



# Annual Return 2007 (Online)

## BISHOPS CLEEVE VILLAGE HALL

**Charity Number: 301465**

**Submission Deadline 31 October 2008**

Some of the information you have given in this form will be made publicly available in accordance with s.3(8) of the Charities Act 1993. For your information, we have marked those fields with the symbol - **P**. Full guidance on each section of the form is contained in the Guidance Notes booklet.

This form shows the information you have entered through the Annual Return 2007 Online.

**The Annual Return is DRAFT and has not been submitted**

## PART A - Charity Information

### A1 - FINANCIAL YEAR

This Annual Return form should be completed for financial years on or after 1st January 2007.

Financial year start - <b>P</b>	01 January 2007
Financial year end - <b>P</b>	31 December 2007
Next financial year end	31 December 2008

### A2 - INCOME AND EXPENDITURE

This shows your charity's gross income and total expenditure for the financial year shown at A1. PLEASE NOTE THESE FIGURES ARE ROUNDED TO THE NEAREST POUND.

Gross income - <b>P</b>	£39,229
Total expenditure - <b>P</b>	£28,321

## A3 - CHARITY CONTACT

The contact details for your charity are printed below..

Your current contact is an: individual

Title:	MR
Personal Names:	JOHN
Family Name:	BEATTIE
Preferred Name: - <b>P</b>	JOHN BEATTIE
Suffix:	MSC MINSTP CPHYS
Date of Birth:	19 October 1943
Telephone: - <b>P</b>	01242672089
Mobile:	

Your contact details as shown on the public register are - **P**

JOHN BEATTIE  
PRIORY COTTAGE  
38 STATION ROAD  
BISHOPS CLEEVE  
CHELTENHAM  
GL52 8HH

## A4 - CORPORATE TRUSTEE

Your charity has no corporate trustees

## A5 & A6 - CURRENT INDIVIDUAL TRUSTEES

Printed below is the list of current trustees who are individuals that we hold for your charity.

Please note, the addresses given should be the trustees' home address rather than a work or the charity address. Please ensure that we have a complete set of details for each trustee. Trustees without a complete set of details may not be recorded on our Register of Charities.

We only publish trustee names on the Register. Other personal details are not made publicly available

The Commission may email trustees who have given us a personal email address with important updates about trusteeship from time to time. Your charity has told us that their trustees **do not wish to receive these updates**

### Trustee 1

Title:	MR
Personal Names:	JOHN ANDREW CAMPBELL
Family Name:	BEATTIE
Suffix:	
Preferred Name: - <b>P</b>	MR JOHN BEATTIE
Date of Birth:	19 October 1943
Address	38 STATION ROAD BISHOPS CLEEVE CHELTENHAM GL52 8HH
Post Code	GL52 8HH
Telephone:	01242 672089
Email:	
Chair of the Charity - <b>P</b>	YES

**Trustee 2**

Title: MR  
Personal Names: PETER  
Family Name: RICHMOND  
Suffix:  
Preferred Name: - **P** MR PETER RICHMOND  
Date of Birth: 21 February 1948  
Address: CANOWINDRA  
STOKE ROAD  
BISHOPS CLEEVE  
CHELTENHAM  
GL52 7RT  
Post Code: 01242 678271  
Telephone:  
Email:  
Chair of the Charity - **P** NO

**Trustee 3**

Title: MR  
Personal Names: JAMES DONALD  
Family Name: STEVENSON  
Suffix:  
Preferred Name: - **P** MR JIM STEVENSON  
Date of Birth: 14 September 1930  
Address: 13 BISHOPS DRIVE  
BISHOPS CLEEVE  
CHELTENHAM  
GL52 8DL  
Post Code: 01242 672553  
Telephone:  
Email:  
Chair of the Charity - **P** NO

**Trustee 4**

Title: MRS  
Personal Names: JUDITH ANN  
Family Name: GIBBINS  
Suffix:  
Preferred Name: - **P** MS JUDITH GIBBINS  
Date of Birth: 27 March 1958  
Address: FOXBERRIES  
PRIORY LANE  
BISHOPS CLEEVE  
CHELTENHAM  
GL52 8JL  
Post Code: 01242 679143  
Telephone:  
Email:  
Chair of the Charity - **P** NO

**Trustee 5**

Title: MRS  
Personal Names: SANDRA ANN  
Family Name: RAVEN  
Suffix:  
Preferred Name: - **P** MRS SANDRA RAVEN  
Date of Birth: 02 May 1945  
Address: 38 SPRINGBANK GROVE  
CHELTENHAM  
Post Code: GL51 0PQ  
Telephone: 01242 691063  
Email:  
Chair of the Charity - **P** NO

**Trustee 6**

Title: MR  
Personal Names: PHILIP  
Family Name: TAYLOR  
Suffix:  
Preferred Name: - **P** PHIL TAYLOR  
Date of Birth: 06 May 1965  
Address: 12 ALVERTON DRIVE  
BISHOPS CLEEVE  
CHELTENHAM  
Post Code: GL52 8TD  
Telephone: 01242 677193  
Email:  
Chair of the Charity - **P** NO

**Trustee 7**

Title: MR  
Personal Names: JOHN  
Family Name: ANDREWS  
Suffix:  
Preferred Name: - **P** JOHN ANDREWS  
Date of Birth: 27 February 1942  
Address: 29 READ WAY  
BISHOPS CLEEVE  
CHELTENHAM  
Post Code: GL52 8EL  
Telephone: 01242 674406  
Email:  
Chair of the Charity - **P** NO

**Trustee 8**

Title: MR  
 Personal Names: JAMES  
 Family Name: HABGOOD  
 Suffix:  
 Preferred Name: - P JAMES HABGOOD  
 Date of Birth: 15 June 1973  
 Address: 20 MORETON CLOSE  
 BISHOPS CLEEVE  
 CHELTENHAM  
 Post Code: GL52 8AW  
 Telephone: 01242 673052  
 Email:  
 Chair of the Charity - P NO

**A7 - AREA OF OPERATION**

It is important that the Register of Charities accurately reflects where your charity operates. Below is the area of operation we currently hold for your charity.

