



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From 01/04/2019 To 31/03/2020**

**Charity name: Ufford Community Hall**

**Charity registration number: 1171424**

### **Objectives and Activities**

|  | SORP reference     |  |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document  | Para 1.17          | <b>To promote for the benefit of all the inhabitants of Ufford and the surrounding area, the provision of facilities for recreation with the object of improving the life of all the said individuals</b>            |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | <b>The Hall gives a base for numerous leisure and sport activities for individuals who have need by reason of their youth, age, infirmity, disablement, financial hardship, or social and economic circumstances</b> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit   | Para 1.18          | <b>The trustees have had regard to the Charity Commission's guidance on public benefit</b>   |

### **Additional information (optional)**

You may choose to include further statements where relevant about:

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

## Achievements and Performance

|   | SORP reference |   |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20      | <b>The Hall is used by:</b><br><b>The Suffolk Tai Chi Academy</b><br><b>Three different bridge organisations</b><br><b>Ufford Football Club (2 teams)</b><br><b>Ufford Carpet Bowls Club</b><br><b>The Parish Council</b><br><b>Deben Young Farmers</b><br><b>Ufford Gardening Club</b><br><b>Ufford Tennis Club</b><br><b>Ufford Women's Institute</b><br><b>A Keep Fit Club</b><br><b>A Pilates Club</b><br><b>A Yoga Club</b><br><b>Various musical bands for rehearsals</b> |

### Additional information (optional)

You may choose to include further statements where relevant about:

|  |           |  |
|--|-----------|--|
| Achievements against objectives set                          | Para 1.41 |  |
| Performance of fundraising activities against objectives set | Para 1.41 |  |
| Investment performance against objectives                    | Para 1.41 |  |
| Other  |           |  |

## Financial Review

|  |           |   |
|--|-----------|---|
| Review of the charity's financial position at the end of the period              | Para 1.21 | <b>The charity's fundraising and rental income provided adequate funds to maintain the hall and provide services to the community throughout the reporting period</b> |
| Statement explaining the policy for holding reserves stating why they are held   | Para 1.22 | <b>Adequate funding for all repairs and improvements in the foreseeable future</b>  |
| Amount of reserves held  | Para 1.22 | <b>£8700.43</b>   |
| Reasons for holding zero reserves  | Para 1.22 | <b>N/A</b>  |
| Details of fund materially in deficit  | Para 1.24 | <b>N/A</b>  |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | <b>N/A</b>  |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising)            | Para 1.47 |  |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 |  |
| A description of the principal risks facing the charity                         | Para 1.46 |  |
| Other   |           |  |

## Structure, Governance and Management

|   |           |  |
|---|-----------|--|
| Description of charity's trusts:  |           |  |
| Type of governing document<br>(trust deed, royal charter)   | Para 1.25 | <b>The Constitution of the Ufford Community Hall</b> |
| How is the charity constituted?<br>(e.g unincorporated association, CIO)  | Para 1.25 | <b>Charitable Incorporated Organisation</b>          |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | <b>Appointed by Ufford Parish Council</b>            |

### Additional information (optional)

You may choose to include further statements where relevant about:

|   |           |  |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees                | Para 1.51 |  |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 |  |
| Relationship with any related parties   | Para 1.51 |  |
| Other   |           |  |

## Reference and Administrative details

|                             |  |
|-----------------------------|--|
| Charity name                | Ufford Community Hall  |
| Other name the charity uses | N/A  |
| Registered charity number   | 1171424  |
| Charity's principal address | Ufford Community Hall, Ufford Recreation Ground, The Avenue, Ufford, Woodbridge IP13 6BF (formerly IP13 6DU) |
|                             |  |

## Names of the charity trustees who manage the charity

|    | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|--------------|-----------------|-----------------------------------|---|
| 1  | John Skinner | Trustee         | Whole Year                        |   |
| 2  | Darren Cook  | Trustee         | Whole Year                        |   |
| 3  | Dan Lever    | Trustee         | Whole Year                        |   |
| 4  |              |                 |                                   |   |
| 5  |              |                 |                                   |   |
| 6  |              |                 |                                   |   |
| 7  |              |                 |                                   |   |
| 8  |              |                 |                                   |   |
| 9  |              |                 |                                   |   |
| 10 |              |                 |                                   |   |
| 11 |              |                 |                                   |   |
| 12 |              |                 |                                   |   |
| 13 |              |                 |                                   |   |
| 14 |              |                 |                                   |   |
| 15 |              |                 |                                   |   |
| 16 |              |                 |                                   |   |
| 17 |              |                 |                                   |   |
| 18 |              |                 |                                   |   |
| 19 |              |                 |                                   |   |
| 20 |              |                 |                                   |   |

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

| Director name |  |  |
|---------------|--|--|
| N/A           |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |

## Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year |  |
|--------------|-----------------------------------|--|
| N/A          |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |
|              |                                   |  |

