



The Trustees' Annual Report

and

Directors' Report

Buckland Chapel Trust

(A Company limited by guarantee)

Report and Financial Statements

For the Year Ended 31 May 2021

Charity number 1142312

Company number 07642092

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1. Reference, Legal and Administrative Information

Charity name: Buckland Chapel Trust

Charity registration number: 1142312

Company registration number: 07642092

Registered and operational address:

C/o Roger Watkins, Bay Tree House, The Crescent, Crapstone Yelverton, Devon PL20 7PS

Charity Trustees

Mrs C.E. Mitchell (Chair)

Mrs S. Campbell (Secretary)

Mr R. Watkins

Mrs N. Bovey

Mr. Richard Mabey (Treasurer)

Company Directors

Mrs C.E. Mitchell (Chair)

Mrs S. Campbell

Mr R. Watkins

Mrs N. Bovey

Mr. Richard Mabey (Treasurer)

The Members

Mr Philip Tuckett

Mrs Denise Nixon

The Parochial Church Council of St Andrews Church Buckland Monachorum (one member)
represented by Dr Mark Smith

Mrs Annette Benny

Dr. Rachel Perry

Mrs Bronia Coulshaw

Independent Examiner

Moorland Business Advisory Services, 28 Glanville Road, Tavistock, Devon, PL19 OEB

Bankers

Lloyds Bank, PO Box 800 Tredgar Park, Newport, South Wales NP10 8SB

Solicitors

Foot Anstey LLP, Salt Quay House, 4 North East Quay, Sutton Harbour, Plymouth, PL4 0BN

2. Structure, Governance and Management

Governing Document.

The organization is a charitable company limited by guarantee, incorporated on 20 May 2011 and registered as a charity on 8 June 2011. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association.

Recruitment and Appointment of Trustees.

Under Article 9.9 the Trustees are appointed by the Members of BCT. They have control of BCT and its property and funds. They are also the Company Directors as registered at Companies House. Under the requirements of the Memorandum and Articles of Association one third of the trustees must retire each year and if eligible may be reappointed. By Article 3.4, new Trustees are required to sign a written declaration of willingness to act as trustee and a positive commitment to BCT objectives. On appointment and induction of new trustees, the Chair will provide the main documents which set out the operational framework for the charity including:

- Memorandum and Articles.
- The current financial position as set out in the latest published accounts.
- Future plans and objectives.
- Charity Commission publications giving guidance for new trustees.

By Article 4.1, the Trustees are obliged to meet at least four times each year.

3. Responsibilities of the Trustees

The Trustees have control of the Charity, its property and funds. Company law requires the Trustees to prepare Financial Statements for each financial year. The Trustees are responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies

Act. They must also;

- Prepare a written report on the Charity's activities
- Keep records of those Trustees retiring or who wish to retire by rotation.
- Appoint reporting accountants or auditors for the Charity

The Trustees responsibilities are more fully set out in paragraphs 3-7 of the Memorandum and Articles of association.

4. Responsibilities of the Members

The members are responsible for:

Appointing Members

Appointing Trustees

Keeping written records of their own decisions

The responsibilities of the members are more fully set out in articles 8-11 of the Memorandum and Articles of Association.

5. Purposes and Aims

Our charity's purposes as set out in the objects contained in article 1.1 of the Memorandum and Articles of Association. These are:

(a) To advance the Christian faith for the benefit of the public primarily (but without limitation) in Buckland Monachorum, Devon, and the surrounding area by such means as the trustees shall in their discretion think fit;

(b) To promote for the benefit of the public and in particular (but without limitation) the inhabitants of Buckland Monachorum, Devon and the surrounding area by the provision and maintenance of a community building and/or other facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age or disablement, financial hardship or social or economic circumstances or for public at large in the interest of social welfare and with the object of improving the conditions of life of the said inhabitants, provided that any activities undertaken pursuant to this Article 1.1(b) shall be consistent with Article 1.1(a)

5. Report of the Chair of Trustees

The year has been substantially affected by the closure of activities associated with the Covid 19 Pandemic. Therefore, for most of the year the only public activity which has taken place has been the provision of the Buckland Cares Food Hub, providing a base for the provision of food to those most in need in the village as a result of loss of livelihood or income due to the Pandemic. We have also been able to host ballet classes during periods when lockdown has allowed this.

