

CAPEL COMMUNITY TRUST
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2019

Charity Number 267775

Ensors Accountants LLP
46 St Nicholas Street
IPSWICH
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CAPEL COMMUNITY TRUST

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

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CAPEL COMMUNITY TRUST

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 DECEMBER 2019

NAME OF CHARITY	Capel Community Trust	
CHARITY NUMBER	267775	
GOVERNING DOCUMENT	Trust Deed dated 3 July 1992 (amended 26 November 2007)	
TRUSTEES - ELECTED	I Bramhill D Busby S Smy S Bishop	Chairman Vice Chairman Treasurer
TRUSTEES - REPRESENTATIVE	J Webb J Bunkell C Whitley R Morgan S Harris	Community Association Chairman Community Association Vice Chairman Playing Field Users Capel St Mary Parish Council
CORRESPONDENCE ADDRESS	c/o Cedar House Mill Hill Capel St Mary Ipswich IP9 2JE	
EMAIL ADDRESS	admin@capelcommunitytrust.org	
WEB SITE ADDRESS	www.capelcommunitytrust.org	
INDEPENDENT EXAMINER	H Rumsey FCA Ensors Accountants LLP 46 St Nicholas Street Ipswich IP1 1TT	
BANKERS	National Westminster Bank Plc 2 Tavern Street Ipswich IP1 3BD	
LIST OF EMPLOYED STAFF	Mrs C Love Mrs S Sadler	Customer Services Officer Administrator

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2019

Report of the trustees for the year ended 31 December 2019

The trustees present their report and financial statements of the charity for the year ended 31 December 2019. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Objectives and activities for the public benefit

The objectives of the Capel Community Trust are the provision and maintenance of the Playing Field and Village Hall for the use of the inhabitants of Capel St Mary.

The Trustees are aware of the Charity Commission's guidance in relation to delivering public benefit. In maintaining the community areas of Capel St Mary the Trustees consider that they are fulfilling the requirements to deliver a public benefit.

The main activities of the Trust involve the day to day maintenance, letting and upkeep of the following community areas for the benefit of the village:-

Capel St Mary Village Hall
Village Hall Play Area
Capel St Mary Playing Field and Pavilion
Playing Field Play Area

The Village Hall is used for a wide range of local community activities for which a rent is charged to those organisations. This rent goes towards the upkeep of the above facilities.

Examples of those organisations that use this facility are the Local Library/Parish Council/Community Association/Keep Fit/Carpet Bowls/Orchard Players/Coffee Mornings and various dance and indoor sports clubs.

It is also available for local residents to hire for private functions and events.

The Playing Field is used to support a wide range of Local Community activities such as the local clubs - Football/Bowls/Running. Again, rental is charged annually to these clubs.

The Capel Community Trust works very closely with the Capel St Mary Community Association which acts as the fund-raising arm of the Trust.

Achievements and performance

It has been a busy time for CCT. This quarter in particular is enjoyable for the community but frantic for the Trustees and Association, with Fireworks, Christmas Float, Panto, various parties and events to organise and manage in the Hall and bars etc. in addition to the usual hall hire.

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT (Continued)

YEAR ENDED 31 DECEMBER 2019

Achievements and performance (continued)

Bookings took a record £25k, with £9k generated from fundraising which is better than expected. Presentation of the Precept request from the Parish Council was successful with all requests accepted to ensure proper and safe maintenance of the Play Ground, Play Areas, Tennis Court, with additions to the Long Term Funds for maintenance and replacement of roof coverings etc.

This improving business financial plan needs to be off-set with the unusual increased expenses this year in respect of the large building project of the replacement Pavilion project. Phase 1 of the plans has been completed this year with a 40 space car park and related signage to re-direct people from illegally and inconsiderately parking in adjacent Friars.

Obtaining Planning Approval has taken nearly a year and is now expected mid-March. The torturous requirements of modern Planning Applications requires not only drawings, but a myriad of reports and tests which will total around £12k when completed, which is a great financial burden to the Registered Charity but compared to how much it could have cost for the size of the project represents good value. This advantage is being gained as a result of the Chairman being an architect and using contacts within the industry to pull in favours with industry colleagues such as 3D illustration architects, surveyors and various other consultants - which without could have cost a lot more.