1 GLOUCESTERSHIRE

**A8 - CHARITY CLASSIFICATION**

Printed below are the details we currently hold for your Charity

**WHAT** your charity sets out to do: - P

	101 General Charitable Purposes
	102 Education/Training
	103 Medical/Health/Sickness
	104 Disability
	105 Relief of Poverty
	106 Overseas aid/Famine relief
	107 Accommodation/Housing
	108 Religious activities
	109 Arts/culture
	110 Sport/recreation
	111 Animals
✓	112 Environment/Conservation/Heritage
	113 Economic/Community development/Employment
✓	114 Other charitable purposes

**WHO** your charity helps: - P

	201 Children/Young people
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	202 Elderly/Old People
	203 People with disabilities
	204 People of a particular ethnic or racial origin
	205 Other charities/Voluntary bodies
	206 Other defined groups
✓	207 General public/Mankind

**HOW** your charity operates: - **P**

	301 Makes grants to individuals
	302 Makes grants to organisations
	303 Provides other finance
	304 Provides human resources
✓	305 Provides buildings/facilities/open space
	306 Provides services
	307 Provides advocacy/advice/information
	308 Sponsors or undertakes research
	309 Acts as umbrella or resource body
	310 Other charitable activities

## A9 - CHARITY ACTIVITIES

Your charity has given the Commission the following brief description of its activities: - **P**

Management of Bishop's Cleeve Village Hall - a 15th Century Grade II listed Tithe Barn

## A10 - EMAIL FOR PUBLIC DISPLAY

This is a public address that will be displayed on the Register of Charities.

Your current public email address - **P**                      [admin@cleevetithebarn.org.uk](mailto:admin@cleevetithebarn.org.uk)

## A11 - EMAIL FOR CHARITY COMMISSION USE

This is an address that will be used only by the Commission for contacting the charity.

Your current private email address                      [admin@cleevetithebarn.org.uk](mailto:admin@cleevetithebarn.org.uk)

## A12 - CHARITY WEBSITE

If the charity has its own website and we hold the address, a hyperlink will be available for the public to access the site from the charity's entry on the Register of Charities.

## A13 - CHARITY MAIN BANK/BUILDING SOCIETY ACCOUNT

Below are the current details held by the Commission about your main Bank or Building Society Account. These account details are not made public.

Bank Name -	NAT WEST BANK PLC CHELTENHAM 118 HIGH STREET
Sort Code	600516
Account number	24310484
Bank Account name -	BISHOPS CLEEVE VILLAGE HALL MANAGEMENT COMMITTEE

## DATA PROTECTION

Any information you give to us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the Charity Commission unless you have consented to their release, or in certain circumstances where:

- we are **legally** obliged to do so;
- it is **necessary** for the proper discharge of our statutory functions;
- disclosure is **necessary** to comply with our function as regulator of charities and is in the public interest.

We will ensure that any disclosure made for this purpose is proportionate, considers your right to privacy and is dealt with fairly and lawfully in accordance with the Data Protection Principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, whether kept in computer or paper files, about identifiable living individuals. As a 'data controller' under the Act, we must comply with its requirements.

## REPORTING SERIOUS INCIDENTS

Incidents that cause a significant loss of funds or pose serious risks to a charity's beneficiaries, resources or reputation should be reported to the Commission as soon as possible.

If any of the serious incidents listed below have occurred since your last return, you should notify the Commission immediately if you have not already done so.

### SERIOUS INCIDENTS

- Significant fraud or theft or loss of funds
- Significant sums of money or other property donated to the charity from an unknown or unverified source
- The charity (including individual staff or trustees or both) has a known or alleged link to a proscribed organisation or to terrorist or other unlawful activities.
- A person disqualified from acting as a trustee has been or is currently acting as a trustee of the charity
- The charity does not have a policy for safeguarding its vulnerable beneficiaries (e.g. children and young people, people with disabilities and the elderly/old people).
- The charity has no vetting procedure to ensure that a trustee or member of staff is eligible to act in the position he or she is being appointed to
- Beneficiaries have been or are suspected of being abused or mistreated
- The charity has been subject to a criminal investigation or an investigation by another regulator or agency; or sanctions have been imposed or concerns raised by another regulator or agency (e.g. the Health and Safety Executive, Ofsted).

When you report a serious incident we will generally ask you for further details. You may not have all of these but please be prepared to provide as much relevant information as possible about the incident. We are mainly concerned about criminal or unlawful activity, or very serious incidents about a charity that may affect its funds, property, beneficiaries or reputation. Some of the incidents listed may not actually be criminal, but do suggest risks of potential criminal activity or other risks which, if they became reality, would cause serious harm to the charity.

### LEGAL OBLIGATION

Trustees must provide information about serious incidents as part of the charity's Annual Return. Failure to do so will be regarded as a breach of legal requirements.

## ADVICE FOR THE TRUSTEES AND MANAGERS OF BISHOPS CLEEVE VILLAGE HALL

The following Guidance may be useful for your trustees. To view these publications, please visit our website at [www.charitycommission.gov.uk/publications](http://www.charitycommission.gov.uk/publications). If, after reading the guidance you require assistance or feel there is a matter on which you would benefit from advice, please call Charity Commission Direct on 0845 300 0218.

## DECLARATION

This Annual Return has not been submitted and no Declaration has been made