Annual Return (AR30) form

Section 1 – About this form

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965) or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1969). The Annual Return must include:

- this form;
- a set of the society's accounts signed by two members and the secretary (3 signatures in total); and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuals Public Register https://mutuals.fca.org.uk. Our privacy notice explains how and why we use personal data: https://www.fca.org.uk/privacy.

For guidance on our registration function for societies under the Co-operative and Community Benefit Societies Act 2014, which includes guidance on the requirement to submit an Annual Return, please see here: https://www.handbook.fca.org.uk/handbook/RFCCBS

This form is available on the Mutuals Society Portal: https://societyportal.fca.org.uk

Submitting through the Portal is the quickest way to get your accounts on the Mutuals Public Register.

Please ensure all sections of the form are completed

Section 2 – About this application

Society name	Colerne Community Land Trust
Register number	8563
Registered address	16 Tutton Hill, Colerne, Chippenham, Wilts
Postcode	SN14 8DN

2.1 What date did the financial year covered by these accounts end?

3	1	0	3	2	0	2	5

Section 3 – People

3.1 Please provide the names of the people who were directors of the society during the financial year this return covers. Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of director	Month and year of birth	
Patrick Harmon	August	1946
Jane Mellett	October	1951
Anne Nicholas	January	1958
Hilary Holman	January	1954
Peter Mellett	May	1946
Clive Spencer	February	1964
Alison Minch	March	1958
Brian Burchfield	December	1963
Peter Gorman	December	1985

Continue on to a separate sheet if necessary.

3.2 All directors must be 16 or older. Please confirm this is this case:

All directors are aged 16 or over ☒

3.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:

No director is disqualified ☒

3.4 Please state any close links which any of the directors has with any society, company or authority. 'Close links' includes any directorships or senior positions held by directors of the society in other organisations. If there are no close links to declare, please state 'N/A' or 'None'.

Anne Nicholas – Trustee, Secretary of Colerne Village Hall Association Peter Mellett – Trustee, re-alliance (Registered Charity) Jane Mellett – Parish Councillor and Trustee of the Colerne Old School Charity Brian Burchfield – Trustee, a Siemens Company Director Peter Gorman – Director of Ireland-incorporated Astoria Venture Unlimited Company

3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers. Societies must have a secretary.

Name of secretary	Month and year of birth	
Jane Mellett	**October**	**1951**

Section 4 – Financial information

4.1 Please confirm that:

accounts are being submitted with this form ☒

the accounts comply with relevant statutory and accounting requirements	☒
the accounts are signed by two members and the secretary (3 signatures in total)	☒

4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.

Number of members	**59**
Turnover	**£0**
Assets	**£336.35**
Number of employees (if any)	**0**
Share capital	**£59**
Highest rate of interest paid on shares (if any)	**0**

4.3 What Standard Industrial Classification code best describes the society's main business? Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes here: **http://resources.companieshouse.gov.uk/sic/**

41100

Section 5 – Audit

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance: https://www.handbook.fca.org.uk/handbook/RFCCBS

We provide further information on the audit requirements, including an 'Audit Decision Tool on our website https://www.fca.org.uk/firms/managing-your-society/auditing-requirements-co-operative-and-community-benefit-societies

5.1 Please select the audit option the society has complied with:

Full professional audit ☐

Auditor’s report on the accounts ☐

Lay audit ☒

No audit ☐

5.2 Please confirm the audit option used by the society is compliant with the society’s own rules and the Act

We have complied with the audit requirements ☒

5.3 Please confirm any audit report (where required) is being submitted with this Annual Return

Yes ☐

Not applicable ☒

The information below impacts the level of audit required of the society’s accounts. Please provide answers to the following questions.

5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?

Yes ☐

No ☒

5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.

