

COMPANY REGISTRATION NUMBER: 07641153

**BURES COMMON LAND  
COMPANY LIMITED BY GUARANTEE**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31<sup>ST</sup> MAY 2018**

**CHARITY NUMBER 1144165**



**BURES COMMON LAND  
COMPANY LIMITED BY GUARANTEE**

<b>Contents</b>	<b>Page</b>
Reference and Administrative Details	3
Trustees' Annual Report	4- 6
Independent Examiner's Report to the Members	7
Statement of Financial Activities incorporating Income and Expenditure Account	8
Balance Sheet	9
Notes to the Financial Statements	10 -14

**BURES COMMON LAND**  
**COMPANY LIMITED BY GUARANTEE**

**Reference and Administrative Details**

Registered charity name	Bures Common Land
Charity number	1144165
Company registration number	07641153
Registered office	2-3 Nayland Road Bures St Mary Suffolk CO8 5BX
Trustees	Leigh Alston (Chairman) Charles Aldous Dennis Ambrose Carolyn Holbrook (Treasurer) Gill Jackson (Secretary) Alan Ryman
Independent examiner	Sharon Riley 27 Cornflower Close Stanway Colchester CO3 0SE
Bankers	Lloyds Bank PLC

**BURES COMMON LAND**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31<sup>ST</sup> MAY 2018**

The trustees, who are also directors for the purpose of company law, present their annual report together with the financial statements and independent examiner's report for the year ended 31<sup>st</sup> May 2018.

**The Trustees**

The trustees who served the charity during the year were as follows:

- Leigh Alston
- Charles Aldous
- Dennis Ambrose
- Carolyn Holbrook
- Gill Jackson
- Alan Ryman

The minimum number of trustees is two and the maximum seven. Where the number of trustees is four or more, a minimum of two trustees must be resident in each of the two Parishes, Bures Hamlet and Bures St Mary. With effect from 2014 the longest serving two trustees will retire by rotation each year but will be eligible for reappointment. If in any year there are more than two trustees who have served for the same length of time, the names of the two to retire will be decided by lot. The trustees may at any time co-opt any individual who is eligible as a trustee to fill a vacancy in their number.

**Structure, Governance and Management**

Bures Common Land is a company limited by guarantee and a registered charity. The company was incorporated on 19<sup>th</sup> May, 2011 and registered as a charity 6<sup>th</sup> October 2011.

The charitable company's Articles of Association is the governing document of the trust.

The control of the charity rests with the trustees. The business of the charity is conducted by the Chairman and trustees. The trustees meet regularly to administer the affairs of the charity.

**The Members**

The members of the Charity are the trustees and two additional members nominated by each of the Parishes. Nominated members need not be Parish Councillors.

**Objectives and Activities**

The objects of the Charity are:

- To provide, improve and/or maintain, and own land in Bures, in particular Bures Common, to be used as an area of recreation or other leisure time occupation by the public at large with the object of improving their conditions of life in the interests of social welfare and for the benefit of the public.
- To conserve and advance public education in historical matters relating to the heritage of England in general and of Bures Common, Bures St Mary (Suffolk) and Bures Hamlet in particular.

**BURES COMMON LAND**  
**COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (continued)**  
**YEAR ENDED 31<sup>ST</sup> MAY 2018**

**Objectives and Activities (continued)**

- To advance citizenship through the promotion of volunteering and of the voluntary sector for the benefit of the public at large and in particular in Bures and the surrounding areas including but not limited to supporting local community based groups to maintain open spaces for the benefit of the public to be used as areas of information, recreation or other leisure activities

**Achievements and Performance**

The principal objectives of the Trustees for the year ending 31<sup>st</sup> May 2018 were:

- to continue with the barn repair project using volunteers where possible in line with the objects of the charity
- to continue to facilitate the use of the Common for leisure activities

By 31 May 2018, a substantial amount of work had been completed on the barn. Many volunteers gave up their time both in the evenings and at weekends, working without payment or at considerably reduced rates. Materials were donated in many cases and this helped to keep costs down even further. The building is now attractive and usable and the project has engendered a sense of ownership with many of the villagers. Work will continue during the next year to complete the toilet and kitchen area as well as paving the main part of the building.

Another "Old Photos" Evening with supper was held in November and was, yet again, a sell-out, proving that people, both from within the village and elsewhere, remain fascinated by the photos Leigh Alston has accumulated.

The local produce markets continued to be held monthly from June to December and March to May with the proceeds being donated to the Common Fund. These markets remain very popular, attracting more and more stall holders each month. They continue to raise considerable funds which are being used to fund both the ongoing maintenance of the Common and the repairs to the barn.

