

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The Trustees policy is:

- to have at least one year's normal operating costs of the hall (= approx £4000) held as reserves
- to build up surpluses, partly from our routine income and partly from fundraising, and then to spend them on planned major renewals and improvements

**Details of any funds materially in deficit**

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

In addition to the normal sources of income from village hall bookings, the charity received significant grants from the following: Awards for All, and the Foyle Foundation. These grants are major contributions to the planned major improvement works to the hall which will be started and completed in 2017-2018

## Section F

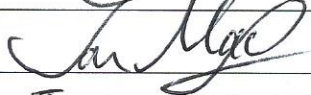

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	JON MACHELL	PENNY WILES
Position (eg Secretary, Chair, etc)	CHAIRMAN	Secretary
Date	15-10-2017	



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2016		31	March	2017

## Section A Reference and administration details

Charity name

BRAMPFORD SPEKE VILLAGE HALL TRUST

Other names charity is known by

Registered charity number (if any)

1139844

Charity's principal address

c/o BSVHT Secretary, Chamberlains Cottage

Brampford Speke

Exeter

Postcode

EX5 5DR

### 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	David Bamford	Chairman		
2	Hannah Freeland	Treasurer		
3	Penny Wiles	Secretary		
4	Molly Luxton			Womens Institute
5	Mac Merrett			Parish Council
6	Susan Satchell			
7	Pat Brazil			Twinning Association
8	Richard Tillett			Parish Council
9	Jon Machell			
10	Mary Greener			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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

Type of adviser	Name	Address

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

n/a

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Up to 6 Trustees are elected at the Annual General Meeting, up to 2 Trustees are appointed by the Parish Council, up to 8 Trustees are appointed from a list of local organisations (such as the Pre-school)

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object of the Trust is to run Brampford Speke village hall for the benefit of local residents – for meetings, classes, leisure activities

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The focus in 2016-107 was twofold:

1. Making our village hall available for a range of community uses. Ensuring the day to day running of the hall went smoothly, with any needed repairs and renewals carried out such as new lighting and renewing a stretch of fencing. This involved close liaison with the main users of the hall
2. Planning a programme of major improvement works to the hall

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

With the exception of hall cleaning, the running of the village hall is entirely dependent on volunteers – mainly the Trustees themselves,.

**Summary of the main achievements of the charity during the year**

In addition to carrying out minor improvements to the village hall such as new internal lighting, water heating & replacement fencing, the Trust's main achievement was to plan & fundraise for a major improvement programme of a new storage extension, a disabled ramp & improved pedestrian access to the hall. These improvements were prioritised by villagers in various consultation exercises carried out in previous years. Improving the access into the hall will, once the work is complete, be of huge benefit to all hall users with mobility problems who have up to now effectively been denied the use of the hall.

Building work could not start in 2016-17, as delays were encountered in getting building control approval. Design modifications were required, which pushed up the estimated building costs. However, the Trust succeeded in securing about half the funds needed from grant-making bodies such as Awards for All. The combination of these grants, monies raised from within the village and using our own reserves meant that the Trust ended the year poised to get the long-awaited building works underway.

The Chairman's report for the year 2016-17, presented at the AGM, is as follows:

The major activities that have occupied our minds are the two projects; the storage extension and the ramp.

At this time last year I recorded that, having received planning permission, and obtained quotations for the work, we were actively fund raising to raise the necessary amounts to allow us to proceed. We were successful with these activities and as a consequence an order was placed to construct the extension.

Unfortunately, having obtained Planning Permission to build a wooden extension, Building Control advised that we could not have a simple wooden structure as shown in the plans and within 14m of the boundary due to the need to abide by the current fire regulations for any new build. We eventually received agreement from Building Control to proceed, but with specially treated timber to meet those fire regulations. Then the original supplier withdrew, the job having taken on a complexity not originally envisaged. Requotes were necessary and not surprisingly the cost of the extension had risen significantly, by some 50%. Personally, I think we would have been forgiven for giving up at that point, but we have ploughed on, and we now have the longed for extension, and the work on the ramp should start next month.

So now I will move on to say a little about the fund raising required to allow us to proceed. Our fund raising efforts have been led by Penny Wiles, assisted by Mary Greener and Sue Satchell. Penny has lead the charge in securing monies from the likes of Coastal Recycling, Awards for All, The Foyle Foundation and Bernard Sunley Charity. Penny has done a great job under what have been at times, trying circumstances. Sue has continued with the Villages in Action and proceeds from that have been donated to the Village Hall funds. Sadly after

twenty two years, it looks like we have seen the end of VIA due to the withdrawal of local authority funding. More recently Mary raised a sizeable contribution to our funds by putting on a play, a Load of Old Tripe. Thanks go to all who participated. I understand the performance brought much jollity and laughter to all who attended. We have also had direct contributions from villagers, and in recent years, the annual contribution from the Parish Council from the precept has contributed towards the improvement projects rather than supporting operating expenses.

However we will need to continue with fund raising efforts. As I indicated at the start our appeals for funding were based on estimates obtained prior to Building Control introducing complications. So finances are going to be a bit tight over the next twelve months or so but we are confident we can see our way through the situation. Then we can start to look at other things that need attention, eg the entrance hall.

We have recently taken a look at the agreement we have with the school and made some changes there to try and ensure we are receiving appropriate reward for the service being provided. One major change will be to commence charging for storage of their equipment.