Not applicable ☒

OSCR number:	

5.6 Is the society a housing association?

No ☒ Go to **section 6**

Yes ☐ Go to question **5.7**

5.7 Please confirm which housing regulator you are registered with, and provide the registration number they have given you:

		Registration number
Homes and Communities Agency	☐	
Scottish Housing Regulator	☐	
The Welsh Ministers	☐	
Department for Communities (Northern Ireland)	☐	

Section 6 – Subsidiaries

6.1 Is the society a subsidiary of another society?

Yes ☐

No ☒

6.2 Does the society have one or more subsidiaries? (As defined in sections 100 and 101 of the Act)

Yes ☐ Continue to question 6.3

No ☒ Continue to Section 7

6.3 If the society has subsidiaries, please provide the names of them below (or attach an additional sheet)

Registration Number	Name

6.4 Please provide below (or on a separate sheet) the names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions: (the society must have written authority from us to exclude a subsidiary from group accounts)

Registration Number	Name	Reason for exclusion

Section 7– Condition for registration

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); **or**
- are conducting business for the benefit of the community ('community benefit society').

A society must answer the questions set out in either Section 7A or Section 7B of this form, depending on which condition of registration it meets.

If you are not sure which condition for registration applies to the society, please see chapters 4 and 5 of our guidance: https://www.handbook.fca.org.uk/handbook/RFCCBS

Section 7A - Co-operative societies

Co-operative societies must answer all of the following questions in relation to the financial year covered by this return.

For information on a Co-operative society please see chapter 4 of our guidance https://www.handbook.fca.org.uk/handbook/RFCCBS

7A.1 What is the business of the society? For example, did you provide housing, manufacture goods, develop IT systems etc.

7A.2 Please describe the members' common economic, social and cultural needs and aspirations. In answering this question, please make sure it is clear what needs and aspirations members had in common.

7A.3 How did the society's business meet those needs and aspirations? You have described the society's business answer to question 7A.1, and in question 7A.2 you have described the common needs and aspirations of members. Please now describe how during the year that business met those common needs and aspirations.

7A.4 How did members democratically control the society? For example, did the members elect a board at an annual general meeting; did all members collectively run the society.

7A.5 What did the society do with any surplus or profit? For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

Section 7B - Community benefit societies

Community benefit societies must answer all of the following questions in relation to the financial year covered by this return.

For information on Community Benefit Societies please see chapter 5 of our guidance https://www.handbook.fca.org.uk/handbook/RFCCBS

7B.1 What is the business of the society? For example, did you provide social housing, run an amateur sports club etc.

Community Land Trust – To further the social, economic and environmental interests of the community through provision of housing and/or workspace and/or community facilities & activities and/or renewable forms of energy.

7B.2 Please describe the benefits to the community the society delivered? Here we are looking to see *what* the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

None delivered as yet – currently investigating suitability of an identified area of land for the provision of affordable rental units for local people in perpetuity in partnership with a Registered Provider (Housing Association)

7B.3 Please describe how the society's business delivered these benefits? The business of the society must be conducted for the benefit of the community. Please describe *how* the society's business (as described in answer to question 7B.1) provided benefit to the community.

Not applicable

7B.4 Did the society work with a specific community, and if so, please describe it here? For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

Parish of Colerne, Wiltshire – all members are either employed within the parish or live within the parish or have strong family ties to the parish

7B.5 What did the society do with any surplus or profit? For instance, did you donate the money; did money get reinvested in the business; put into reserves; used for some other purpose?

No surplus or profit

7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest. Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

None

Section 8– Declaration

The secretary of the society must complete this section.

Name	**Jane Mellett**
My signature below confirms that the information in this form is accurate to the best of my knowledge	
Signature	
Date	

Please ensure a copy of the signed accounts, signed by two members and the secretary (3 signatures in total) are provided as part of the annual return submission

Section 9 – Submitting this form

If you are unable to use the Mutuals Society Portal please submit a signed, scanned version of this form along with your accounts and any auditor's report by post to:

Mutual Societies
Financial Conduct Authority
12 Endeavour Square
London
E20 1JN