Objectives for the coming year:

- to complete the repairs to the barn and consider a possible Stage 2
- to continue to facilitate the use of the Common for leisure activities
- to facilitate events in line with the objects of the Charity

**Financial Position**

- The monthly markets generate regular income.
- There was one specific fundraising event an Old Photos Evening, which generated good profit.
- Gill and Ken Jackson ran a bar at the Music Festival Jazz Night and raised £150 for the Common.
- The sale of copies of old photographs and Bures Dragon related merchandise continues to generate a healthy profit

**BURES COMMON LAND  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT (continued)  
YEAR ENDED 31<sup>ST</sup> MAY 2018**

**Achievements and Performance (continued)**

**Financial Position (continued)**

- In 2013 a sum of £25,000 was designated by the trustees to fund maintenance of the Common in future years, such maintenance to include grass cutting, river bank improvements, tree planting, insurance and signage. The decision was subsequently made to reduce this sum to £15,000. That sum is held in a Charibond to generate capital growth. The Bond has performed well and, as at 31 March 2018, was valued at £16,222.17.

**Responsibilities of the Trustees**

The trustees (who are also the directors of Bures Common Land, a company limited by guarantee for the purposes of company law) are responsible for preparing the Trustees annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees



Leigh Alston  
Chairman

Date: 18/9/18

**BURES COMMON LAND**  
**COMPANY LIMITED BY GUARANTEE**

**Independent examiner's report to the trustees of Bures Common Land**

I report on the accounts of the company for the year ended 31<sup>st</sup> May 2018, which are set out on pages 8 to 14.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility:

- to examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the 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 you as 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.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

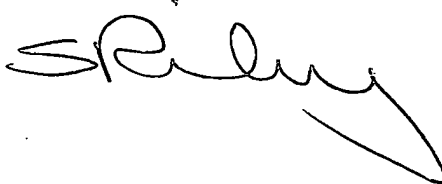
(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name            Sharon Riley  
Address        27 Cornflower Close  
                    Stanway  
                    Colchester CO3 0SE



Date:            8.9.18

**BURES COMMON LAND  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES  
For the year ended 31<sup>st</sup> May 2018**

**Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	2017 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	4,063	-	<b>4,063</b>	1,945
Activities for generating funds	3	6,044	-	<b>6,044</b>	4,466
<b>TOTAL INCOMING RESOURCES</b>		<b>10,107</b>	<b>-</b>	<b>10,107</b>	<b>6,411</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fundraising costs	4	1,321	-	<b>1,321</b>	462
Charitable activities	5	14,982	-	<b>14,982</b>	1,968
Governance costs	6	100	-	<b>100</b>	135
<b>TOTAL RESOURCES EXPENDED</b>		<b>16,403</b>	<b>-</b>	<b>16,403</b>	<b>2,565</b>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		<b>(6,296)</b>	<b>-</b>	<b>(6,296)</b>	<b>3,846</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>		<b>25,999</b>	<b>92,020</b>	<b>118,019</b>	<b>114,173</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>19,703</b>	<b>92,020</b>	<b>111,723</b>	<b>118,019</b>

The Statement of Financial Activities includes all gains and losses in the period and therefore a Statement of Recognised Gains and Losses has not been prepared.

All the trust's activities derive from continuing operations during the year.

The notes on pages 10 to 14 form part of these accounts.



**BURES COMMON LAND  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET  
31<sup>st</sup> May 2018**

	Note	2018 £	2017 £
<b>FIXED ASSETS</b>			
Tangible assets	8	92,020	92,020
<b>CURRENT ASSETS</b>			
		19,703	25,999
		<u>19,703</u>	<u>25,999</u>
<b>CREDITORS: Amounts falling due within one year</b>	9		
<b>NET CURRENT ASSETS</b>		19,703	25,999
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>111,723</u>	<u>118,019</u>
<b>FUNDS OF THE CHARITY</b>			
Restricted Funds		92,020	92,020
Unrestricted Funds		19,703	25,999
<b>TOTAL FUNDS</b>	10	<u>111,723</u>	<u>118,019</u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of accounts for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476 (1) of the Act. The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial period and of its surplus or deficit for the financial period in accordance with the requirements of section 396, and in which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the charity.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. The financial statements on pages 8 to 14 were approved by the trustees on 18 September 2018 and are signed on their behalf by:

Leigh Alston  
Chairman



The notes on pages 10 to 14 form part of these accounts.

**BURES COMMON LAND**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS**  
**Year ended 31<sup>st</sup> May 2018**

**1. Accounting Policies**

**Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, Charity Commission Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005(SORP 2005) and the Companies Act 2006. A summary of the principal accounting policies, which have been applied consistently, except where noted, is set out below.

**Going concern**

The trustees have reviewed the cash position of the charitable company and consider that the company has adequate reserves to continue in operation for the foreseeable future. Accordingly the trustees have adopted the going concern basis for the preparation of these accounts.

**Fixed assets**

Tangible fixed assets are carried at cost.

No depreciation is provided on freehold land.

The Trustees have decided not to capitalise assets with value of £5,000 or less.

**Incoming resources**

All incoming resources including grants, donations and other funds generated from fundraising activities are recognised when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

**Resources expended**

All expenditure is recognised in the period in which a liability is incurred and has been classified under headings that aggregate costs relating to the category.

**Fund Accounting**

Restricted funds are funds which are to be used in accordance with specific instructions imposed by donors or which have been raised by the charity for a particular purpose.

