

Registered Number 1040034

Tarporley Community Centre

**TRUSTEES ANNUAL REPORT
FOR YEAR ENDED 31 OCTOBER 2019
Tarporley & District Community Centre and Recreation Ground Charity
(commonly known as Tarporley Community Centre)**

TARPORLEY COMMUNITY CENTRE

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TARPORLEY COMMUNITY CENTRE

CHARITY INFORMATION

PRINCIPAL ADDRESS

Tarporley Community Centre
High Street
Tarporley
CW6 0AY

TRUSTEES

Mr David Archer
Dr Peter Jackson
Mrs Anita Langford (Treasurer)
Mrs Linda Martin (Chair)
Mrs Judith Oates
Mr Anthony Yeates

VOLUNTEERS

Mrs Diana Carr
Mrs Janet Hughes
Mrs Kay Walker
Mrs Angela Yeates

REGISTERED CHARITY NUMBER:

1040034

BANKERS:

HSBC Bank PLC
47, Eastgate Street
Chester CH1 1XW

AUDITOR:

Graham Parker
21 Walkers Lane
Tarporley
CW6 0BX

TARPORLEY & DISTRICT COMMUNITY CENTRE AND RECREATION GROUND CHARITY

TRUSTEES REPORT

The trustees present their report and the financial statements, in the form of a receipts and payments account, for year ended 31 October 2019.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Tarporley & District Community Centre and Recreation Ground Charity (commonly known as Tarporley Community Centre) is an unincorporated registered charity, governed by its constitution which was sealed by Order of the Commissioners on 28 March 1994. The charity is registered in England and Wales.

All the trustees give their time voluntarily and receive no benefits from the charity. Trustees are selected as and when required by the existing trustees.

AIMS AND OBJECTIVES

Object of the Charity

The object of the Charity shall be the provision and maintenance of a Community Centre and a Recreation Ground for the use of the inhabitants of the Parish of Tarporley and the Neighbourhood thereof (herein after called "the area of benefit") without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

ACTIVITIES

Main Activities - building

The building contains four rooms which can be hired by the public on a "one-off" or regular basis for meetings, lectures, classes, exercise activities, films, dances, exhibitions and amateur dramatics. The bookings are made via a website and paid for by card or, in the case of regular users, a monthly account. The on line application process includes checks on the nature and staffing of the event, the number of persons attending, public liability insurance and where appropriate, child and vulnerable persons protection. Services such as performers and catering brought in by room hirers are also checked. The rooms are as follows:

Main Hall: This measures 15.3m by 13.7m and is capable of accommodating 160 persons seated at tables or 180 persons seated in rows. The hall is equipped with a sprung dance floor and a stage which is used for theatrical productions. The hall is entered at the front of the building through a foyer area which is equipped with male, female and assessable toilets, a kitchen and store cupboards. The hall is equipped with a PA system, digital projector and large screen for showing films. Access is DDA compliant.

Craven Room: This measures 10m by 9.2m, and is capable of accommodating 40 persons seated at tables or in rows. The hall is entered from the car park side of the building and is equipped with male, female and disabled toilets, a kitchen, store rooms and cupboards. Access is DDA compliant.

Arthur Meredith Room: This measures 7.7m by 9.2m and is capable of accommodating 20 persons seated at tables or 30 persons seated in rows. The room entered by a flight of external steps, and is equipped with male and female toilets, and a small kitchen. The room also acts as the "back stage" area and is connected to the main hall stage by left and right side doors. Access is not DDA compliant.

Committee Room: This measures 6.3m by 5.5m and is capable of accepting 20 persons seated at tables. The room is located off the main foyer and shares all the main hall facilities. Access is DDA compliant. The room also contains a bar area for use in conjunction with Main Hall functions.

TARPORLEY COMMUNITY CENTRE TRUSTEES REPORT (Continued)

ACTIVITIES

General: The building is heated by modern gas fired central heating and is equipped with emergency lighting, fire alarms, fire extinguishers and emergency exits. The building is regularly inspected by Cheshire Fire Service and all certificates are displayed on the website. The re-building cost is checked every three years and all risks insurance kept up to date. The premises are not licensed for the sale of alcohol, so Temporary Event Notices must be obtained when alcohol is to be sold. This is restricted to local charities and a maximum of 15 events per year. There is a car park marked out for 59 vehicles behind the building, which is policed by Cheshire West and Chester Council. As of Jan 2017 parking is limited to a maximum of three hours with no return within one hour. Users needing to park for longer periods are issued with annual or day permits.

