

# VILLAGE HALL BREDFIELD

England & Wales - Charity number 304714

## Details

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**Status** Registered

**Legal form** Other

**Registered** 1965-03-10

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Three Gables  
The Street  
Bredfield  
Woodbridge  
IP13 6AX

**Phone** 01394 388440

**Email** [secretary@bredfieldvillagehall.org.uk](mailto:secretary@bredfieldvillagehall.org.uk)

**Website** [www.bredfieldvillagehall.org.uk](http://www.bredfieldvillagehall.org.uk)

## Activities

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**Objects:** UPON TRUST FOR THE PURPOSES OF PUBLIC PLAYING FIELDS AND OF PHYSICAL AND MENTAL TRAINING AND RECREATION AND SOCIAL MORAL AND INTELLECTUAL DEVELOPMENT THROUGH THE MEDIUM OF READING AND RECREATION ROOMS, LIBRARY, LECTURES, CLASSES, RECREATIONS AND ENTERTAINMENT OR OTHERWISE AS MAY BE FOUND EXPEDIENT FOR THE BENEFIT OF THE INHABITANTS OF THE PARISH OF BREDFIELD AFORESAID AND ITS IMMEDIATE VICINITY WITHOUT DISTINCTION OF SEX OR OF POLITICAL RELIGIOUS OR OTHER OPINIONS.

**Activities:** Providing and maintaining a Village Hall, which provides space and facilities for local groups and individuals

## Classification

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- **How:** Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

- **Area of benefit:** BREDFIELD AND ITS IMMEDIATE VICINITY
- Suffolk

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£38,801	£55,556	-	-
2024-03-31	£34,178	£35,017	-	-
2023-03-31	£26,422	£19,918	-	-
2022-03-31	£30,458	£15,049	-	-
2021-03-31	£33,664	£21,712	-	-

## Trustees

Name	Role	Appointed
<b>Christopher Mark Woods</b>	Chair	2021-05-17
ANNE HENDERSON		2015-08-05
ANTONY TRAFFORD BENCE		2016-05-04
CHRISTINE ANNE JOHNSON		2025-12-15
DAVID JOHN HEPPER		2016-05-04
David Harker		2016-05-04
George Donald Oliver		2026-05-11
Lynn Deniza Taylor		2025-04-11
Michael Andrew Billinge-Jones		2026-04-10
STEPHEN HOWARD COOK		2017-01-26
Stephen Palmer Seargeant		2022-04-08
Timothy Randall Dean		2020-05-01

**VILLAGE HALL BREDFIELD**

England & Wales - Charity number 304714

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# Accounts

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**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**Registered Charity 304714**

**TRUSTEES' ANNUAL REPORT**

**1 April 2024– 31 March 2025**

**A: REFERENCE AND ADMINISTRATION**

**Trustees**

*Elected (4)*

1	Anne Henderson	Chair
2	Stephen Cook	Treasurer
3	David Harker	Secretary
4	Tony Bence	Booking Secretary

*Appointed Members of Organisations (up to 10):*

Bowls Club	Chris Norman
Parish Council & Village Shop	David Hepper
Parochial Church Council	Paul Cannard

*Elected In lieu organisations, i.a.w. Clause 8:*

Play Area and Tennis Courts	Stephen Seargeant
Playing Field	Matthew Blowers

*Co-opted (up to 4):*

1	Tim Dean
2	Christopher Woods

## **B: STRUCTURE GOVERNANCE and MANAGEMENT**

### DESCRIPTION OF THE CHARITY

Bredfield Village Hall is a Registered Charity (304714), run and maintained by Trustees, for the benefit of the residents of Bredfield and its immediate vicinity. Its status arises from and is defined by a Trust Deed dated 5 April 1949 in which William Kenneth Richardson conveyed a four-acre field to the Trustees. The Charity is considered to include both the activities on behalf of Bredfield Village Hall and the physical property described in the Trust Deed.

The Charity is managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960. The Committee is to comprise not more than fourteen members, exclusive of members co-opted: There are four Elected members and up to ten of Appointed or Representative Members. The Appointed members are from organisations within the village and are nominated by their organisation. In addition, the Committee may co-opt not more than four members to represent interests other than the organisations. Under Clause 8 of the Trust Deed, if any organisation ceases to exist the Committee can appoint members at the Annual General Meeting. These members assist with specific areas for management of the Hall and Playing Field.

All members retire from office at the next Annual General Meeting after they come into office but may be re-elected or re-appointed at the same meeting.

### POLICIES AND PROCEDURES

The Trustees have adopted a Constitution, Governance and Operating Procedures that defines their responsibilities and the management of the Hall. The use of the Hall is subject to a Hiring Agreement, which sets out the conditions of hire and identifies the responsibilities of each party.

The Hall has a Premises Licence to include the sale or supply of alcohol, with the Trustees as the licensees. The Booking Secretary will establish whether it is intended to sell or supply alcohol during an event that is not covered by the Premises Licence and if so, advise of the necessity of applying for a Temporary Event Notice (TEN).

The Committee purchases the combined annual licence from the Performing Right Society (PRS) and a Phonographic Performance Licence (PPL) which allows the playing of incidental music in the Hall.

The Charity holds a licence for Small Society Lotteries under the Gambling Act 2005.

The Hall is licensed for Public Entertainment under the Licensing Act 2003 which allows the premises to be used for such purposes until 12.00 midnight.

The Committee maintains building, contents and liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The Certificate of Insurance is on display in the Hall.

The Committee of Trustees recognises its responsibility in law, to maintain a safe environment for users and hirers of the Hall. and reviews the provisions arising annually.

## **C: OBJECTIVES AND ACTIVITIES**

### OBJECT OF THE CHARITY

The Charity exists to maintain and provide a Hall and associated Playing Field for the use of the inhabitants of the Parish and its immediate vicinity, without distinction of political, religious or other opinions etc. It works to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for the community.