The delay in planning has inevitably caused additional costs in Cost Inflation from the originally planned £3.5M expected Construction Cost. This spending will continue into the year with the next stages after planning approval being to set up a meeting with the appointed Professional Fundraiser to advise on how best to raise the funds required to build the proposed development. As such, its sensible to consider a revised project value for fundraising purposes as £4M at this early stage of the project. We are advised that some of the upfront costs can be reclaimed as part of the fundraising effort. Other projects may need to be considered as well as phasing to enable raising the appropriate funding levels but the financial picture will become clearer in due course. It is clear that on top of the construction costs there will be other associate costs going forward including legal and staffing which will be offset and an exercise needs to be carried out to balance the income with these outgoings to ensure we are financially fluid.

Throughout the year also, the refurbishment of the other bar has been largely completed following the Vine Lounge refurbishment last year. Other smaller projects are being identified.

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT (Continued)

YEAR ENDED 31 DECEMBER 2019

Note on the Parish Council Precept:

Most capital works are carried out through the assistance of (and are paid for directly by) Capel St Mary Parish Council, who agree a precept annually. The Trust feeds its wishes and requests into the Council along with other local organisations. For 2019-20, the Trust request was focussed on continuing to provide good facilities for the village and improvements to areas, in particular play areas, which are now in need of some attention.

With the exception of the Revenue Support Grants, funding (and expenditure) does not show in the Annual Accounts. This expenditure (net of grants received) amounts to approximately £12,098 in the year (2018: £10,600)

A number of longer-term savings pots have been established within the Precept Grant in recent years to secure advance funding for major projects which the Trust have identified as being necessary or likely in future years. These savings comprise (as of 31 December 2019):

Playing Field/Pavilion (aka Community Hub project):

£8,422

Hall Fund (intended for next major Community Centre refurbishment, eg roof):

£12,000

Play Areas (e.g. for new play areas in the new developments, or major refurbishment of existing facilities):

£3,000

Financial review

Summary of the year

The Trust's work is funded from charitable activities, mainly hire fees derived from the Trust's assets, grants towards maintenance and running costs and other fund-raising activities.

This year has seen a 43% increase on hall hire fees compared to 2018 which was great to see and we hope to maintain. Expenditure has also been on the increase in particular the investment in the planning application for the new Community Hub. The increased hall hire revenue and continued fundraising support from the Association has helped to fund this.

Accounts

In addition to the main cheque account used for day-day operation of the charity, the Trust has two deposit accounts. The larger of these constitutes the residue of the former Permanent Endowment fund, now allocated as the Trust Reserve & Projects Fund, providing a contingency for unexpected/sudden costs and to support projects, whilst the smaller account is allocated for fund-raising use (e.g. to fund deposits for events in the hall etc).

Reserves Policy

Following the release of part of the permanent endowment derived from an asset sale, the Trust is under no obligation to maintain any specific level of reserves. The aim is to retain a level of unrestricted reserves to be in a position to fund the ongoing management and maintenance of the village facilities for the public benefit, as well as support the delivery of larger projects such as the proposed new Community Hub.

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT (Continued)

YEAR ENDED 31 DECEMBER 2019

Structure, governance and management

The trust is a registered charity, number 267775, and is constituted under a trust deed dated 3 July 1992 (amended 26 November 2007).

A maximum of five trustees are elected annually at the Annual General Meeting.

Representative Members are not elected at the AGM, but represent their members at the regular Trust meetings. The groups who are able to represent their members are:

Capel St Mary Community Association (two members)
Capel St Mary Parish Council
Playing Field Users
Village Hall Users

The Chairman is then elected by a majority of Trustees at the first meeting of the Trust year following the AGM.

At the monthly trustee's meetings, the trustees agree the broad strategy and areas of activity of the trust. The day to day administration of the trusts activities is delegated to the trust administrator.

The trustees consider that the elected trustees comprise the key management personnel of the charity, in charge of directing and controlling the charity. All trustees give their time freely and no trustee remuneration was paid in the year.

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT (Continued)

YEAR ENDED 31 DECEMBER 2019

Trustee's responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the applicable Charities SORP,
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's web-site. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been approved by the trustees at the February 2020 meeting of the Trust, and shows as such in the minutes of that meeting, and is signed on their behalf by:

I Bramhill - Chair

S Smy - Treasurer

CAPEL COMMUNITY TRUST

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CAPEL COMMUNITY TRUST

YEAR ENDED 31 DECEMBER 2019

I report to the trustees on my examination of the accounts of Capel Community Trust (the Trust) for the year ended 31 December 2019.

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 me examination I have followed all 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 giving me cause to believe that in any material respect:

- 1) accounting records were not kept in respect of the Trust as requires by section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do 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 accounts give a 'true and fair' view which is not a matter considered as part of the 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.