This situation has created space for us to embark upon long awaited improvement projects to include:

- Substantial improvements to the heating system to include a "Power Flush" and the installation of a remotely controlled system to control the heating and hot water. This will provide long term economy and prevent the heating being left on when not needed.
- Installation of access facilities to include the levelling of the ground floor area and installation of an access ramp, new main entrance door and accessible toilet facilities on the ground floor. Redecoration throughout the affected areas. Carpet in the ground floor meeting room and the installation of an electric piano.
- Restoration of rotting windows and refitting with double glazed units throughout.

- Removal of the old gas cooker and ventilation ducting, removal of the kitchen and redecoration of the “kitchen” wall.
- An office has now been provided for the Parish Youth Worker.
- A new website has been created and launched
- Installation of fibre broadband
- Restoration and repair to rainwater goods and general maintenance

The Trustees have worked tirelessly to complete these projects with the help of those whom we would like thank, in particular Ken Farnham and Keith Topham without whose expertise and tireless assistance, none of the above would have been possible. We have also been assisted by a team of volunteers who have undertaken the decorating including Richard Mabey, Roger Watkins, Bob Barnes and Roy Matthews.

Website The Chapel website has been shut down for 2 years, and with the help of Rachel Barnes and Cally Barnes we have now launched a brand-new website which is fit for purpose and has put the Chapel back on the virtual map.

Behind the scenes. Amidst the visible work, much unseen work has been undertaken by the Trustees with the help of others with particular skill sets. These include:

- Preparation for the installation of acoustic panels in the main hall.
- Planning for a new kitchen more suited to the present requirements of Chapel users.

These are both key projects which we plan to take forward into the new financial year.

All of these projects are intended to ensure that the Chapel is fit for purpose and compliant with current legislation both now and in future years so that it can be fully utilised for the public benefit.

The Trustees have also reviewed their own role and that of the Members and the formalities required by the Memorandum and Articles of Association. At the Trustees recommendation, the Members have appointed Dr. Rachel Perry and Mrs Annette Benny as new members.

6. Risk Management

The Trustees annually conduct a review of the major risks including fire and injury. The risk assessment register has been updated and an issues log created which is regularly reviewed and maintained. The electrics and fire doors and access has been reviewed and updated in line with the policy standards. Users are given clear guidance as to what they should do in case of an emergency and a landline telephone is available specifically for this use should an emergency arise and should a mobile signal not be established at the time. Policies and procedures are in place to ensure compliance with health

and safety of volunteers, clients and visitors to the chapel and an Accident Report register is in place for those with minor injuries to alert the Trustees, and for action to be taken by the Trustees to minimise potential hazards that may occur. It is considered that risks are as low as reasonably practicable.

7. Related Parties

BCT liaises with the Parochial Church Council of St Andrew's Church, Buckland Monachorum, to provide a facility for the Church to use. We primarily liaise with "Buckland Cares" the community Group which operates the food hub. All donations to the Food Hub are processed by BCT in a restricted account

8. Financial Review

Our income has substantially increased this year from the following sources:

- West Devon Borough Council
- Grant funding for the Accessibility Project
- Private donations and fund raising including a successful appeal within the local community
- Donations from St Andrews Church PCC

Our long-term loan liability has again been reduced by £2500 and now stands at £22500. A separate financial report is provided.

We are indebted to Richard Mabey as our long serving Treasurer who has now decided to retire after 10 years continuous service. Richard has been instrumental in securing grant funding from:

Allchurches Trust
The Laing Family foundation
Viscount Amery Trust
Bernard Sunley Trust.
Garfield Weston

We are also indebted to Ken Farnham who secured a grant from the Federation of Master Builders for £18,000.

Our Accountants, Moorland Business Advisory Services has also donated £900 representing her fee for the past 3 year.

9. Reserves Policy

We have maintained a reserve account of £6000 which represents more than 6 months of regular expenditure. The reserves are needed to meet the working capital requirements of the charity and the Management Committee are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding.

In accordance with company law, as the company's directors, we certify that so far as we are aware, there is no relevant information of which the company's independent examiner is unaware; and as the Directors of the Company we have taken all the steps that we ought to have taken in

order to make ourselves aware of any relevant information and to establish that the charity's independent examiner is aware of that information.

10. Independent Examiner's Report

Moorland Business Advisory Services, 28 Glanville Road, Tavistock, Devon, PL19 0EB were re-appointed as the charitable company's independent examiner during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Charities (Accounts and Reports) Regulations 2008, in accordance with the provisions of Company Law.

Approved by the Trustees on June 2021 and signed on its behalf by:

Caroline Mitchell Chair

Buckland Chapel Trust