### ACTIVITIES IN PURSUIT OF THE OBJECTIVE

The Hall continued to attract a wide variety of hirers including:

- Yoga, Chi Kung and Bounce exercise classes
- Scottish, Morris and Ballroom dancing
- Music and Drama courses and rehearsals
- Adult and Children's parties and weddings
- Sewing group
- Youth football on the playing field

The Hall organised community functions through a Pop-Up-Bar, Summer Picnic, Quiz Nights, Xmas Fair and Carols.

### CONTRIBUTION OF VOLUNTEERS

Management costs are kept to a minimum by the Trustees giving many hours of their time at no cost to the Hall. Such tasks include maintenance and development, upkeep of the playing field and sports courts; organising and supporting fund raising events; keeping accounts and taking bookings.

## **D. ACHIEVEMENTS AND PERFORMANCE**

### MAIN ACHIEVEMENTS DURING 2024 - 2025

The main project undertaken this year was the refurbishment of the tennis courts, converting one of them into a juniors Multi Use Games Area

Routine maintenance work included replacement of the 42 coloured filament lights in the hall with LED bulbs, the annual deep clean of the hall and the replenishment of gravel in the car park and wood chips in the Play Area.

The Constitution, Governance and Operating Procedures document has been maintained and updated with Version 11 issued on 30 April.

## **E: FINANCIAL REVIEW**

### RESERVES POLICY

The level of reserves is reviewed by the Committee regularly. At present it has been agreed that a reserve fund of £5,000 be maintained to cover unforeseen emergencies and requirements. A sum is ring fenced for future expenditure on maintenance of the tennis courts.

The level of cash funds held at year end was £21,479. The decrease of £16,093 from last year was due to the cost of the refurbishment of the tennis courts. The restricted fund received when the Tennis Club disbanded contributed to the refurbishment and is now zero.

## PRINCIPAL SOURCE OF FUNDS & FUNDRAISING

Hiring of the hall continued to be strong during the year with hiring income of £14,297; this was £1,563 more than the previous year. This was augmented by net income from the Bar of £2,681 and fundraising of £3,743 both up on the previous year.

Grants of £12,000 were received towards the cost of refurbishing the tennis courts.

The regular source of funds normally comes from the hire of the Hall. The level of charges is set to achieve a reasonable income to secure the day to day running of the Hall, with a surplus available for maintenance and improvements. The charges are reviewed each year and were agreed in February for 2024/25 and published on the Hall's website.

## **F: FUTURE PLANS**

We continue to plan for the ongoing maintenance of the Hall premises, Playing Field, Play Area and Sports Courts, using surplus income from the hall hire and events with larger projects supplemented by grants.

Projects for the coming year are identified an annual meeting of elected Officers in February for discussion at the AGM in April. This year we are looking at the replacement of the entrance door, with improved security, and potentially installing acoustic panels in the main hall.

The Trustees declare that they have approved the above report.

Signed on behalf of the Charity's Trustees:

Signature: 

Full name: David Harker    Position: Secretary    Date: 20-11-25

## BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST

### INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2025

	31.03.25	31.03.24
<b>INCOME</b>		
Hire of Village Hall:	14,297	12,734
Village Shop (electricity payment)	1,806	4,365
Interest received - Deposit account	204	243
Refund Electricity		
Fund raising	3,743	2,820
Grants	12,000	10,000
Charges & Fees	380	380
Bar Income	5,956	3,372
Income from Tennis Courts		100
Donations	66	
Use of Playing Field		163
Refund for Electrical Repair	348	
TOTAL INCOME	<b>38,801</b>	<b>34,178</b>
<b>EXPENDITURE</b>		
Bar Stock	3,275	1,987
Broadband and Web Hosting	510	577
Event Expenditure	3,006	409
Cleaning - Labour	1,196	1,193
Heating Oil	496	504
Insurance	1,086	901
Licences	595	555
Music Licence	377	377
New equipment	30,454	
Audit Fee	80	70
PayPal Fees	0	117
Maintenance Hall	9,595	23,593
Maintenance Tennis Courts	0	
Electricity	3,405	2,837
Waste management	325	342
Water	273	670
Depreciation of Solar Panels	883	883
TOTAL EXPENDITURE	55,556	35,017
Surplus for the year	<b>(16,754)</b>	<b>(839)</b>

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**

**BALANCE SHEET AS AT 31st MARCH 2025**

**FIXED ASSETS**

Solar Panels at Cost	17,665	17,665
Less: Accumulated Depreciation on straight line basis over 20 years	(3,482)	(2,599)
Written Down Value carried forward	14,183	15,066

**CURRENT ASSETS**

Cash at bank : Current account	10784	14,550
: Deposit account	10634	20,433
: PayPal	282	1,302
Cash in hand	0	1,287
 Total Assets represented by General Fund:	 <b>35,883</b>	 <b>52,637</b>
Restricted Funds - Tennis Courts	0	7,162
BADS	221	221
Available funds	35,662	45,254
Cash	21,479	

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>52,637</b>	<b>53,477</b>
Add Surplus of Income over expenditure for the year:	<b>(16,754)</b>	<b>(839)</b>
 Balance carried forward – 31 <sup>st</sup> March	 <b>35,883</b>	 <b>52,637</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Bredfield Village Hall and Playing Field Charitable Trust

**On accounts for the year  
ended**

31st March 2025

**Charity no  
(if any)**

304714

**Set out on pages**

1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2025.