Signed

Name H Rumsey

Ensors Accountants LLP
46 St Nicholas Street
Ipswich
IP1 1TT

Date 19th November 2020

CAPEL COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2019

	Note	Restricted £	2019 Unrestricted £	Total £	2018 Total £
INCOME AND ENDOWMENTS FROM:					
Grants , donations and covenants	2	0	1,985	1,985	4,206
Charitable activites	2	0	63,023	63,023	54,830
Other trading activites	2	0	8,788	8,788	11,329
Bank interest		0	52	52	27
Total income		<u>0</u>	<u>73,848</u>	<u>73,848</u>	<u>70,392</u>
EXPENDITURE ON:					
Raising funds	3	0	3,260	3,260	7,351
Charitable activities	3	0	78,756	78,756	75,806
Total resources expended		<u>0</u>	<u>82,016</u>	<u>82,016</u>	<u>83,157</u>
Net (outgoing)/incoming resources		0	-8,168	-8,168	-12,765
Total funds brought forward		0	212,882	212,882	225,647
Total funds carried forward	10	<u>0</u>	<u>204,714</u>	<u>204,714</u>	<u>212,882</u>

CAPEL COMMUNITY TRUST

BALANCE SHEET

AS AT 31 DECEMBER 2019

	Note	Restricted £	2019 Unrestricted £	Total £	2018 Total £
FIXED ASSETS					
Tangible assets	6	0	180,597	180,597	180,701
CURRENT ASSETS					
Debtors	7	0	7,000	7,000	0
Cash at bank and in hand	8	0	17,297	17,297	35,676
		0	24,297	24,297	35,676
CREDITORS					
Amounts falling due within one year	9	0	180	180	3,495
NET CURRENT ASSETS		0	24,117	24,117	32,181
TOTAL ASSETS LESS CURRENT LIABILITIES		0	204,714	204,714	212,882
FUNDS					
Restricted	10	0	0	0	0
Unrestricted	10	0	204,714	204,714	212,882
		0	204,714	204,714	212,882

These financial statements were approved by the trustees on 23 September 2020

and are signed on their behalf:

I Bramhill
Chairman

S Smy
Treasurer

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

1 ACCOUNTING POLICIES

Basis of preparation

The accounts have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by the Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)" as amended for accounting periods commencing 1 January 2019). The charity is a Public Benefit Entity as defined by FRS102.

The charity has taken advantage of the provisions in the Statement of Recommended Practice (SORP) for charities applying FRS102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2018 only to the extent required to provide a true and fair view. This departure has involved following the SORP for charities applying FRS102 rather than the version of the SORP which is referred to in the regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

In the opinion of the Trustees, the charity is a going concern and will realise its assets and meet its liabilities under the normal course of operations.

Change in basis of accounting

There have been no changes to the accounting policies since last year.

Changes to the previous financial statements

No changes have been made to the financial statements for previous years.

Income and endowments

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Where incoming resources have related expenditure (as with fundraising) the incoming resources and related expenditure are reported gross in the SOFA.

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Investment income is included in the financial statements when receivable.

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

1 ACCOUNTING POLICIES (CONTINUED)

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity pay out resources.

Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost, less estimated residual value, of each asset over its expected useful life, as follows:

Land and buildings	see below
Fixtures and fittings	20% reducing balance method

No depreciation is charged on the land and buildings as in the trustees opinion the market value is in excess of cost.

2 ANALYSIS OF INCOME AND ENDOWMENTS

	Restricted £	2019 Unrestricted £	Total £	2018 Total £
Grants, donations and covenants				
Parish Council revenue grant	0	1,830	1,830	3,076
S106	0	0	0	800
Donations	0	150	150	325
Covenants	0	5	5	5
	<u>0</u>	<u>1,985</u>	<u>1,985</u>	<u>4,206</u>
Incoming from charitable activities				
Hall hire	0	51,380	51,380	44,782
Pavilion and playing field hire	0	3,050	3,050	3,045
Photocopier	0	145	145	168
Parish Council health & safety grant	0	7,035	7,035	6,541
Solar Fit receipts	0	1,413	1,413	294
	<u>0</u>	<u>63,023</u>	<u>63,023</u>	<u>54,830</u>
Activities for generating funds				
Fireworks display	0	2,681	2,681	4,180
Funday	0	4,676	4,676	4,523
Christmas collection	0	1,431	1,431	1,406
Band events	0	0	0	1,220
	<u>0</u>	<u>8,788</u>	<u>8,788</u>	<u>11,329</u>
Bank Interest	<u>0</u>	<u>52</u>	<u>52</u>	<u>27</u>
Total incoming resources	<u>0</u>	<u>73,848</u>	<u>73,848</u>	<u>70,392</u>

