not been met: or
- (2) to which, in my opinion, attention should be drawn in order to be enable a proper understanding of the accounts to be reached.

**John L Hayes**

5 April 2022

John L Hayes A.C.E.A.  
The Almonds, 89 Upwood Road, Bury, Cambs, PE26 2PE

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