**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 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.

**Signed:**

**Date:**

20/11/2025

**Name:**

Linda Button

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

MAAT - Member of the Association of Accounting Technicians

**Address:**

239 Sidegate Lane

Ipswich Suffolk

IP4 3DG

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

[Empty box for disclosure details]

**VILLAGE HALL BREDFIELD**

England & Wales - Charity number 304714

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# Accounts

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**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**Registered Charity 304714**

**TRUSTEES' ANNUAL REPORT**

**1 April 2023– 31 March 2024**

**A: REFERENCE AND ADMINISTRATION**

**Trustees**

*Elected (4)*

1	Anne Henderson	Chair
2	Stephen Cook	Treasurer
3	David Harker	Secretary
4	Tony Bence	Booking Secretary

*Appointed Members of Organisations (up to 10):*

Bowls Club	Chris Norman
Parish Council & Village Shop	David Hepper
Parochial Church Council	Janet D'Arcy

*Elected In lieu organisations, i.a.w. Clause 8:*

Play Area and Tennis Courts	Stephen Seargeant
Playing Field	Matthew Blowers

*Co-opted (up to 4):*

1	Tim Dean
2	Christopher Woods

## **B: STRUCTURE GOVERNANCE and MANAGEMENT**

### DESCRIPTION OF THE CHARITY

Bredfield Village Hall is a Registered Charity (304714), run and maintained by Trustees, for the benefit of the residents of Bredfield and its immediate vicinity. Its status arises from and is defined by a Trust Deed dated 5 April 1949 in which William Kenneth Richardson conveyed a four-acre field to the Trustees. The Charity is considered to include both the activities on behalf of Bredfield Village Hall and the physical property described in the Trust Deed.

The Charity is managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960. The Committee is to comprise not more than fourteen members, exclusive of members co-opted: There are four Elected members and up to ten of Appointed or Representative Members. The Appointed members are from organisations within the village and are nominated by their organisation. In addition, the Committee may co-opt not more than four members to represent interests other than the organisations. Under Clause 8 of the Trust Deed, if any organisation ceases to exist the Committee can appoint members at the Annual General Meeting. These members assist with specific areas for management of the Hall and Playing Field.

All members retire from office at the next Annual General Meeting after they come into office but may be re-elected or re-appointed at the same meeting.

### POLICIES AND PROCEDURES

The Trustees have adopted a Constitution, Governance and Operating Procedures that defines their responsibilities and the management of the Hall. The use of the Hall is subject to a Hiring Agreement, which sets out the conditions of hire and identifies the responsibilities of each party.

The Hall has a Premises Licence to include the sale or supply of alcohol, with the Trustees as the licensees. The Booking Secretary will establish whether it is intended to sell or supply alcohol during an event that is not covered by the Premises Licence and if so, advise of the necessity of applying for a Temporary Event Notice (TEN).

The Committee purchases the combined annual licence from the Performing Right Society (PRS) and a Phonographic Performance Licence (PPL) which allows the playing of incidental music in the Hall.

The Charity holds a licence for Small Society Lotteries under the Gambling Act 2005.

The Hall is licensed for Public Entertainment under the Licensing Act 2003 which allows the premises to be used for such purposes until 12.00 midnight.

The Committee maintains building, contents and liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The Certificate of Insurance is on display in the Hall.

The Committee of Trustees recognises its responsibility in law, to maintain a safe environment for users and hirers of the Hall. and reviews the provisions arising annually.

## **C: OBJECTIVES AND ACTIVITIES**

### OBJECT OF THE CHARITY

The Charity exists to maintain and provide a Hall and associated Playing Field for the use of the inhabitants of the Parish and its immediate vicinity, without distinction of political, religious or other opinions etc. It works to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for the community.

### ACTIVITIES IN PURSUIT OF THE OBJECTIVE

The Hall continues to attract a wide variety of hirers including:

- Yoga, Chi Kung and Bounce exercise classes
- Scottish, Morris and Ballroom dancing
- Music and Drama courses and rehearsals
- Adult and Children's parties and weddings
- Sewing group
- Cycle racing and Youth football on the playing field

The Hall organises community functions through a Pop-Up-Bar, Summer Picnic, Quiz Nights, Xmas Fair and Carols. The Coronation was celebrated in May.

### CONTRIBUTION OF VOLUNTEERS

Management costs are kept to a minimum by the Trustees giving many hours of their time at no cost to the Hall. Such tasks include maintenance and development, upkeep of the playing field and tennis courts; organising and supporting fund raising events; keeping accounts and taking bookings.

## **D. ACHIEVEMENTS AND PERFORMANCE**

### MAIN ACHIEVEMENTS DURING 2023 - 2024

The main projects undertaken this year were the re-felting of the flat roof over the hall and the village shop and the repair and resurfacing of the car park.

Routine maintenance work included replacement of the leaking stop tap in the outside toilets, replacement of cistern flushes in the ladies' toilets and the annual deep clean of the hall.

The Constitution, Governance and Operating Procedures document has been maintained and updated with Version 10 issued on 16 May.

## **E: FINANCIAL REVIEW**

### RESERVES POLICY

The level of reserves is reviewed by the Committee regularly. At present it has been agreed that a reserve fund of £5,000 be maintained to cover unforeseen emergencies and requirements. A sum is ring fenced for future expenditure on maintenance of the tennis courts.

The level of funds held at year end was £37,572 a decrease of £6 from last year.

## PRINCIPAL SOURCE OF FUNDS & FUNDRAISING

Hiring of the hall continued to be strong during the year with hiring income of £12,734; although this was £1,459 less than the previous year. This was augmented by net income from the Bar of £1,385, fundraising of £2,820 and Tennis Court hire of £100; all marginally lower than the previous year.

A grant of £10,000 was received from the Parish Council's Community Infrastructure Levy Fund towards the cost of re-felting the flat roof over part of the premises.

The regular source of funds normally comes from the hire of the Hall. The level of charges is set to achieve a reasonable income to secure the day to day running of the Hall, with a surplus available for maintenance and improvements. The charges are reviewed each year and were agreed in February for 2023/24 and published on the Hall's website.

## **F: FUTURE PLANS**

We continue to plan for the ongoing maintenance of the Hall premises, Playing Field, Play Area and Tennis Courts.

The Tennis Courts were passed to the Village Hall when the Tennis Club was disbanded in 2018 and its remaining funds were transferred to the Village Hall. The Hall has carried out minor maintenance of the courts, but the chain link fencing is in need of replacement. Following discussion with the previous members of the Tennis Club it is proposed to replace the fencing with wire mesh and to convert one of the courts into a multi use games area.