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

3 EXPENDITURE

	Restricted £	2019 Unrestricted £	Total £	2018 Total £
Raising funds				
Firework display	0	1,116	1,116	949
Funday	0	2,068	2,068	1,649
Christmas collection	0	76	76	154
Events	0	0	0	1,375
General Expenses	0	0	0	3,224
	<u>0</u>	<u>3,260</u>	<u>3,260</u>	<u>7,351</u>
Charitable activities				
Wages - Customer service officer	0	5,458	5,458	5,722
Wages - Trust administrator	0	4,832	4,832	5,414
Wages - Play area inspections	0	363	363	4,740
Cleaning	0	10,405	10,405	10,831
General rates	0	992	992	930
Water rates	0	2,633	2,633	3,014
Gas and electricity	0	6,646	6,646	7,313
Insurance	0	3,830	3,830	4,536
Repairs and maintenance	0	13,511	13,511	15,661
Projects - Hall Paths (Library) and Rear	0	0	0	4,543
Projects - Bar refurbishment	0	6,084	6,084	6,877
Projects - Community Hub	0	9,764	9,764	1,136
Health and safety	0	0	0	364
Telephone	0	499	499	543
Postage and stationery	0	1,051	1,051	1,085
IT (Web and IT support/Design)	0	900	900	1,200
Performing Rights License	0	899	899	1,155
Photocopier	0	300	300	403
Professional fees	0	200	200	174
Donations	0	10,285	10,285	35
Depreciation	0	104	104	130
	<u>0</u>	<u>78,756</u>	<u>78,756</u>	<u>75,806</u>
Total resources expended	<u>0</u>	<u>82,016</u>	<u>82,016</u>	<u>83,157</u>

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

4 DETAILS OF EXPENDITURE

	2019 £	2018 £
Independent examiner's fee	180	120
Depreciation of assets	104	162
	<hr/>	<hr/>

No trustee received any remuneration or expenses during the year (2018:£nil).

5 STAFF COSTS

	2019 £	2018 £
Wages and salaries	10,653	15,876
Employer's national insurance	0	0
Total staff costs	<hr/> 10,653	<hr/> 15,876
Average number of full-time equivalent employees in the year	<hr/>	<hr/>
Charitable activities	1	1
Governance	1	1
	<hr/> 2	<hr/> 2

6 TANGIBLE FIXED ASSETS

	Buildings £	Fixtures & fittings £	Total £
Cost brought forward and carried forward			
At 1 January 2019	180,183	29,944	210,127
Additions	0	0	0
At 31 December 2019	<hr/> 180,183	<hr/> 29,944	<hr/> 210,127
Depreciation			
At 1 January 2019	0	29,426	29,426
Charge for the year	0	104	104
At 31 December 2019	<hr/> 0	<hr/> 29,530	<hr/> 29,530
Net book value at 31 December 2019	<hr/> 180,183	<hr/> 414	<hr/> 180,597
Net book value at 31 December 2018	<hr/> 180,183	<hr/> 518	<hr/> 180,701

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2019

7 DEBTORS	2019 £	2018 £
Capel Community Association bar refurbishment loan	7,000	0
	<hr/>	<hr/>

8 CASH AT BANK AND IN HAND	2019 £	2018 £
Current account	2,254	7,365
Deposit account	1,659	1,607
Capital Deposit account	13,384	26,384
Cash in hand	0	50
	<hr/>	<hr/>
	17,297	35,406
	<hr/>	<hr/>

9 CREDITORS: Amounts falling due within one year	2019 £	2018 £
Accrued expenses	180	150
Monies held on behalf of Capel Community Association	0	3,345
	<hr/>	<hr/>
	180	3,495
	<hr/>	<hr/>

10 ANALYSIS OF CHARITABLE FUNDS	Brought Forward £	Income £	Expenditure £	£
Restricted	0	0	0	0
Unrestricted	212,882	73,848	82,016	204,714
	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	212,882	73,848	82,016	204,714
	<hr/>	<hr/>	<hr/>	<hr/>

11 RELATED PARTY TRANSACTIONS

During the year the Trust paid £900 (2018:£1,200) for IT support to Starling IT services a firm controlled by the son of the trustee Mr I Love. The services were provided on normal commercial terms.