I have appealed in recent years for new blood to join our committee. Whilst we are better placed now with the addition of Joff and Mary there is still room. In particular we would like to see reps from the School and Toddlers joining us.

On a lighter note, a recent improvement has been the installation of new lights. Apparently the old ones were sort of illegal, open fluorescent tubes having been banned in public buildings some years ago.

Again I would like to extend the committee's thanks to Jill Downey for continuing to do the hall cleaning, and to Tim Holdsway for providing his staff (Gerry and Ann) from Brampford House to keep the grounds in order. Also a big 'thankyou' to Russell and Betty Cornall for allowing the builders access via their drive to the rear of the hall during the construction of the extension.

Finally, there will be a new face here next year giving the annual update for the Village Hall Trust. I think it was 2005 when Richard Tillett, then Chairman of the PC, persuaded Louise Honan and I to form a sub committee to look after the hall in order to relieve the PC of lengthy discussions regarding hall cleaning and faulty toilets and the like. I have been involved in some capacity since then. I wish my successor all the best.

## Section E Financial review

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### Details of any funds materially in deficit

### Further financial review details (Optional information)

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## Section F Other optional information

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## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date




CHARITY COMMISSION  
FOR ENGLAND AND WALES

Bramford Speke Village Hall Trust

1139844

## Receipts and payments accounts

CC16a

For the period  
from

01-Apr-16

To

31-Mar-17


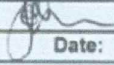
### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Hall/chair hire	3,347	-	-	3,347	3,255
Parish Council grant	2,000	-	-	2,000	2,000
Electricity meter income	261	-	-	261	541
Village fundraising	290	-	-	290	1,933
Grants/donations for major works	14,600	-	-	14,600	-
Re-imbursement of 3rd party contribution to grant making body	258	-	-	258	-
Re-imbursement of deposit paid for major works	4,373	-	-	4,373	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>25,129</b>	<b>-</b>	<b>-</b>	<b>25,129</b>	<b>7,729</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>25,129</b>	<b>-</b>	<b>-</b>	<b>25,129</b>	<b>7,729</b>
<b>A3 Payments</b>					
Insurance	507	-	-	507	1,616
Hall maintenance & repairs	2,031	-	-	2,031	486
Planning & consultancy fees	1,241	-	-	1,241	1,103
Deposit to contractor for major works	4,373	-	-	4,373	-
3rd party contribution to grant making body	258	-	-	258	-
Heating	359	-	-	359	-
Water & sewerage	278	-	-	278	-
Cleaning	665	-	-	665	-
AGM expenses	32	-	-	32	-
	-	-	-	-	-
<b>Sub total</b>	<b>9,744</b>	<b>-</b>	<b>-</b>	<b>9,744</b>	<b>3,205</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>9,744</b>	<b>-</b>	<b>-</b>	<b>9,744</b>	<b>3,205</b>
<b>Net of receipts/(payments)</b>	<b>15,385</b>	<b>-</b>	<b>-</b>	<b>15,385</b>	<b>4,524</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>17,825</b>	<b>-</b>	<b>-</b>	<b>17,825</b>	<b>13,301</b>
<b>Cash funds this year end</b>	<b>33,210</b>	<b>-</b>	<b>-</b>	<b>33,210</b>	<b>17,825</b>



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash in bank	33,210	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>33,210</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Lease on village hall		-	-
	Charis, tables		-	-
	Kitchen equipment & crockery		-	-
	Cleaning equipment		-	-
	Film projector, screen, speakers		-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	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	

		<b>Independent examiner's report on the accounts</b>	
<div style="background-color: black; height: 20px; width: 100%;"></div>			
<b>Report to the trustees/ members of</b>		BRAMFORD SPEKE VILLAGE HALL TRUST	
<b>On accounts for the year ended</b>		<b>Charity no (if any)</b>	2016/2017
<b>Set out on pages</b>			
<b>Respective responsibilities of trustees and examiner</b>		<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> <li>• examine the accounts under section 145 of the Charities Act,</li> <li>• to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and</li> <li>• to state whether particular matters have come to my attention.</li> </ul>	
<b>Basis of independent examiner's statement</b>		<p>My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.</p>	
<b>Independent examiner's statement</b>		<p>In connection with my examination, no matter has come to my attention (other than that disclosed below *)</p> <p>1. <del>which gives me reasonable cause to believe that in any material respect, the requirements:</del></p> <ul style="list-style-type: none"> <li>• <del>to keep accounting records in accordance with section 130 of the Charities Act and</del></li> <li>• <del>to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act</del></li> </ul> <p><del>have not been met; or</del></p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p>* Please delete the words in the brackets if they do not apply.</p>	
<b>Signed:</b>			
		<b>Date:</b> 7/11/17	
<b>Name:</b>		C A Oliphant	
<b>Relevant professional qualification(s) or body (if any):</b>		CILCA	
<b>Address:</b>		The old Carriage House, St Andrew St Tiverton	



	Only complete if the examiner needs to highlight material problems.
Give here brief details of any items that the examiner wishes to disclose.	<p>A Returned cheque on 3/3/17 has not been included in the list of payments and a cheque (199) was included that had not yet presented. The list of payments provided totals £9707.70 and not £9743.72 as stated on your accounts statement.</p> <p>I would suggest regular reconciliations of payments/Receipts recorded against Bank Statements</p>