Main activities – Playground and Field

Playground: There is a playground behind the building equipped with equipment for use by children aged 12 and below. The Parish Council inspect and maintain this playground on behalf of the Charity.

Field: There is a recreation ground of approximately 1.1 hectares behind the building. The field is used for recreation, junior football, exercise classes and large annual events such as a summer carnival, circuses and fairs. Dogs are banned from the recreation ground. The Charity is responsible for cutting the grass and hedges and caring for the trees. The field is accessed from the car park by steps (not DDA compliant) or by a separate pedestrian entrance on Eaton Road which is DDA compliant.

For further details of all available facilities, please visit our website: <http://www.tarporleycc.co.uk/>

ACHIEVEMENTS AND PERFORMANCE

Occupancy: Tarporley Community Centre building continues to be a very popular venue for a wide range of regular and “one-off” users. In 2018/19 there were 1468 bookings which on a par with previous years. We lost seven of our regular monthly users but obtained another eight. As this represents a high level of occupancy, there are service contracts in place for cleaning, maintenance, fire and safety inspections etc., Users are strongly encouraged to clear up after their events and leave the premises clean and tidy for the next user. The large number of bookings has enabled room hiring rates to be kept constant for several years with a small increase of £1 per room which came into effect 1st December 2017 and a further increase in December 2018 of £1 per hour on the Main Hall hire charges only. This means that over the past two trading years, our hire charges have increased across the board by 10%. Going forward, we plan to review hire charges for all rooms on an annual basis and increase them based on the rate of inflation. We also charge football teams and fitness companies for hire of the recreation ground. This generated a small additional income since it was implemented in May 16.

Publicity: We have a website <http://www.tarporleycc.co.uk> which contains details of our rooms, organisations and events which are held at Tarporley Community centre. We also encouraged representatives of these organisations to join our Committee. In 2019 we also set up a FaceBook site @tarporleycc.

Car Parking: Time limited parking which was introduced in 2017 remains in place and continues to be policed by CWaC. This has benefited our users who generally attend functions which last between 2 & 3 hours. Parking of up to 3 hours is still allowed for non-users.

TARPORLEY COMMUNITY CENTRE TRUSTEES REPORT (Continued)

Improvements: In this financial year we installed a new acoustic system in our Main Hall and trained all our regular hirers. This was made possible with the awarding of a National Lottery Awards for All Award grant. We also received a Co-Op Local Fund Grant and this is being spent on installing new LED lights throughout the building.

Work has continued on our roof replacement project and a contractor has been chosen with the contract due to be signed in February 2020. We are heavily involved in fund raising via our 'Buy a Tile' scheme and a raffle. Some of the Trustees are also heavily involved in applying for grants towards this. We plan to start this work in June 2020.

FINANCIAL REVIEW

Treasurers Report

Total receipts for the year are £68,960 which is £16,492 higher than last year. This is mainly due to an increase in donations & grants. Trading income increased by 4,065 from the previous year.

Gifts, donations and other voluntary receipts (note 3, page 11) of £25,511 is higher than 17/18. Donations were £3,763 higher than last year mainly due to the donations of £9,689 for the Roof project (Earmarked Reserve which is carried forward into 19/20). We also received grants totaling £12,523 in the last financial year £9,800 from Awards for All for the Audio Visual project, £723 from Co-Op local fund for installing LED lights, £500 from our Borough Councillor (Eveleigh Moore Dutton) towards fund raising for the new roof. We continued to receive a grant of £2,000 from Tarporley Parish Council towards the cost of field maintenance.

Receipts from trading activities have increased to £43,252, an increase of £4,065 on last year. During the financial year, we have lost three Children's classes, one fitness class, Weightwatchers & U3A Quilting. We have also gained two new Children's classes, one fitness class, Slimming World, 2 new U3A interest groups and Cheshire Filling Station. One off bookings continue to increase and during the financial year the Main Hall has been hired for a number of Children's parties.

Interest of £196 was received. Post Office Savings account (£184) and Money Manager Account (£12).

Other receipts – none were received this year.

Total payments for the year of £47,529 are £3,967 lower than last year. The Trustees tried to keep expenditure to a minimum as we were trying to build up reserves for the replacement roof.

