



Trustees' Annual Report for the period

	Period start date		Period end date
From	02 January 2024	To	31 December 2024

Section A Reference and administration details

Charity name Friends of Bedfield Heritage

Other names charity is known by N/A

Registered charity number (if any) 1206355

Charity's principal address 6 Lodge Cottages, Southolt Road,
Bedfield, Woodbridge
Suffolk
Postcode IP13 7HH

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	Jane Sullivan	Chair		
2	Christopher Leverick	Treasurer		
3	Linda Vance			
4				
5				

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

Name	Dates acted if not for whole year
None	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
None		

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Constitution dated 6 September 2023.
How the charity is constituted <i>(eg. trust, association, company)</i>	Charitable Incorporated Organisation (CIO) approved by the Charity Commission on 2 nd January 2024.
Trustee selection methods <i>(eg. appointed by, elected by)</i>	As set out in the Constitution, every future trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees having regard to the skills, knowledge and experience needed for the effective administration of the CIO.

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.

Over the last year we have adopted several policies to assist in the governance of the charity:

- Grant Making
- Safeguarding
- Health and Safety.

The Chair has been certified under the Disclosure and Barring System and both the Chair and Linda Vance have undergone both Basic and Foundation Safeguarding training.

Public liability insurance has been purchased to ensure that all our activities are covered, and each event is subject to a Risk Assessment.

Our funds were originally being administered by the treasurer of the Parochial Church Council. We have opened a new bank account specifically for the Friends, and all financial matters are now being dealt with by our Treasurer.

We are in the process of streamlining our governance arrangements to be a small group of Trustees with specific task and finish groups to run projects and events.

Section C

Objectives and activities

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

To maintain, repair, restore, preserve and improve for the benefit of the public the fabric of St. Nicholas Church, Bedfield, its fixtures, fittings, furniture, stained glass, ornaments, associated buildings and landscaping.

We are a fundraising group aiming to support the upkeep of the historic fabric of St. Nicholas Church and improve the facilities it offers to be at the heart of village life.

We are working on a priority project which is to fundraise and to project manage the provision of a composting toilet in the grounds of the Church. The building would be fully accessible and open to all. It will enhance the facilities at the church for existing activities such as services, weddings, funerals and when the local primary school are using the church as a teaching resource. It will also enable the timescale of events to be lengthened as well as serving users of the local footpaths and bridleways which intersect in the vicinity.

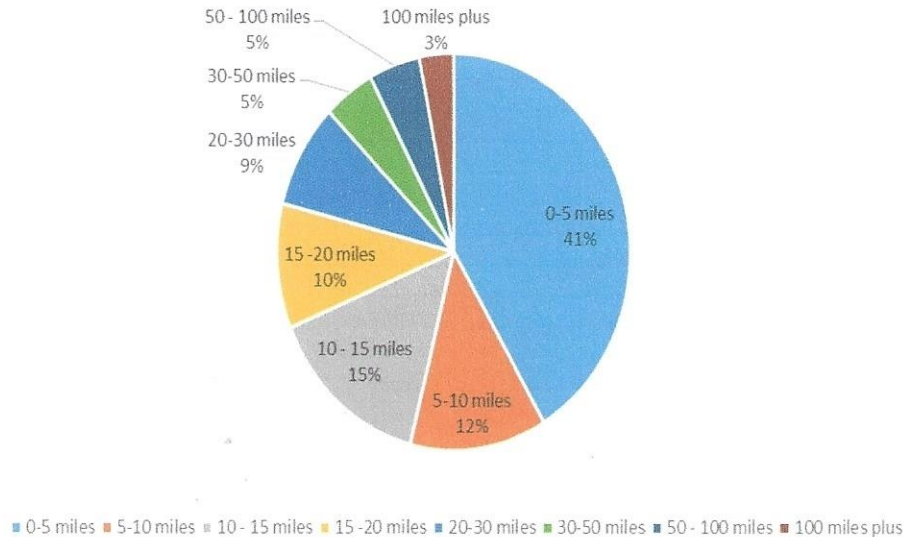
In this reporting year we have run four main activities as follows.

1. Open Gardens Saturday 29th and Sunday 30th June 2024

This was a two-day event where eighteen gardens were opened for public viewing. A Welcome Centre was set up at the Community Hub where guests could buy tickets, receive a guide, enter the tombola and buy plants. Two cafes were run in two of the gardens for guests to enjoy snacks, lunch and ice-creams.

149 people purchased tickets to go around the gardens over the weekend.

Distance Travelled to Open Gardens 2024

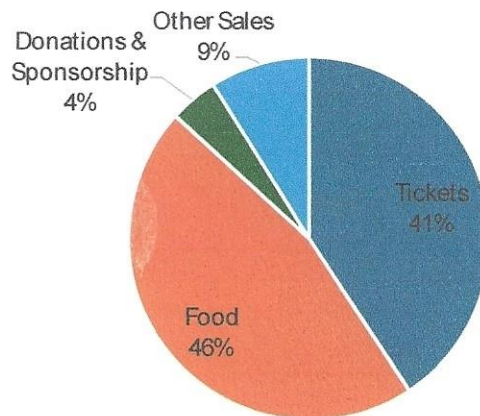


Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

This event was only possible due to our local volunteers – 23 people running the Welcome Centre and cafés, bakers and numerous gardeners and helpers in the gardens. Generous donations were received for the tombola and plant stall together with sponsorship from Clark and Simpson, a local estate agent.

All the volunteers were invited to tour around the open gardens together with drinks and nibbles on the Friday evening before the weekend as a thank you for all their efforts.

