

CAPEL COMMUNITY TRUST
TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2017

Charity Number 267775

Ensors Accountants LLP
46 St Nicholas Street
IPSWICH
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CAPEL COMMUNITY TRUST

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

CONTENTS	PAGES
Reference and administrative information	1
Trustees Report	2 to 6
Independent examiner's report to the trustees	7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10 to 14

CAPEL COMMUNITY TRUST

REFERENCE AND ADMINISTRATIVE INFORMATION

YEAR ENDED 31 DECEMBER 2017

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 M Browning I Love D Busby S Powell	Vice Chair Chairman Treasurer
TRUSTEES - REPRESENTATIVE	S Bishop J Webb J Gentry R Morgan S Harris	Community Association Chairman Community Association Vice Chairman Hall Users Playing Field Users Capel St Mary Parish Council
CORRESPONDENCE ADDRESS	5 Smithers Close, Capel St Mary Ipswich IP9 2HN	
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	Mr A Franklin Mrs M Marshall Mrs S Bumphrey	Play Area Safety Officer Customer Services Officer Administrator

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

Report of the trustees for the year ended 31 December 2017

The trustees present their report and financial statements of the charity for the year ended 31 December 2017. 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.

2017 – A Review

2017 has been a successful year for the Trust, with hall hire income up significantly despite there being no change in the hourly rates – the main hall is now a much more marketable space, and we have added round banqueting tables to the mix to allow more flexible use of the space. During the year we have completed the final steps of the makeover, with the stage ceiling being re-plastered.

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT (Continued)

YEAR ENDED 31 DECEMBER 2017

2017 - A review (continued)

Towards the end of the year new signage has been installed across the Trust estate, with the intention of raising brand awareness and refreshing some very old and tired signs. The most obvious change as a result is the renaming of the hall complex as the 'Community Centre' – the trustees felt that 'Village Hall' did not adequately reflect the range of facilities and activities. Of course, it still is the village hall – it's just that the illuminated sign spells out the new name in individual letters along the front aspect of the building!

During the latter part of the year we have also been at work improving the surrounds of the centre, with the removal of shrubbery (mainly brambles – the so-called 'Ancient Hedge' being anything but!) and new grass and paths laid to improve access and safety. In particular, the main entrance walkway to the library is now much improved, and the fire escape at the rear has been lowered – with a new ramp - to make it more wheel-chair friendly. General maintenance and safety work has also continued on the play areas.

The Pavilion at the Playing Field is increasingly expensive to maintain: we have had problems with the roof as well as the hot water systems this year – neither of these are simple to rectify and will incur significant costs in the short term as we look to make decisions about the future. A new build is probably the next step, but that will require a significant injection of funds - and a lot of planning!

A major water leak in the hall also caused us some issues, but the problems have been contained and (permanently) rectified – thanks to all that assisted in averting disaster!

The Community Association have continued to provide significant support to the Trust throughout the year both through running the bars and organising the many events that have been put on for village residents of all ages. The village Funday and Christmas Float would not happen without their tireless work in planning and preparation. We must also thank the team - led by Graham Whybrow - which once again provided us with a very successful village fireworks display.

2018 – The Road Ahead

Trust plans for 2018 include significant investment in the play areas, improvements to flood-lighting at the Playing Field and further improvements to the Community Centre. This latter will include looking at providing air-conditioning for the Vine Lounge and the Library. We will also continue to look at opportunities to improve Centre facilities, including the kitchen.

The Association have big plans to refurbish the bars in 2018, with the support of the Trust. This will include removing the arch in the Family Bar to open out the space – this should make serving customers easier, especially during events in the hall.

Whilst the Pavilion will be very much 'on the agenda', work is unlikely to get underway until 2019 at the earliest.

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT (Continued)

YEAR ENDED 31 DECEMBER 2017

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. Revenue Support has been significantly reduced, reflecting the more stable financial position of the Trust.

This funding (and expenditure) does not show in the Annual Accounts. This expenditure (net of grants received) amounts to £11,189 in the year (2016: £29,224)

(This is in addition to the Revenue Support Grant and the Health and Safety funding shown in the accounts)

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.