The Trustees declare that they have approved the above report.

Signed on behalf of the Charity's Trustees:

Signature: 

Full name: David Harker    Position: Secretary    Date: 17-10-24

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2024**

	<b>31.03.24</b>	<b>31.03.23</b>
<b>INCOME</b>		
Hire of Village Hall:	12,734	14,193
Village Shop (electricity payment)	4,365	1,987
Interest received - Deposit account	243	44
Refund Electricity		500
Fund raising	2,820	3,516
Grants	10,000	
Charges & Fees	380	380
Bar Income	3,372	4,278
Income from Tennis Courts	100	379
Donations		1,000
Use of Playing Field	163	145
<b>TOTAL INCOME</b>	<b>34,178</b>	<b>26,422</b>
<b>EXPENDITURE</b>		
Bar Stock	1,987	2,756
Broadband and Web Hosting	577	564
Event Expenditure	409	1,903
Cleaning - Labour	1,193	1,135
Heating Oil	504	560
Insurance	901	1,016
Licences	555	502
Music Licence	377	139
New equipment		1,161
Audit Fee	70	60
PayPal Fees	117	135
Maintenance Hall	23,593	5,495
Maintenance Tennis Courts		
Electricity	2,837	2,556
Waste management	342	309
Water	670	744
Depreciation of Solar Panels	883	883
<b>TOTAL EXPENDITURE</b>	<b>35,017</b>	<b>19,918</b>
Surplus for the year	<b>(839)</b>	<b>6,504</b>

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**

**BALANCE SHEET AS AT 31st MARCH 2024**

**FIXED ASSETS**

Solar Panels at Cost	17,665	17,665
Less: Accumulated Depreciation on straight line basis over 20 years	(2,599)	(1,766)
Written Down Value carried forward	15,066	15,899

**CURRENT ASSETS**

Cash at bank : Current account	14,550	17,391
: Deposit account	20,433	20,187
: PayPal	1,302	0
Cash in hand	1,287	0
Total Assets represented by General Fund:	<b>52,637</b>	<b>53,477</b>
Restricted Funds - Tennis Courts	7,162	7,164
BADS	221	221
Available funds	45,254	46,092

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>53,477</b>	<b>46,973</b>
Add Surplus of Income over expenditure for the year:	<b>(839)</b>	<b>6,504</b>
Balance carried forward – 31 <sup>st</sup> March	<b>52,637</b>	<b>53,477</b>



**Section A Independent Examiner's Report**

**Report to the trustees/  
members of** Bredfield Village Hall and Playing Field Charitable Trust

**On accounts for the year  
ended** 31st March 2024 **Charity no  
(if any)** 304714

**Set out on pages** 1 to 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

**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 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.

**Signed:** 

**Date:** 14/10/2024

**Name:** Linda Button

**Relevant professional  
qualification(s) or body  
(if any):** MAAT - Member of the Association of Accounting Technicians

**Address:** 239 Sidegate Lane  
Ipswich Suffolk  
IP4 3DG

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**VILLAGE HALL BREDFIELD**

England & Wales - Charity number 304714

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# Accounts

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**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**Registered Charity 304714**

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**1 April 2022– 31 March 2023**

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**Trustees**

*Elected (4)*

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2	Stephen Cook	Treasurer
3	David Harker	Secretary
4	Tony Bence	Booking Secretary

*Appointed Members of Organisations (up to 10):*

Bowls Club	Lesley Jessup Chris Norman	Resigned 15/09/2022 Joined 14/12/22
Parish Council & Village Shop	David Hepper	
Parochial Church Council	Janet D'Arcy	

*Elected In lieu organisations, i.a.w. Clause 8:*

Play Area and Tennis Courts	Stephen Seargeant	Joined 8/4/2022
Playing Field	Matthew Blowers	

*Co-opted (up to 4):*

1	Tim Dean
2	Christopher Woods

## **B: STRUCTURE GOVERNANCE and MANAGEMENT**

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The Hall is licensed for Public Entertainment under the Licensing Act 2003 which allows the premises to be used for such purposes until 12.00 midnight.

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## **C: OBJECTIVES AND ACTIVITIES**

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### ACTIVITIES IN PURSUIT OF THE OBJECTIVE

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- Yoga, Chi Kung and Bounce exercise classes
- Scottish, Morris and Ballroom dancing
- Music and Drama courses and rehearsal
- Adult and Children's parties and weddings
- Sewing group
- Cycle racing and Youth football on the playing field

The Hall organises community functions through a Pop-Up-Bar, Summer Picnic, Quiz Nights, Xmas Fair and Carols. The Platinum Jubilee was celebrated in June.

### CONTRIBUTION OF VOLUNTEERS

Management costs are kept to a minimum by the Trustees giving many hours of their time at no cost to the Hall. Such tasks include maintenance and development, upkeep of the playing field and tennis courts; organising and supporting fund raising events; keeping accounts and taking bookings.

## **D. ACHIEVEMENTS AND PERFORMANCE**

### MAIN ACHIEVEMENTS DURING 2022 - 2023

The main project undertaken this year was the installation acoustic panels in the Field Room in September. These lower reverberation in the glass roofed room to reduce the level of noise during functions, such as the monthly Pop-Up-Bar.

Routine maintenance work included painting windows and doors on the Village Shop that is part of the premises and turfing the bare areas in front of the football goal mouths. The basin taps in the ladies and gents toilets were replaced with push taps to improve water efficiency.

The Constitution, Governance and Operating Procedures document has been maintained and updated with Version 9 issued on 24 May. This was revised to reflect minor changes to the Operating Procedures etc. on 14 December.

## **E: FINANCIAL REVIEW**

### RESERVES POLICY

The level of reserves is reviewed by the Committee regularly. At present it has been agreed that a reserve fund of £5,000 be maintained to cover unforeseen emergencies and requirements. A sum is ring fenced for future expenditure on maintenance of the tennis courts.