Payments relating to trading of £28,163 are £5,026 lower than last year. This is mainly due to a saving of £2,920 on Fire Safety & Testing & Boiler Maintenance & Testing. We entered in to new three year Gas & Electricity contracts which should result in costs remaining stable despite energy costs increasing generally.

Payments relating to Fundraising, Management and Administration are on a par with 17/18. Due to increased usage of Tarporley Community Centre, website fees have increased by £121.

Capital Expenditure Payments have increased by £876 to £16,348 This was due to the Audio Visual project which cost £10,019 which was partly offset by a grant of £9,800 from Awards for All. We also incurred costs of £3,845 for further work on our roof replacement project.

Statement of Assets and Liabilities

Cash funds are £67,297 an increase of £21,440 on 17/18. This is due to the fund raising and grants already received for our Roof replacement and the fact that we have kept a tight rein on our expenditure in throughout the last year. Debtors are £3,872 which is £956 lower than 17/18 and includes £120 re PAT testing. There have been no fixed asset purchases this year

**TARPORLEY COMMUNITY CENTRE
TRUSTEES REPORT (Continued)**

Treasurers Report (Continued)

Liabilities – as the on-line booking system requires payment for one-off bookings to be paid in advance, we are holding monies totaling £349 and we are also holding £933 re future invoices from our Account Users. This is shown as Deposits paid in Advance of £1,282. Creditors of £347 relate to Village Venue & Rayner Groundcare invoices which were received after 31st October but relate to the financial year.

This year I am pleased to report an increase in our monetary assets of £20,485. The Committee are committed to reviewing and potentially increasing room hire charges by inflation each year as our regular outgoings continue to increase and we also want to build up reserves which can be spent on improving Tarporley Community Centre. The most pressing of these is to replace the roof.

On behalf of the Management Committee, I would like to thank all supporters and users of the Community Centre for their continued support.

Anita Langford – Treasurer
3rd January 2020

FUNDS HELD AS CUSTODIAN TRUSTEES ON BEHALF OF OTHERS

None

RISK MANAGEMENT

The trustees have identified risks that charity faces and have sought to mitigate them wherever possible.

INVESTMENT POLICY

The charity currently holds no investments, and any surplus cash is held in appropriate bank accounts having regard to charity law guidelines regarding risk.

RESERVES POLICY

The trustees have agreed that free reserves of the charity should represent at least 12 months running costs. This currently equates to some £12,000. In addition, the Trustees would like to build up reserves to cover the cost of replacing the roof which is planned for Summer 2019. The Trustees have identified other improvements which are needed and once the Roof project has been completed, will work on building up reserves for these.

**TARPORLEY COMMUNITY CENTRE
TRUSTEES REPORT (Continued)**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Charity Law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of receipts and payments of the charity for that period. In preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the accounting methods and principles allowed in the Charities Act.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the accounts 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, which disclose with reasonable accuracy, the financial position of the charity and to enable them to ensure that the accounts show a true and fair state of affairs and of receipts and payments. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Trustees

Mrs Linda Martin
Chairman

3rd February 2020

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF TARPORLEY & DISTRICT COMMUNITY CENTRE AND
RECREATION GROUND CHARITY**

This report on the accounts of The Tarporley & District Community Centre and Recreation Ground for the year ended 31 October 2019 which are set out on Pages 9 to 13 is in respect of an examination carried out under S145 of the Charities Act 2011 ('the Charities Act').

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 my examination, I have followed the 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

accounting records were not kept in accordance with section 130 of the Act or
the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

Name:

GRAHAM PARKER

Relevant professional
qualification(s) or body (if
any):

Address:

21 WALKERS LANE

TARPORLEY

CW6 0BX

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

NONE

**TARPORLEY COMMUNITY CENTRE
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 OCTOBER 2019**

	Note	2019	2018
RECEIPTS			
Gifts Donations and other Voluntary Receipts	3	25,511	13,178
Receipts from Trading Activities (Letting Fees)		43,252	39,187
Interest		196	103
Other Receipts		0	0
Total Receipts		<u>68,960</u>	<u>52,468</u>
PAYMENTS			
Payments relating to trading	4	28,163	33,188
Fundraising, management and administration	5	3,018	2,836
Other payments (Capital Expenditure)	6	16,348	15,472
Total Payments		<u>47,529</u>	<u>51,496</u>
Surplus/(Shortfall) of Receipts over Expenditure		<u>21,431</u>	<u>971</u>
Cash Funds Last Year End		45,867	44,896
Surplus/(Shortfall) of Receipts over Expenditure		21,431	971
Cash Funds This Year End		<u>67,298</u>	<u>45,867</u>