A significant up-turn in hall hire income for the current year, combined with exceptional income from the year's events (Little Mix Tribute act, Funday, Fireworks, Christmas Float etc), have left the Trust with a healthy surplus for 2017, despite the ongoing investment in facilities. Building from this solid base will enable further improvement projects to proceed in the coming year.

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 band events 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.

CAPEL COMMUNITY TRUST

TRUSTEES ANNUAL REPORT (Continued)

YEAR ENDED 31 DECEMBER 2017

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 2017

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 2018 meeting of the Trust, and shows as such in the minutes of that meeting, and is signed on their behalf by:

M. Browning - Chair

I.J. Love - Treasurer

CAPEL COMMUNITY TRUST

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

YEAR ENDED 31 DECEMBER 2017

I report to the trustees on my examination of the accounts of Capel Community Trust (the Trust) for the year ended 31 December 2017.

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 27 February 2018

CAPEL COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 DECEMBER 2017

	Note	Restricted £	2017 Unrestricted £	Total £	2016 Total £
INCOME AND ENDOWMENTS FROM:					
Grants , donations and covenants	2	0	6,675	6,675	13,082
Charitable activities	2	0	58,329	58,329	54,097
Other trading activities	2	0	11,566	11,566	9,625
Bank interest		0	6	6	5
Total income		0	76,576	76,576	76,809
EXPENDITURE ON:					
Raising funds	3	0	4,589	4,589	2,539
Charitable activities	3	0	68,521	68,521	56,129
Total resources expended		0	73,110	73,110	58,668
Net (outgoing)/incoming resources		0	3,466	3,466	18,140
Total funds brought forward		0	222,181	222,181	204,041
Total funds carried forward	10	0	225,647	225,647	222,181

CAPEL COMMUNITY TRUST

BALANCE SHEET

AS AT 31 DECEMBER 2017

	Note	Restricted £	2017 Unrestricted £	Total £	2016 Total £
FIXED ASSETS					
Tangible assets	6	0	180,831	180,831	180,993
CURRENT ASSETS					
Debtors	7	0	0	0	0
Cash at bank and in hand	8	0	57,491	57,491	41,308
		0	57,491	57,491	41,308
CREDITORS					
Amounts falling due within one year	9	0	12,675	12,675	120
		0	44,816	44,816	41,188
TOTAL ASSETS LESS CURRENT LIABILITIES		0	225,647	225,647	222,181
FUNDS					
Restricted	10	0	0	0	0
Unrestricted	10	0	225,647	225,647	222,181
		0	225,647	225,647	222,181

These financial statements were approved by the trustees on

and are signed on their behalf:

M Browning
Chairman

I J Love
Treasurer

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

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) issue on 16 July 2014, updated on 2 February 2016, 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 2017

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

	2017			2016
	Restricted	Unrestricted	Total	Total
	£	£	£	£
Grants, donations and covenants				
Parish Council revenue grant	0	6,320	6,320	8,487
Donations	0	350	350	2,940
Teen Shelter repairs - Insurance claim	0	0	0	1,650
Covenants	0	5	5	5
	<hr/>	<hr/>	<hr/>	<hr/>
	0	6,675	6,675	13,082
	<hr/>	<hr/>	<hr/>	<hr/>
Incoming from charitable activities				
Hall hire	0	48,121	48,121	43,460
Pavilion and playing field hire	0	3,127	3,127	3,773
Photocopier	0	201	201	249
Parish Council health & safety grant	0	5,732	5,732	4,743
Solar Fit receipts	0	1,148	1,148	1,872
	<hr/>	<hr/>	<hr/>	<hr/>
	0	58,329	58,329	54,097
	<hr/>	<hr/>	<hr/>	<hr/>
Activities for generating funds				
Fireworks display	0	4,001	4,001	4,176
Funday	0	3,921	3,921	2,564
Christmas collection	0	1,342	1,342	1,167
Band events	0	2,302	2,302	1,718
	<hr/>	<hr/>	<hr/>	<hr/>
	0	11,566	11,566	9,625
	<hr/>	<hr/>	<hr/>	<hr/>
Bank Interest	0	6	6	5
	<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources	0	76,576	76,576	76,809
	<hr/>	<hr/>	<hr/>	<hr/>