The level of funds held in bank accounts at year end was £37,578 an increase of £7,387 from last year.

### PRINCIPAL SOURCE OF FUNDS & FUNDRAISING

There were more hires of the hall during the year, notably for children's parties, and income from hiring increased from £11,342 to £14,193. This was augmented by net income from the Bar of £1,570, fundraising of £3,516 and Tennis Court hire of £379.

No grants were received during the year.

The regular source of funds normally comes from the hire of the Hall. The level of charges is set to achieve a reasonable income to secure the day to day running of the Hall, with a surplus available for maintenance and improvements. The charges are reviewed each year and were agreed in February for 2022/23.

### **F: FUTURE PLANS**

We continue to plan for the ongoing maintenance of the Hall premises, Playing Field, Play Area and Tennis Courts.

An increase in water consumption was noted towards the end of the year for investigation and rectification.

Quotations have been sought for reroofing the flat roof on the premises with a view to carrying out the work during the summer of 2023. The surface of the car park has been deteriorating with several pot holes forming. It is hoped to have this repaired during the coming year.

The Trustees declare that they have approved the above report.

Signed on behalf of the Charity's Trustees:

Signature: 

Full name: David Harker      Position: Secretary      Date: 7-12-23

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2023**

	<b>31.03.23</b>	<b>31.03.22</b>
<b>INCOME</b>		
Hire of Village Hall:	14,193	11,342
Village Shop (electricity payment)	1,987	2,203
Interest received - Deposit account	44	3
Refund Electricity	500	
Fund raising	3,516	970
Grants		13,000
Charges & Fees	380	380
Bar Income	4,278	2,187
Income from Tennis Courts	379	374
Donations	1,000	
Use of Playing Field	145	
<b>TOTAL INCOME</b>	<b>26,422</b>	<b>30,458</b>
<b>EXPENDITURE</b>		
Bar Stock	2,756	1,095
Broadband and Web Hosting	564	564
Event Expenditure	1,903	206
Cleaning - Labour	1,135	1,130
Heating Oil	560	408
Insurance	1,016	1,016
Licences	502	493
Music Licence	139	132
New equipment	1,161	
Audit Fee	60	60
PayPal Fees	135	86
Maintenance Hall	5,495	5,212
Maintenance Tennis Courts		30
Solar Panels		272
Electricity	2,556	2,712
Waste management	309	592
Water	744	518
Depreciation of Solar Panels	883	883
<b>TOTAL EXPENDITURE</b>	<b>19,918</b>	<b>15,409</b>
 Surplus for the year	 <b>6,504</b>	 <b>15,049</b>

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**

**BALANCE SHEET AS AT 31st MARCH 2023**

**FIXED ASSETS**

Solar Panels at Cost	17,665	17,665
Less: Accumulated Depreciation on straight line basis over 20 years	(1,766)	(883)
Written Down Value carried forward	15,899	16,782

**CURRENT ASSETS**

Cash at bank : Current account	17,391	9,255
: Deposit account	20,187	20,143
: PayPal	0	793
Cash in hand	0	0
Total Assets represented by General Fund:	<b>53,477</b>	<b>46,973</b>
Restricted Funds - Tennis Courts and BADS	7,383	7,004
Available funds	46,094	39,969

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>46,973</b>	<b>31,923</b>
Add Surplus of Income over expenditure for the year:	<b>6,504</b>	<b>15,049</b>
Balance carried forward – 31 <sup>st</sup> March	<b>53,477</b>	<b>46,973</b>



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Bredfield Village Hall and Playing Field Charitable Trust

**On accounts for the year  
ended**

31st March 2023	<b>Charity no (if any)</b>	304714
-----------------	--------------------------------	--------

**Set out on pages**

(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 31/03/2023.

**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 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.

**Signed:** 

**Date:** 28/11/2023

**Name:** Linda Button

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

MAAT - Member of the Association of Accounting Technicians

**Address:**

239 Sidegate Lane  
Ipswich Suffolk  
IP4 3DG

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**VILLAGE HALL BREDFIELD**

England & Wales - Charity number 304714

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# Accounts

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## **BREDFIELD VILLAGE HALL & PLAYING FIELD**

**Registered Charity 304714**

### **TRUSTEES' ANNUAL REPORT**

**1 April 2021- 31 March 2022**

#### **A: REFERENCE AND ADMINISTRATION**

##### **Trustees**

###### *Elected (4)*

1	Anne Henderson	Chair
2	Stephen Cook	Treasurer
3	David Harker	Secretary
4	Tony Bence	Booking

###### *Appointed Members of Organisations (up to 10):*

Bowls Club	Lesley Jessup	
Parish Council & Village Shop	David Hepper	
Tennis Club	Patsy Ginn	Stood-down at AGM 8/4/22
Play Area	Denise Causier	Resigned 12/12/21
Parochial Church Council	Janet D'Arcy	

###### *Elected In lieu organisations, i.a.w. Clause 8:*

None

###### *Co-opted (up to 4):*

1	Tim Dean	
2	Matthew Blowers	
3	Christopher Woods	Joined 17/5/21

## **B: STRUCTURE GOVERNANCE and MANAGEMENT**

### DESCRIPTION OF THE CHARITY

Bredfield Village Hall is a Registered Charity (304714), run and maintained by Trustees, for the benefit of the residents of Bredfield and its immediate vicinity. Its status arises from and is defined by a Trust Deed dated 5 April 1949 in which William Kenneth Richardson conveyed a four-acre field to the Trustees. The Charity is considered to include both the activities on behalf of Bredfield Village Hall and the physical property described in the Trust Deed.

The Charity is managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960. The Committee is to comprise not more than fourteen members, exclusive of members co-opted: There are four Elected members and up to ten of Appointed or Representative Members. The Appointed members are from organisations within the village and are nominated by their organisation. In addition, the Committee may co-opt not more than four members to represent interests other than the organisations. Under Clause 8 of the Trust Deed, if any organisation ceases to exist the Committee can appoint members at the Annual General Meeting. These members assist with specific areas for management of the Hall and Playing Field.

