

CAPEL COMMUNITY TRUST
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2018

Charity Number 267775

Ensors Accountants LLP
46 St Nicholas Street
IPSWICH
IP1 1TT

CAPEL COMMUNITY TRUST

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

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CAPEL COMMUNITY TRUST

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 DECEMBER 2018

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 I Love D Busby S Powell M Browning S Harris C Whitley	Chairman Treasurer (stood down August 2018) (stood down June 2018) (co-opted June 2018) (co-opted December 2018)
TRUSTEES - REPRESENTATIVE	J Webb J Bunkell J Gentry R Morgan S Bishop	Community Association Chairman Community Association Vice Chairman Hall Users Playing Field Users Capel St Mary Parish Council
CORRESPONDENCE ADDRESS	c/o 5 The Marvens Washbrook Ipswich IP8 3JE	
EMAIL ADDRESS	admin@capelcommunitytrust.org	
WEB SITE ADDRESS	www.capelcommunitytrust.org	
INDEPENDENT EXAMINER	S M Runnacles 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 M Marshall Mrs A Baalham	Customer Services Officer Administrator

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2018

Report of the trustees for the year ended 31 DECEMBER 2018

The trustees present their report and financial statements of the charity for the year ended 31 December 2018. 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 2015).

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.

2018 – A Review

It's been a positive year, with revenues being better than past years, and this is reflective of the good support the Trust has in the village for the long standing events of Fun Day and Fireworks, as well as regular support at other one-off events and general bar take.

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT (Continued)

YEAR ENDED 31 DECEMBER 2018

2019 – The Year Ahead

We intend to build on the Vine Lounge refurbishment this year, continuing with the Family Bar refurbishment and to expand our current offering with better facilities for our members and public alike.

The proposed replacement of the current pavilion has created interest and will continue our on-going investment in the village. We hope to make a planning application shortly and then seek to secure adequate funding to building the £3.5M development in phases. This will assist in alleviating currently and future car parking issues as well as providing new changing facilities, a gym, as well as offices, bar and rentable offices.

It looks to be an exciting year ahead.

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 2018-19, the Trust request has been reduced slightly from previous years, due to pressures on the PC budget, but with the emphasis very much on proceeding with refurbishments and improvements. Overall levels of Revenue Support has again been significantly reduced, reflecting the more stable financial position of the Trust.

With the exception of the Revenue Support Grants, funding (and expenditure) does not show in the Annual A number of longer-term savings pots have been established within the Precept Grant in recent years to secure

Playing Field/Pavilion (aka Community Hub project):

£9,000

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.

Despite considerable planned expenditure on projects during 2018, as well as several unexpected items of maintenance, funds remain healthy. This is primarily due to generally stable position with regard to income overall, supported by exceptional receipts from Funday in particular.

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT (Continued)

YEAR ENDED 31 DECEMBER 2018

Financial review (Continued)

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.

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 2018

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).

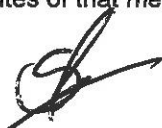
The law applicable to charities in England and Wales requires the charity to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, of the charity for that period. In preparing the financial 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 2019 meeting of the Trust, and shows as such in the minutes of that meeting, and is signed on their behalf by:



I. Bramhill - Chair



I.J. Love - Treasurer

CAPEL COMMUNITY TRUST

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

YEAR ENDED 31 DECEMBER 2018

I report to the trustees on my examination of the accounts of Capel Community Trust (the Trust) for the year ended 31 December 2018.

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.

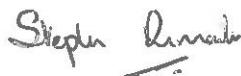
INDEPENDENT EXAMINER'S STATEMENT

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 S M Runnacles FCA

Ensors Accountants LLP
46 St Nicholas Street
Ipswich
IP1 1TT

Date 25 February 2019

CAPEL COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2018

	Note	Restricted £	2018 Unrestricted £	Total £	2017 Total £
INCOME AND ENDOWMENTS FROM:					
Grants , donations and covenants	2	0	4,206	4,206	6,675
Charitable activities	2	0	54,830	54,830	58,329
Other trading activities	2	0	11,329	11,329	11,566
Bank interest		0	27	27	6
Total income		0	70,392	70,392	76,576
EXPENDITURE ON:					
Raising funds	3	0	7,351	7,351	4,589
Charitable activities	3	0	75,806	75,806	68,521
Total resources expended		0	83,157	83,157	73,110
Net (outgoing)/incoming resources		0	(12,765)	(12,765)	3,466
Total funds brought forward		0	225,647	225,647	222,181
Total funds carried forward	10	0	212,882	212,882	225,647

CAPEL COMMUNITY TRUST

BALANCE SHEET

AS AT 31 DECEMBER 2018

	Note	Restricted £	2018 Unrestricted £	Total £	2017 Total £
FIXED ASSETS					
Tangible assets	6	0	180,701	180,701	180,831
CURRENT ASSETS					
Debtors	7	0	0	0	0
Cash at bank and in hand	8	0	35,676	35,676	57,491
		0	35,676	35,676	57,491
CREDITORS					
Amounts falling due within one year	9	0	3,495	3,495	12,675
NET CURRENT ASSETS		0	32,181	32,181	44,816
TOTAL ASSETS LESS CURRENT LIABILITIES		0	212,882	212,882	225,647
FUNDS					
Restricted	10	0	0	0	0
Unrestricted	10	0	212,882	212,882	225,647
		0	212,882	212,882	225,647

These financial statements were approved by the trustees on 25 February 2019

and are signed on their behalf:

I Bramhill
Chairman

I J Love
Treasurer

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

1 ACCOUNTING POLICIES

Basis of preparation

The accounts have been prepared in accordance with 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 2015).