TARPORLEY COMMUNITY CENTRE

STATEMENT OF ASSETS AND LIABILITIES AT 31 OCTOBER 2019

	Note	2019	2018
Cash Funds	7	67,297	45,857
Other Assets (Debtors re trading)	8	3,872	4,828
Assets Retained for the Charities Own Use	9	1,178,619	1,168,619
Liabilities			
Creditors	10	347	260
Deposits paid in advance	11	1282	799
		<u>1,629</u>	<u>1,059</u>

Approved on behalf of the Trustees on 3rd February 2020

Mrs Linda Martin

Chairman of Trustees

The notes on pages 11 to 13 form part of these financial statements

TARPORLEY COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2019**1. ACCOUNTING POLICIES**

- a) **Basis of Accounting**
The financial statements have been prepared on a receipts and payments basis, an acceptable practice for non-corporate charities whose gross income does not exceed £250,000.
- b) **Income**
Income is accounted for when received.
- c) **Expenditure**
Expenditure is accounted for when paid.
- d) **Taxation**
The charity is not considered liable to taxation.
- e) **Cash at bank**
Cash at bank includes cash and short term highly liquid investments.
- f) **Unrestricted Funds**
Unrestricted funds are those where there are no externally imposed restrictions. They include those funds freely available to the charity for expenditure or appropriation to reserves for internally designated purposes.

2. TRUSTEES

No trustee received any remuneration from the charity. Trustees personally paid, on behalf of the charity, expenditure of £274 which has been fully re-imbursed.

3. DONATIONS AND VOLUNTARY RECEIPTS

	2019	2018
Donation – Tarporley & District U3A	-	5,926
Use of field	715	850
Income from car park	1,500	2,500
Parish Council – field maintenance	2,000	2,000
Co-op Local Fund grant – picnic tables	-	-
Tesco grant – LED lighting	-	1,000
Borough Councillors grant – programmable thermostats	500	488
Awards for All – AV System	9,800	-
Co-Op Local Fund grant – LED lights	723	-
Various donations & fund raising – Roof project ¹	9,689	-
Other	584	414
	<hr/>	<hr/>
	£25,511	£13,178
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¹These are Earmarked reserves which are to be spent on replacing the roof only

TARPORLEY COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2019

	2019	2018
4. PAYMENTS RELATING TO TRADING		
Heat and light	3,849	3,959
Water rates	873	827
Insurance	1,887	2,185
Grounds maintenance	5,552	4,959
Property maintenance	2,992	3,682
Improvements, including parking arrangements	-	1,019
Fire and safety testing and repairs	1,757	4,809
Boilers Testing & Maintenance	132	-
Cleaning and bins	9,724	10,176
Music licence	940	897
Other	457	675
	<u>£28,163</u>	<u>£33,188</u>
5 FUNDRAISING, MANAGEMENT & ADMINISTRATION		
Stationery, postages and telephone	415	354
Website	2,603	2,482
	<u>£3,018</u>	<u>£2,836</u>
6. CAPITAL EXPENDITURE		
Roof Replacement	3,845	7,109
Acoustics Update	10,019	8,364
LED Lighting	2,484	-
	<u>£16,348</u>	<u>£15,473</u>
7. CASH FUNDS		
Bank Current Account	35,654	14,420
National Savings Account	25,570	25,386
Money Manager Account	6,073	6,061
	<u>£67,297</u>	<u>£45,857</u>
8. OTHER ASSETS – DEBTORS RER TRADING		
Monies due from Account Holders for bookings prior to 31 st October 2019 but not paid		

TARPORLEY COMMUNITY CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2019**

9. ASSETS RETAINED FOR CHARITY USE

Equipment value has been increased by £10,000 to take into account the value of the new audio visual system.

10. CREDITORS

Invoices received after 31st October 2019 but invoices not received until November 2019

11. DEPOSITS PAID IN ADVANCE

Payments made by either one off hirers or Account Holders for bookings taking place after 31st October 2019