All members retire from office at the next Annual General Meeting after they come into office but may be re-elected or re-appointed at the same meeting.

### POLICIES AND PROCEDURES

The Trustees have adopted a Constitution, Governance and Operating Procedures that defines their responsibilities and the management of the Hall. The use of the Hall is subject to a Hiring Agreement, which sets out the conditions of hire and identifies the responsibilities of each party.

The Hall has a Premises Licence to include the sale or supply of alcohol, with the Trustees as the licensees. The Booking Secretary will establish whether it is intended to sell or supply alcohol during an event that is not covered by the Premises Licence and if so, advise of the necessity of applying for a Temporary Event Notice (TEN).

The Committee purchases the combined annual licence from the Performing Right Society (PRS) and a Phonographic Performance Licence (PPL) which allows the playing of incidental music in the Hall.

The Charity holds a licence for Small Society Lotteries under the Gambling Act 2005.

The Hall is licensed for Public Entertainment under the Licensing Act 2003 which allows the premises to be used for such purposes until 12.00 midnight.

The Committee maintains building, contents and liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The Certificate of Insurance is on display in the Hall.

The Committee of Trustees recognises its responsibility in law, to maintain a safe environment for users and hirers of the Hall. and reviews the provisions arising annually.

## **C: OBJECTIVES AND ACTIVITIES**

### OBJECT OF THE CHARITY

The Charity exists to maintain and provide a Hall and associated Playing Field for the use of the inhabitants of the Parish and its immediate vicinity, without distinction of political, religious or other opinions etc. It works to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for the community.

### ACTIVITIES IN PURSUIT OF THE OBJECTIVE

The relaxation of Covid restriction enabled exercise classes to commence from early in April and the Hall could be used for all activities from the middle of May.

The reopening of the Hall saw the return of most of the regular hirers and brought new hirers, notably Bounce workout classes and the use of the Playing Field as the 'home ground' by Kesgrave Kestrels U13 football team.

The holding of a Pop-Up-Bar started again in June and community functions for a Summer Barbeque, Quiz Night, Xmas Fair and Carols all returned.

### CONTRIBUTION OF VOLUNTEERS

Management costs are kept to a minimum by the Trustees giving many hours of their time at no cost to the Hall. Such tasks include maintenance and development, upkeep of the playing field and tennis courts; organising and supporting fund raising events; keeping accounts and taking bookings.

## **D. ACHIEVEMENTS AND PERFORMANCE**

### MAIN ACHIEVEMENTS DURING 2021 - 2022

The main project undertaken this year was the installation of solar panels and battery storage in September. These will benefit the Hall and will largely be used by the Village Community Shop, which is part of the Hall premises. A saving up to a third of electricity costs is expected over a full year.

Routine maintenance work included augmenting bark chippings on the Play Area, the replacement of the sign on the hall wall and tree surgery and brush clearance.

The Constitution, Governance and Operating Procedures document has been maintained and updated with Version 8 issued on 17 May. This was revised to reflect minor changes to the Operating Procedures etc. on 10 August.

## **E: FINANCIAL REVIEW**

### RESERVES POLICY

The level of reserves is reviewed by the Committee regularly. At present it has been agreed that a reserve fund of £5,000 be maintained to cover unforeseen emergencies and requirements.

The level of funds held in bank accounts at year end was £30,191 a decrease of £1,732 from last year.

#### PRINCIPAL SOURCE OF FUNDS & FUNDRAISING

The income from hiring this year returned to pre-Covid levels at £11,342. This was augmented by income from the bar of £2,187, fundraising of £970 and Tennis Court hire of £374.

The Charity received grants during the year of £13,000, largely from the Covid business support grant.

The regular source of funds normally comes from the hire of the Hall. The level of charges is set to achieve a reasonable income to secure the day to day running of the Hall, with a surplus available for maintenance and improvements. The charges are reviewed each year and were agreed in February for 2022/23.

#### **F: FUTURE PLANS**

The Hall has completed an extensive programme of development over the last 5 years with refurbishment of the kitchen, development of a new bar and patio, replacement of lighting and heating with more efficient installations and the installation of solar panels and storage batteries. This completes work outlined in the Groundwork East for the hall in January 2017 under the Thriving Community Buildings scheme sponsored by local government.

We continue to plan for the ongoing maintenance of the Hall premises, Playing Field, Play Area and Tennis Courts.

The flat roofing on the Hall has required patching in recent years and needs replacing. We are investigating funding and hope to progress this in the summer of 2023.

The Trustees declare that they have approved the above report.

Signed on behalf of the Charity's Trustees:

Signature: 

Full name: David Harker      Position: Secretary      Date: 23-08-22

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2022**

	<b>31.03.22</b>	<b>31.03.21</b>
<b>INCOME</b>		
Hire of Village Hall:	11,342	3,995
Village Shop (electricity payment)	2,203	2,686
Interest received - Deposit account	3	7
Village Shop use of Card Reader		2,217
Refund Electricity		552
Refund Water		1,338
Fund raising	970	
Grants	13,000	21,521
Charges & Fees	380	460
Bar Income	2,187	342
Income from Tennis Courts	374	546
<b>TOTAL INCOME</b>	<b>30,458</b>	<b>£33,664</b>
<b>EXPENDITURE</b>		
Cleaning - Labour	1,130	375
Maintenance Hall	5,212	9,662
Maintenance Tennis Courts	30	15
Bar	1,095	136
Solar Panels	272	0
Web Hosting	564	812
Licences	493	377
Music Licence	132	306
Audit Fee	60	
PayPal Fees	86	20
Insurance	1,016	1,016
Electricity	2,712	3,693
Fuel Oil	408	249
Water	518	269
Waste management	592	
Fund Raising	206	
Village Shop use of Card Reader		2,217
New equipment		205
New Patio		2,144
Refund & Donations		216
Depreciation of Solar Panels	883	0
<b>TOTAL EXPENDITURE</b>	<b>15,409</b>	<b>£21,712</b>
Surplus for the year	<b>15,049</b>	<b>11,952</b>