The accounts have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following 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) issued on 16 July 2014, rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn'. The accounts are prepared on the going concern basis. There are no material uncertainties about the charity's ability to continue.

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.

Expenditure and liabilities

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

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

1 ACCOUNTING POLICIES (CONTINUED)

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 £	2018 Unrestricted £	Total £	2017 Total £
Grants, donations and covenants				
Parish Council revenue grant	0	3,076	3,076	6,320
S106	0	800	800	0
Donations	0	325	325	350
Covenants	0	5	5	5
	0	4,206	4,206	6,675
Incoming from charitable activities				
Hall hire	0	44,782	44,782	48,121
Pavilion and playing field hire	0	3,045	3,045	3,127
Photocopier	0	168	168	201
Parish Council health & safety grant	0	6,541	6,541	5,732
Solar Fit receipts	0	294	294	1,148
	0	54,830	54,830	58,329
Activities for generating funds				
Fireworks display	0	4,180	4,180	4,001
Funday	0	4,523	4,523	3,921
Christmas collection	0	1,406	1,406	1,342
Band events	0	1,220	1,220	2,302
	0	11,329	11,329	11,566
Bank Interest	0	27	27	6
Total incoming resources	0	70,392	70,392	76,576

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

3 EXPENDITURE

	Restricted £	2018 Unrestricted £	Total £	2017 Total £
Raising funds				
Firework display	0	949	949	1,117
Funday	0	1,649	1,649	1,471
Christmas collection	0	154	154	194
Events	0	1,375	1,375	1,779
General Expenses	0	3,224	3,224	29
	0	7,351	7,351	4,589
Charitable activities				
Wages - Customer service officer	0	5,722	5,722	5,327
Wages - Trust administrator	0	5,414	5,414	5,351
Wages - Play area inspections	0	4,740	4,740	6,368
Cleaning	0	10,831	10,831	10,037
General rates	0	930	930	908
Water rates	0	3,014	3,014	1,709
Gas and electricity	0	7,313	7,313	6,964
Insurance	0	4,536	4,536	5,261
Repairs and maintenance	0	15,661	15,661	7,591
Projects - Hall Paths (Library) and Rear	0	4,543	4,543	10,021
Projects - Signs	0	6,877	6,877	5,489
Projects - Community Hub	0	1,136	1,136	5,489
Health and safety	0	364	364	364
Telephone	0	543	543	540
Postage and stationery	0	1,085	1,085	304
IT (Web and IT support/Design)	0	1,200	1,200	620
Performing Rights License	0	1,155	1,155	1,043
Photocopier	0	403	403	307
Professional fees	0	174	174	120
Donations	0	35	35	35
Depreciation	0	130	130	162
	0	75,806	75,806	68,521
Total resources expended	0	83,157	83,157	73,110

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

4 DETAILS OF EXPENDITURE	2018 £	2017 £
Independent examiner's fee	174	120
Depreciation of assets	130	162

No trustee received any remuneration or expenses during the year (2017:£nil).

5 STAFF COSTS	2018 £	2017 £
Wages and salaries	15,876	17,046
Employer's national insurance	0	0
Total staff costs	15,876	17,046
Average number of full-time equivalent employees in the year		
Charitable activities	1	2
Governance	1	1
	2	3

6 TANGIBLE FIXED ASSETS	Buildings £	Fixtures & fittings £	Total £
Cost			
At 1 January 2018	180,183	29,944	210,127
Additions	0	0	0
At 31 December 2018	180,183	29,944	210,127
Depreciation			
At 1 January 2018	0	29,296	29,296
Charge for the year	0	130	130
At 31 December 2018	0	29,426	29,426
Net book value at 31 December 2018	180,183	518	180,701
Net book value at 31 December 2017	180,183	648	180,831

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2018

7 DEBTORS	2018	2017		
	£	£		
Other debtors	0	0		
	<hr/>	<hr/>		
8 CASH AT BANK AND IN HAND	2018	2017		
	£	£		
Current account	7,635	8,556		
Deposit account	1,607	1,580		
Capital Deposit account (see note 12)	26,384	47,305		
Cash in hand	50	50		
	<hr/>	<hr/>		
	35,676	57,491		
	<hr/>	<hr/>		
9 CREDITORS: Amounts falling due within one year	2018	2017		
	£	£		
Accrued expenses	150	120		
Monies held on behalf of Capel Community Association (see note 12)	3,345	12,555		
	<hr/>	<hr/>		
	3,495	12,675		
	<hr/>	<hr/>		
10 ANALYSIS OF CHARITABLE FUNDS	Brought Forward	Income	Expenditure	
	£	£	£	£
Restricted	0	0	0	0
Unrestricted	225,647	70,392	83,157	212,882
	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	225,647	70,392	83,157	212,882
	<hr/>	<hr/>	<hr/>	<hr/>

11 RELATED PARTY TRANSACTIONS

During the year the Trust paid £1,200 (2017:£620) 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.

12 MONIES HELD ON BEHALF OF CAPEL COMMUNITY ASSOCIATION

Capel Community Trust holds funds on behalf of the Association - these are held as part of the Capital Deposit Account.