Unrestricted general funds are funds that are available for use at the discretion of the trustees in furtherance of the Charity's objectives and have not been designated for other purposes.

Unrestricted designated funds have been designated by the trustees for a particular purpose.

**BURES COMMON LAND**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS (continued)**  
**Year ended 31<sup>st</sup> May 2018**

**2. Voluntary income**

	Unrestricted Funds	Restricted Funds	Total Funds 2018	2017
	£	£	£	£
Donations	4,063	-	4,063	1,945

**3. Activities for generating funds**

	Unrestricted Funds	Restricted Funds	Total Funds 2018	2017
	£	£	£	£
Markets	3,381	-	3,381	2,535
Music Festival Bar	150	-	150	220
Mugs and tea towels	582	-	582	65
Open Gardens stalls	270	-	270	0
Prints of old photos	571	-	571	310
Old Photos Supper	1,090	-	1,336	1,336
	6,044	-	6,044	4,466

**4. Fund raising costs**

	Unrestricted Funds	Restricted Funds	Total Funds 2018	2017
	£	£	£	£
Markets	157	-	157	42
Old Photos nights	329	-	329	372
Mugs and tea towels	744	-	744	0
Prints of old photos	91	-	91	47
Film Night	0	-	0	0
	1,321	-	1,321	461

**BURES COMMON LAND**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS (continued)**

**Year ended 31<sup>st</sup> May 2018**

**5. Costs of charitable activities**

	Unrestricted Funds	Restricted Funds	Total Funds 2018	2017
	£	£	£	£
Maintenance	354	-	354	528
Electricity	251	-	251	194
Volunteers' event	863	-	863	0
Barn repairs	13,158	-	866	866
Insurance	328	-	328	249
Chairs	0	-	0	132
Telephone, postage and stationery	28	-	28	0
	<u>14,982</u>	<u>-</u>	<u>14,982</u>	<u>1,969</u>

**6. Governance**

	Unrestricted Funds	Restricted Funds	Total Funds 2018	2017
	£	£	£	£
Cost of APM/AGM	0	-	0	22
Fees	0	-	0	13
Independent examiner's honarium	100	-	100	100
	<u>100</u>	<u>-</u>	<u>100</u>	<u>135</u>

**7. Trustees' remuneration and expenses**

No remuneration was paid to trustees during the year ended 31<sup>st</sup> May 2018.

No expenses were reimbursed to trustees during the year ended 31<sup>st</sup> May 2018.

**BURES COMMON LAND**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS (continued)**  
**Year ended 31<sup>st</sup> May 2018**

**8. Tangible fixed assets**

	Freehold Land	Total	2017
	£	£	£
<b>Cost</b>			
At 1 June 2017 and 31 May 2018	92,020	<b>92,020</b>	<b>92,020</b>

**9. Creditors: Amounts falling due within one year**

		2017
	£	£
Trade creditors		0

**10. Funds**

	Balance at 1st June 2017	Incoming Resources	Resources Expended	Transfers between Funds	Balance at 31st May 2018	2017
	£	£	£	£	£	£
<b>Restricted Funds</b>						
Bures Common	92,020	-	-	-	<b>92,020</b>	<b>92,020</b>
<b>Unrestricted Funds</b>						
Designated fund	20,000	-	-		<b>15,000</b>	20,000
General funds	5,999	10,107	(16,403)		<b>4,703</b>	5,999
	<b>25,999</b>	<b>10,107</b>	<b>(16,403)</b>	<b>-</b>	<b>19,703</b>	<b>25,999</b>
<b>Total Funds</b>	<b>118,019</b>	<b>10,107</b>	<b>(16,403)</b>	<b>-</b>	<b>111,723</b>	<b>118,019</b>

The specific purposes for which the funds are to be applied are as follows:

Restricted Funds:

The Bures Common fund represents the total cost of purchase of the Bures Common.

Unrestricted Funds:

Unrestricted Funds can be applied to further the charitable objectives of the Company. The Trustees have designated £15,000 of the unrestricted funds (2013- £25,000) to cover the costs of future maintenance.

**BURES COMMON LAND**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE ACCOUNTS (continued)**  
**Year ended 31<sup>st</sup> May 2018**

**11. Analysis of net assets between funds**

	Unrestricted Funds	Restricted Funds	Total	2017
	£	£	£	
Tangible fixed assets	-	92,020	<b>92,020</b>	92,020
Net current assets	19,703	-	<b>19,703</b>	25,999
<b>Total Net Assets</b>	<b>19,703</b>	<b>92,020</b>	<b>111,723</b>	<b>118,019</b>

**12. Commitments**

None

**13. Related party transactions**

None

**14. Members' liability**

Every member promises, if the Charity is dissolved while he/she remains a member or within one year after he/she ceases to be a member to pay up to £10 towards:

- payment of those debts and liabilities of the Charity incurred before he/she ceased to be a member;
- payment of the costs, charges and expenses of winding up;
- the adjustment of rights of contributors among themselves.