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**

**BALANCE SHEET AS AT 31st MARCH 2022**

**FIXED ASSETS**

Solar Panels at Cost	17,665	0
Less: Accumulated Depreciation on straight line basis over 20 years	(883)	0
Written Down Value carried forward	16,782	0

**CURRENT ASSETS**

Cash at bank : Current account	9,255	10,933
: Deposit account	20,143	20,141
: PayPal	793	678
Cash in hand	0	172
Total Assets represented by General Fund:	<b>46,973</b>	<b>£31,923</b>
Restricted Funds - Tennis Courts and BADS	7,004	6,660
Available funds	39,969	25,301

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>31,923</b>	<b>£19,971</b>
Add Surplus of Income over expenditure for the year:	<b>15,049</b>	<b>11,952</b>
Balance carried forward – 31 <sup>st</sup> March	<b>46,973</b>	<b>£31,923</b>



Section A Independent Examiner's Report

Report to the trustees/ members of

BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST

On accounts for the year ended

31st MARCH 2022

Charity no (if any)

304714

Set out on pages

(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's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [ ] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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: [Signature]

Date: 5/8/2022

Name: LINDA BUTTON

Relevant professional qualification(s) or body

MAAT

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

**VILLAGE HALL BREDFIELD**

England & Wales - Charity number 304714

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# Accounts

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**BREDFIELD VILLAGE HALL & PLAYING FIELD**

**Registered Charity 304714**

**TRUSTEES' ANNUAL REPORT**

**1 April 2020– 31 March 2021**

**A: REFERENCE AND ADMINISTRATION**

**Trustees**

*Elected (4)*

1	Anne Henderson	Chair
2	Stephen Cook	Treasurer
3	David Harker	Secretary
4	Tony Bence	Booking Secretary

*Appointed Members of Organisations (up to 10):*

Bowls Club	Lesley Jessup
Parish Council & Village Shop	David Hepper
Tennis Club	Patsy Ginn
Play Area	Denise Causier
Parochial Church Council	Janet D'Arcy

*Elected In lieu organisations, i.a.w. Clause 8:*

None

*Co-opted (up to 4):*

1	Tim Dean
2	Matthew Blowers

## **B: STRUCTURE GOVERNANCE and MANAGEMENT**

### DESCRIPTION OF THE CHARITY

Bredfield Village Hall is a Registered Charity (304714), run and maintained by Trustees, for the benefit of the residents of Bredfield and its immediate vicinity. Its status arises from and is defined by a Trust Deed dated 5 April 1949 in which William Kenneth Richardson conveyed a four-acre field to the Trustees. The Charity is considered to include both the activities on behalf of Bredfield Village Hall and the physical property described in the Trust Deed.

The Charity is managed and administered by a Committee of Management, to act as the Charity Trustees within the meaning of Section 46 of the Charities Act 1960. The Committee is to comprise not more than fourteen members, exclusive of members co-opted: Four of Elected members and up to ten of Appointed or Representative Members. The Appointed members are from organisations within the village and are nominated by their organisation. In addition, the Committee may co-opt not more than four members to represent interests other than the organisations. Under Clause 8 of the Trust Deed, if any organisation ceases to exist or fails to appoint a representative the Committee shall decide in what way, if at all, the vacancy shall be filled, at the Annual General Meeting.

All members retire from office at the next Annual General Meeting after they come into office but may be re-elected or re-appointed at the same meeting.

### POLICIES AND PROCEDURES

The Trustees have adopted a Constitution, Governance and Operating Procedures that defines their responsibilities and the management of the Hall. The use of the Hall is subject to a Hiring Agreement, which sets out the conditions of hire and identifies the responsibilities of each party.

The Hall has a Premises Licence to include the sale or supply of alcohol, with the Trustees as the licensees. The Booking Secretary will establish whether it is intended to sell or supply alcohol during an event that is not covered by the Premises Licence and if so, advise of the necessity of applying for a Temporary Event Notice (TEN).

The Committee purchases the combined annual licence from the Performing Right Society (PRS) and a Phonographic Performance Licence (PPL) which allows the playing of incidental music in the Hall.

The Charity holds a licence for Small Society Lotteries under the Gambling Act 2005.

The Hall is licensed for Public Entertainment under the Licensing Act 2003 which allows the premises to be used for such purposes until 12.00 midnight.

The Committee maintains building, contents and liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The Certificate of Insurance is on display in the Hall.

The Committee of Trustees recognises its responsibility in law, to maintain a safe environment for users and hirers of the Hall. and reviews the provisions arising annually.

## **C: OBJECTIVES AND ACTIVITIES**

### OBJECT OF THE CHARITY

The Charity exists to maintain and provide a Hall and associated Playing Field for the use of the inhabitants of the Parish and its immediate vicinity, without distinction of political, religious or other opinions etc. It works to advance education and provide facilities in the interest of social welfare for recreational and leisure time activities with the object of improving the conditions of life for the community.

### ACTIVITIES IN PURSUIT OF THE OBJECTIVE

The use of the Hall was restricted throughout the year due to the Coronavirus epidemic.

The first 'lockdown' was in place at the start of the year and limited activities to a married couple's dance practices and a one-person instrument practice. It was possible to use the hall for seated meetings in July and August, subject to Government rules and the Hall's 'Special Conditions for Hiring During Covid-19'. Relaxation of the Government's rules in September and October allowed some exercise classes and group music practice to take place; subject to social distancing and hygiene practice. The Hall was closed from the start of the second lockdown in November through to the end of March.

The public were able to use to use the Playing Field and Play Area throughout the year in accordance with the published national guidelines. The Tennis Courts were available for hire by household groups or singles players until the start of the third lockdown in January.