## Funds held as custodian trustees on behalf of others

|   |     |
|---|-----|
| Description of the assets held in this capacity   | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | N/A |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets                         | N/A |

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| N/A             |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

#### Name of chief executive or names of senior staff members (Optional information)

|     |
|-----|
| N/A |
|-----|

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

|     |
|-----|
| N/A |
|-----|

## Other optional information

|     |
|-----|
| N/A |
|-----|

## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

|  |  |
|--|--|
|  |  |
|--|--|

Full name(s)

Geoff Cooper

|              |  |
|--------------|--|
| Geoff Cooper |  |
|--------------|--|

Position (eg Secretary,  
Chair, etc)

Treasurer

|           |  |
|-----------|--|
| Treasurer |  |
|-----------|--|

Date

XX-01-2021

|            |
|------------|
| XX-01-2021 |
|------------|





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Ufford Community Hall

No (if any)

1171424

## Receipts and payments accounts

CC16a

For the period  
from

Period start date

1/4/19

To

Period end date

31/3/20

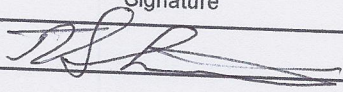
### Section A Receipts and payments

|   | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---|--|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |  |                                      |                                     |                                 |                               |
| Hall Hire   | 6,897                                  | -                                    | -                                   | 6,897                           | 7,465                         |
| Membership  | 530                                    | -                                    | -                                   | 530                             | 530                           |
| Tennis Club Electricity Charge                        | 122                                    | -                                    | -                                   | 122                             | 134                           |
| Donation  | 350                                    | -                                    | -                                   | 350                             | 250                           |
| Solar and electricity Rebate                          | 500                                    | -                                    | -                                   | 500                             | -                             |
|   | -0                                     | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
|   | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>8,399</b>                           | <b>-</b>                             | <b>-</b>                            | <b>8,399</b>                    | <b>8,379</b>                  |
| <b>A2 Asset and investment sales, (see table).</b>    |  |                                      |                                     |                                 |                               |
|   | -0                                     | -0                                   | -0                                  | -                               | -                             |
|   | -0                                     | -0                                   | -0                                  | -                               | -0                            |
| <b>Sub total</b>                                      | <b>-0</b>                              | <b>-0</b>                            | <b>-0</b>                           | <b>-</b>                        | <b>-0</b>                     |
|   |  |                                      |                                     |                                 |                               |
| <b>Total receipts</b>                                 | <b>8,399</b>                           | <b>-0</b>                            | <b>-0</b>                           | <b>8,399</b>                    | <b>8,379</b>                  |
| <b>A3 Payments</b>                                    |  |                                      |                                     |                                 |                               |
| Reports and Maintenance                               | 1,872                                  | -                                    | -                                   | 1,872                           | 1,401                         |
| Lighting and Heating                                  | 1,296                                  | -                                    | -                                   | 1,296                           | 1,393                         |
| Water and Sewerage                                    | 546                                    | -                                    | -                                   | 546                             | 527                           |
| Insurance   | 672                                    | -                                    | -                                   | 672                             | 653                           |
| Licences and Certificates                             | 500                                    | -                                    | -                                   | 500                             | 565                           |
| Rent (6 years)  | 4,740                                  | -                                    | -                                   | 4,740                           | -                             |
| Gifts   | 109                                    | -                                    | -                                   | 109                             | 300                           |
| Solar Panel Installation                              | -0                                     | -                                    | -                                   | -                               | 8,189                         |
|   | -0                                     | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>9,735</b>                           | <b>-</b>                             | <b>-</b>                            | <b>9,735</b>                    | <b>13,028</b>                 |
| <b>A4 Asset and investment purchases, (see table)</b> |  |                                      |                                     |                                 |                               |
|   | -0                                     | -0                                   | -0                                  | -                               | -                             |
|   | -0                                     | -0                                   | -0                                  | -                               | -                             |
| <b>Sub total</b>                                      | <b>-0</b>                              | <b>-0</b>                            | <b>-0</b>                           | <b>-</b>                        | <b>-0</b>                     |
|   |  |                                      |                                     |                                 |                               |
| <b>Total payments</b>                                 | <b>9,735</b>                           | <b>-0</b>                            | <b>-0</b>                           | <b>9,735</b>                    | <b>13,028</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>-1,336</b>                          | <b>-</b>                             | <b>-</b>                            | <b>-1,336</b>                   | <b>-4,649</b>                 |
| <b>A5 Transfers between funds</b>                     | <b>-0</b>                              | <b>-</b>                             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>                    | <b>10,036</b>                          | <b>-</b>                             | <b>-</b>                            | <b>10,036</b>                   | <b>14,685</b>                 |
| <b>Cash funds this year end</b>                       | <b>8,700</b>                           | <b>-</b>                             | <b>-</b>                            | <b>8,700</b>                    | <b>10,036</b>                 |