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

3 EXPENDITURE

	Restricted £	2017 Unrestricted £	Total £	2016 Total £
Raising funds				
Firework display	0	1,117	1,117	1,111
Funday	0	1,471	1,471	620
Christmas collection	0	194	194	21
Events	0	1,779	1,779	788
General Expenses	0	29	29	0
	0	4,589	4,589	2,539
Charitable activities				
Wages - Customer service officer	0	5,327	5,327	4,726
Wages - Trust administrator	0	5,351	5,351	4,978
Wages - Play area inspections	0	6,368	6,368	5,387
Cleaning	0	10,037	10,037	10,011
General rates	0	908	908	938
Water rates	0	1,709	1,709	1,680
Gas and electricity	0	6,964	6,964	5,431
Insurance	0	5,261	5,261	4,164
Repairs and maintenance	0	7,591	7,591	8,079
Projects - Hall Refurbishment	0	0	0	5,504
Projects - Hall Paths (Library) and Rear	0	10,021	10,021	0
Projects - Signs	0	5,489	5,489	0
Health and safety	0	364	364	1,575
Telephone	0	540	540	423
Postage and stationery	0	304	304	650
IT (Web and IT support/Design)	0	620	620	0
Performing Rights License	0	1,043	1,043	1,031
Photocopier	0	307	307	300
Professional fees	0	120	120	1,014
Donations	0	35	35	35
Depreciation	0	162	162	203
	0	68,521	68,521	56,129
Total resources expended	0	73,110	73,110	58,668

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

4 DETAILS OF EXPENDITURE	2017 £	2016 £
Independent examiner's fee	120	120
Depreciation of assets	162	203
	<hr/>	<hr/>

No trustee received any remuneration or expenses during the year (2016:£nil).

5 STAFF COSTS	2017 £	2016 £
Wages and salaries	17,046	15,091
Employer's national insurance	0	0
Total staff costs	<hr/> 17,046	<hr/> 15,091
Average number of full-time equivalent employees in the year		
Charitable activities	2	2
Governance	1	1
	<hr/> 3	<hr/> 3

6 TANGIBLE FIXED ASSETS	Buildings £	Fixtures & fittings £	Fixtures & fittings £
Cost brought forward and carried forward			
At 1 January 2017	180,183	29,944	29,944
Additions	0	0	0
At 31 December 2017	<hr/> 180,183	<hr/> 29,944	<hr/> 29,944
Depreciation			
At 1 January 2017	0	29,134	28,931
Charge for the year	0	162	203
At 31 December 2017	<hr/> 0	<hr/> 29,296	<hr/> 29,134
Net book value at 31 December 2017	<hr/> 180,183	<hr/> 648	<hr/> 180,831
Net book value at 31 December 2016	<hr/> 180,183	<hr/> 810	<hr/> 180,993

CAPEL COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

7 DEBTORS	2017	2016
	£	£
Other debtors	0	0

8 CASH AT BANK AND IN HAND	2017	2016
	£	£
Current account	8,556	14,683
Deposit account	1,580	1,575
Capital Deposit account (see note 12)	47,305	25,000
Cash in hand	50	50
	<u>57,491</u>	<u>41,308</u>

9 CREDITORS: Amounts falling due within one year	2017	2016
	£	£
Accrued expenses	120	120
Monies held on behalf of Capel Community Association	12,555	0
	<u>12,675</u>	<u>120</u>

10 ANALYSIS OF CHARITABLE FUNDS	Brought Forward	Income	Expenditure	
	£	£	£	£
Restricted	0	0	0	0
Unrestricted	222,181	76,576	73,110	225,647
Total funds	<u>222,181</u>	<u>76,576</u>	<u>73,110</u>	<u>225,647</u>

11 RELATED PARTY TRANSACTIONS

During the year the Trust paid £620 (2016:£-) 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.