### CONTRIBUTION OF VOLUNTEERS

Management costs are kept to a minimum by the Trustees giving many hours of their time at no cost to the Hall. Such tasks include maintenance and development, upkeep of the playing field and tennis courts; organising and supporting fund raising events; keeping accounts and taking bookings. The Coronavirus epidemic required additional measures to be put in place to minimise the risks to hirers. These include the provision of additional hygiene and cleaning materials and PPE, together with communication of their responsibilities to use them to hirers.

## **D. ACHIEVEMENTS AND PERFORMANCE**

### MAIN ACHIEVEMENTS DURING 2020 - 2021

A new larger patio was laid outside the new Field Room in June. Volunteers from the community prepared the base and finished by brick edging and reseeding; with contractors laying the slabs. The 20 years old fan assisted radiators in the hall were replaced in January when the hall was closed for the third lockdown. The contractor identified that the heating oil tank base did not meeting current regulations and this was replaced in March.

Due to the Coronavirus restrictions no fundraising events could be held during the year, although it was possible to hold a well-attended outdoor picnic in August, serving from the new bar that had been formally opened just before the first lockdown.

A Memorandum of Understanding was signed with the Bowls Club in August to identify both organisations responsibilities and liabilities.

The Constitution, Governance and Operating Procedures document has been maintained and updated with Version 7 issued on 15 May. This was updated to reflect changes to the Operating Procedures etc. on 10 August.

## **E: FINANCIAL REVIEW**

### RESERVES POLICY

The level of reserves is reviewed by the Committee regularly. At the present time it has been agreed that a reserve fund of £5,000 be maintained to cover unforeseen emergencies and requirements.

The level of funds held in bank accounts at year end was £31,923 an increase of £11,952 from last year. This increase was largely due to the receipt of Covid-19 Business Support Grants.

### PRINCIPAL SOURCE OF FUNDS & FUNDRAISING

The income from hiring this year, including some late payments from the previous year, was £3,995. This was lower than normal due to the restrictions on the use of the hall.

The Charity received grants during the year of £21,521, largely from the Covid business support grant.

The regular source of funds normally comes from the hire of the Hall. The level of charges is set to achieve a reasonable income to secure the day to day running of the Hall, with a surplus available for maintenance and improvements. The charges are reviewed each year and were agreed in February for 2021/22.

There were no fundraising events during the year, however the income from the bar at the August picnic was £342 and the hire of the Tennis Courts raised £546.

## **F: FUTURE PLANS**

Groundwork East produced a report for the hall in January 2017 under the Thriving Community Buildings scheme sponsored by local government. We have completed the majority of the recommendations through work on refurbishment and improvements. The report included a recommendation to consider the installation of solar panels. An application in March 2020 for funding from a landfill tax grant was unsuccessful. It is now hoped to use some of the funds in the Hall's accounts to progress the work during the coming year.

We continue to plan for the ongoing maintenance of the Hall premises, Playing Field, Play Area and Tennis Courts.

The Trustees declare that they have approved the above report.

Signed on behalf of the Charity's Trustees:

Signature:

Full name: David Harker      Position: Secretary      Date: 6-11-21

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**

REGISTERED CHARITY No 304714

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2021**

	<b>31.03.21</b>	<b>31.03.20</b>
<b>INCOME</b>		
Hire of Village Hall:	3,995	9,805
Village Shop (electricity payment)	2,686	1,775
Interest received - Deposit account	7	13
- Nat. Savings investment		30
Village Shop use of Card Reader	2,217	
Refund Electricity	552	
Refund Water	1,338	
Fund raising		2,931
Grants	21,521	11,315
Charges & Fees	460	816
Transfer from NS&I		5,323
Bar Income	342	
Income from Tennis Courts	546	265
Bredfield Amateur Dramatics (BADs)		0
<b>TOTAL INCOME</b>	<b>£33,664</b>	<b>£32,274</b>
<b>EXPENDITURE</b>		
Cleaning - Labour	375	1,169
Maintenance Hall	9,662	2,758
Maintenance Tennis Courts	15	15
Web Hosting	812	79
New equipment	205	0
New Patio	2,144	
Village Shop use of Card Reader	2,217	
Electricity	3,693	2,736
Oil fuel	249	361
Water	269	1,866
Insurance	1,016	1,071
Music Licence	306	296
Fund Raising		306
Waste management		0
PayPal Fees	20	
Licences	377	307
Transfers		5,323
Conservatory		28,977
Bar	136	3,822
Refund & Donations	216	150
<b>TOTAL EXPENDITURE</b>	<b>£21,712</b>	<b>£49,235</b>

**BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST**  
**REGISTERED CHARITY No 304714**

**INCOME AND EXPENDITURE FOR THE YEAR ENDING 31st MARCH 2021**

<b>ASSETS</b>	<b>31.03.20</b>	
Cash at bank: Current account	10,933	9,455
: Deposit account	20,141	10,134
: PayPal	678	0
Cash in hand	172	383
 Total Assets represented by General Fund:	 <b>£31,923</b>	 <b>£19,971</b>
Restricted Funds - Tennis Courts and BADS	6,660	6,114
Available funds	25,301	13,858

**GENERAL FUND**

Balance brought forward - 1 <sup>st</sup> April:	<b>£19,971</b>	<b>£36,932</b>
Less (Deficit)/Surplus of Income over expenditure for the year:	£11,952	<b>-£16,961</b>
 Balance carried forward – 31 <sup>st</sup> March	 <b>£31,923</b>	 <b>£36,932</b>



Section A

Independent Examiner's Report

Report to the trustees/ members of

BREDFIELD VILLAGE HALL AND PLAYING FIELD CHARITABLE TRUST

On accounts for the year ended

31<sup>st</sup> MARCH 2021

Charity no (if any)

304714

Set out on pages

(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's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [ ] if not applicable.~~

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

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

[Signature]

Date:

7/7/2021

Name:

LINDA BUTTON

Relevant professional qualification(s) or body

MAAT

(if any):

Address:

239 S DEGATE LANE
IPSWICH, SUFFOLK, ENGLAND
IP4 3DG

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.