### Section B Statement of assets and liabilities at the end of the period

| Categories           | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> |         |                                    |                                  |                                 |
|                      |         | 8,700                              | -                                | -                               |
|                      |         | -                                  | -                                | -                               |
|                      |         | -                                  | -                                | -                               |



|   |   | Unrestricted funds              | Restricted funds      | Endowment funds          |
|---|---|---------------------------------|-----------------------|--------------------------|
|   | Details   | to nearest £                    | to nearest £          | to nearest £             |
| B2 Other monetary assets                                    |   | -                               | -                     | -                        |
|   |   | -                               | -                     | -                        |
|   |   | -                               | -                     | -                        |
|   |   | -                               | -                     | -                        |
|   |   | -                               | -                     | -                        |
|   |   | -                               | -                     | -                        |
| B3 Investment assets  |   | Fund to which asset belongs     | Cost (optional)       | Current value (optional) |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
| B4 Assets retained for the charity's own use                |   | Fund to which asset belongs     | Cost (optional)       | Current value (optional) |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
|   |   |                                 | -                     | -                        |
| B5 Liabilities  |   | Fund to which liability relates | Amount due (optional) | When due (optional)      |
|   |   |                                 | -                     |                          |
|   |   |                                 | -                     |                          |
|   |   |                                 | -                     |                          |
|   |   |                                 | -                     |                          |
|   |   |                                 | -                     |                          |
| Signed by one or two trustees on behalf of all the trustees | Signature   | Print Name                      | Date of approval      |                          |
|   |  | J. L. SKINNER                   | 20/12/20              |                          |



UFFORD COMMUNITY HALL Charity  
1st April 2019 to March 31st 2020

|                    |            |                     |            |
|--------------------|------------|---------------------|------------|
| 1st April 2019     | £10,036.01 | 1st April 2020      | £8,700.43  |
| Income 2019/20     | £8,398.93  | Expenditure 2019/20 | £9,497.91  |
| unpresented Cheque | -£236.60   |                     |            |
| <i>Profit</i>      | £18,198.34 |                     | £18,198.34 |

APRIL 2019- MARCH 2020

INCOME

|                          |           |
|--------------------------|-----------|
| ✓ Hall Hire              | £6,897.00 |
| ✓ Licences/URS&SC        | £500.00   |
| ✓ Annual charge UTC      | £30.00    |
| Electricity UTC recharge | £121.70   |
| Donation                 | £350.00   |
| Solar                    | £466.48   |
| Electricity rebate       | £33.75    |

Total £8,398.93

Breakdown Income

|                         |           |
|-------------------------|-----------|
| Bridge/Mike Fisher      | £2,057.00 |
| Tai Chi Group           | £1,316.00 |
| UFBC(m)                 | £684.00   |
| Private                 | £590.00   |
| Pilates/Glow Fit        | £612.00   |
| Yoga                    | £312.00   |
| UCBC                    | £378.00   |
| USFC for changing rooms | £200.00   |
| KeepFit                 | £-        |
| UFBC(w)                 | £350.00   |
| UPC                     | £128.00   |
| Ufford WI               | £16.00    |
| Young Farmers           | £81.00    |
| UTC                     | £42.00    |
| UGC                     | £69.00    |
| Ufford Woodlands        | £46.00    |
| UAHG                    | £16.00    |
| TOTAL                   | £6,897.00 |

Current Account

|                |            |
|----------------|------------|
| 1st April 2020 | £8,700.43  |
| 1st April 2019 | £10,036.01 |

TOTAL PROFIT/LOSS -£1,335.58

EXPENDITURE

|                      |             |
|----------------------|-------------|
| Cleaning             | ✓ £720.00   |
| Electric             | ✓ £1,296.00 |
| Water                | ✓ £546.16   |
| Licences/Membership  | ✓ £5,239.79 |
| cleaning material    | ✓ £185.40   |
| Repair and Replaceme | ✓ £729.86   |
| Insurance            | ✓ £671.70   |
| hire refund          | £102.00     |
| gift                 | £7.00       |
| Total                | £9,497.91   |

Breakdown Expenditure

|                  |           |
|------------------|-----------|
| Licences         |           |
| CAS membership   | £30.00    |
| PR licence       | £135.29   |
| Fire Certificate | £180.00   |
| TV licence       | £154.50   |
| UPC              | £4,740.00 |
| Total            | £5,239.79 |

Repair and Replacement

|            |         |
|------------|---------|
| kettles    | £34.00  |
| cooker     | £378.20 |
| fridge     | £154.80 |
| electrical | £63.41  |
| microwave  | £50.75  |
| Plumbing   | £5.20   |
| other      | £43.50  |
|            | £729.86 |

|                   |           |
|-------------------|-----------|
| Total Income      | £8,398.93 |
| Total Expenditure | £9,734.51 |

TOTAL PROFIT/LOSS -£1,335.58

Signed C O Airey (CAROL DAWN AIREY)  
True record of Accounts