Sources of Income Open Gardens 2024



2. Christmas Crafting 1st December 2024

A full day of Christmas Crafting was run by an experienced florist who is one of our volunteers. Two sessions were run, with nine guests attending per session.

In the morning, they were shown how to make their own mantelpiece garland using fresh foliage and plant Paperwhites into terracotta pots using moss and natural sticks for a stylish take on winter bulbs. In the afternoon, guests made a contemporary wired 5ft garland using dried fruit, pinecones and nuts and then, a Christmas table centre with fresh greenery and candles.

Several volunteers helped with the session – collecting greenery and baking before the event and on the day with serving refreshments, setting up and clearing up afterwards.

3. Village Christmas Tree December 2024 – January 2025

A Christmas tree was erected on the village green in December. A generous donation by a villager paid for the tree and lights. A team of villagers had a challenging but enjoyable day, firstly felling the tree at a local supplier, transporting it and then erecting it and adding the lights.

It was a focal point for the village for a month and many people commented on how nice it was to have such a joyful feature over the festive period.

There was a second challenge to remove the tree, and this again was undertaken by volunteers. Their success was celebrated by holding a drinks and nibbles party around a bonfire where the tree was disposed of.



4. Carol Singing 6th December 2024

A village Christmas Carol event was held on the evening of 6th December. It had been intended that this would be around the village Christmas tree but unfortunately, the weather was too bad, and the event was moved into the church of St Nicholas.

Around 40 attendees enjoyed an evening of carol singing and refreshments. Volunteers ran the event – putting the music and song sheets together and cooking and serving refreshments.

Public Benefit

We have complied with the duty in section 4 of the 2006 Act to have due regard to guidance on public benefit published by the Commission.

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.

We have a Grant Making Policy which was adopted in August 2024. This sets out how any request for support should be made to the Friends, how the Friends will consider such a request and subsequent actions required for any agreed support or project.

The Friends can only operate with the support of volunteers. All Trustees and supporters are volunteers. Their skills, knowledge, time and resource contributions are invaluable in all our fundraising efforts and achievements.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The main achievements of the charity, this year are as follows.

1. Fundraising

In 2024 we raised £4171 through fundraising activities and donations. This has increased the total amount of funds that we now have to meet our objectives to £8392.

2. Progress on our Priority Project

We have made significant progress on our priority project with:

- A new project team in place
- Plans drawn up of the composting toilet
- Positive pre-planning application advice being received from the District Council
- Public consultation undertaken
- Approval of the proposal from the Diocese Advisory Committee and their statutory consultees
- A planning application in preparation
- Grant advice continues to be sought from various bodies including the Diocese Grants Officer.

When achieved, this project will make a beneficial difference to those using the church and the local area.

3. Tower Survey

The church retains a set of six bells in the bell tower dating back to 1738. They have not been rung on a regular basis for many years. To consider whether it would be possible for the bells to be regularly rung, a structural survey needed to be carried out to assess the condition of the tower.

The Friends organised a group of bell ringers to ring the bells at the same time as the survey was undertaken and in the presence of the Bells Advisor for the Diocese.

The morning was highly successful with the bells pealing out over the village. Some of the ringers had rung the bells many years before – and enjoyed returning to the church. Refreshments were laid on by our volunteers.

Unfortunately, the conclusion of the survey was that the tower is weak and further, detailed investigations are needed to fully assess if the bells can be rung again, but substantial works would be required in any event.

The Parochial Church Council have considered the report and have concluded that this is not a priority at this time.

4. Community Spirit

By running the various activities this year we have enhanced the community spirit of the village of Bedfield. We have enabled people to come together, for a common cause but also in an enjoyable and fun manner. Our volunteers all come from the local community and our achievements are not possible without their enthusiasm, goodwill, time and resources.

Section E

Financial review

Brief statement of the charity's policy on reserves

We are not responsible for any material assets.
A minimum of £500 should be held in reserve as we need to ensure that we have sufficient monies to pay for any public liability insurance, a float and for up-front expenses in advance of any events we run.

Details of any funds materially in deficit

None

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.

The principal source of funds is from fundraising and from donations.

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)	<i>Jane E Sullivan</i>	<i>L Vance</i>
Full name(s)	JANE ELIZABETH SULLIVAN	LINDA VANCE
Position (eg Secretary, Chair, etc)	CHAIR	SECRETARY
Date	26 MARCH 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name Friends of Bedfield Heritage	No (if any) 1206355
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Receipts and payments accounts

For the period from	Period start date 01/01/2024	To	Period end date 31/12/2024
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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 £
A1 Receipts					
Xmas	96	-	-	96	-
Other	251	-	-	251	-
Sales of sundries	61	-	-	61	-
Ben Gardens	2,888	-	-	2,888	-
Donations	875	-	-	875	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	4,171	-	-	4,171	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,171	-	-	4,171	-
A3 Payments					
Xmas	319	-	-	319	-
Insurance	187	-	-	187	-
Float for event	120	-	-	120	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	626	-	-	626	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	626	-	-	626	-
Net of receipts/(payments)	3,545	-	-	3,545	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	4,848	-	-	4,848	-
Cash funds this year end	8,393	-	-	8,393	-

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 £
B1 Cash funds	Coop Community bank account	8,393	-	-
		-	-	-
		-	-	-
	Total cash funds	8,393	-	-
(agree balances with receipts and payments account(s))				

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Chris Leverick</i>	CHRIS LEVERICK	11/2/25
<i>Jane O Sullivan</i>	JANE SULLIVAN	11/2/25