

Registered Number 1040034

Tarporley Community Centre

**TRUSTEES ANNUAL REPORT
FOR YEAR ENDED 31 OCTOBER 2020
Tarporley & District Community Centre and Recreation Ground Charity
(commonly known as Tarporley Community Centre)**

TARPORLEY COMMUNITY CENTRE

CONTENTS

	Page
Charity Information	1
Trustees' Annual Report	2
Report of the Independent Examiner	7
Receipts and Payments Account	9
Statement of Assets and Liabilities	10
Notes to the Financial Statements	11

TARPORLEY COMMUNITY CENTRE

CHARITY INFORMATION

PRINCIPAL ADDRESS

Tarporley Community Centre
High Street
Tarporley
CW6 0AY

TRUSTEES

Mr David Archer	Resigned August 20
Dr Peter Jackson	
Mrs Anita Langford (Treasurer)	
Mrs Linda Martin (Chair)	
Mrs Judith Oates	Died March 2020
Mr Anthony Yeates	

VOLUNTEERS

Mrs Diana Carr	
Mrs Janet Hughes	Resigned October 2020
Mrs Kay Walker	
Mrs Angela Yeates	

REGISTERED CHARITY NUMBER:

1040034

BANKERS:

HSBC Bank PLC
47, Eastgate Street
Chester CH1 1XW

INDEPENDENT EXAMINER:

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 2020.

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.

Our bookings from November 19 to when we were forced to closed due to Coronavirus in March 20 was 598. If we had been allowed to open as normal, our bookings would have been on a par with previous years. When we reopened in September, we received 88 bookings to year end. Bookings were down then due to the age and vulnerability of our main users who judged it safer not to recommence their activities. Throughout the year, we lost four of our regular users but gained two new ones.

As we have 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 and when we reopened in September as a COVID secure building, users had to agree to sanitising all areas they had used. Despite losing most of our regular income, the Trustees decided to proceed with the roof replacement and toilet refurbishment. This decision was helped by the large grants we received to complete these projects. The £10,000 Coronavirus grant we received from Cheshire West & Chester Council also helped our positive decision.

Being forced to close meant that our roof and toilet projects were completed early as we did not need to wait until our traditional summer shutdown (July-August) to start these projects.

Following Government regulations and the advice given by Action with Communities in Rural England (ACRE), we decided to make Tarporley Community Centre a COVID secure building. This involved implementing Risk Assessments stating Trustees responsibilities and insisting that our Users also completed their own Risk Assessments stating that they would run their events in a COVID safe manner.

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.

TARPORLEY COMMUNITY CENTRE TRUSTEES REPORT (Continued)

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.

Improvements: In this financial year we installed a new roof and refurbished the ladies and disabled toilets. These were made possible due to the various grants and donations we received. The central heating boiler was relocated and our external metal steps were refurbished. We completed the acoustic upgrade to our Main Hall which was started in 2017. We also received a Co-Op Local Fund grant which enabled us to replace the majority of our electric light fittings with new LED ones. We anticipate this will save us approximately £150 per annum.

FINANCIAL REVIEW

Treasurers Report

Total receipts for the year are £173,297 of which £96,240 was grants & donations towards the new roof & £27,379 for the new toilets. Trading income decreased by £20,397 from the previous year. This was due to being forced to close in March 20 due to Coronavirus and greatly reduced bookings when we were reopened in September 20.

Gifts, donations and other voluntary receipts (note 3, page 11) of £150,198 is higher than 18/19. Donations and grants were £124,687 higher than last year mainly due to the grants and donations for the Roof and toilet projects). Other grants received - see the above note and we are once again grateful for the support received from Tarporley Parish Council (field maintenance) & our Borough Councillor (Eveleigh Moore Dutton) towards the new roof.

Receipts from trading activities have decreased to £22,855, from £43,252 the previous year. During the financial year, we have lost a Children's class, one fitness class, U3A computing and The Parrot Society who had been with us for several decades. We have also gained a new Children's dance class.

Interest of £245 was received. Post Office Savings account (£205) and Money Manager Account (£40).

Other receipts – none were received this year.

Total payments for the year of £186,710 are £139,181 higher than last year. Of this, £144,397 was due to spending on capital projects.

Payments relating to trading of £40,016 are £11,853 higher than last year. This is mainly due £5,705 on refurbishing the external metal steps, £3,540 to move the central heating boiler & £2,471 on COVID 19 Costs (sanitiser, new chairs etc). The three year gas & electric contracts signed in August 19 resulted in a saving of £400 this financial year. Cleaning and gardening costs continue to be our largest areas of expenditure.

Payments relating to Fundraising, Management and Administration are £721 less than 18/19. This is mainly due to reduced website fees of £1,113 as we had no bookings for five months.

Capital Expenditure Payments have increased by £128,049 to £144,397. This was due to spending of £112,272 on the new roof, £29,195 on the toilet refurbishment and £2,930 on updating our lights to LED lights. Spending on the roof also included £3,912 for fundraising, £4,655 on architect fees & £4,034 to obtain the FCC Communities Foundation grant.

Statement of Assets and Liabilities

Cash funds are £53,883 a decrease of £13,414 on 18/19. This is due to spending on the new roof and reduced trading income due to Coronavirus. Debtors are £1,653 which is £2,219 lower than 18/19. This year we purchased new plastic chairs at a cost of £1,000.

**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 £330 re future invoices from our Account Users. This is shown as Deposits paid in Advance. Creditors of £195 relate to Village Venue & Rayner Groundcare invoices which were received after 31st October but relate to the financial year.

Unfortunately, this year I need to report a decrease in our monetary assets of £15,633. As previously stated this is due to two main reasons:

1. Capital expenditure on the new roof and toilets and various improvement costs.
2. Greatly reduced trading income due to Coronavirus.

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.

On behalf of the Management Committee, I would like to thank all supporters, volunteers who have helped with the roof and toilet projects and users of the Community Centre for their continued support.

Anita Langford – Treasurer
7th December 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 £11,350.

**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

25th January 2021



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Tarporley and District Community Centre

**On accounts for the year
ended**

31st October 2020

**Charity no
(if any)**

1040034

Set out on pages

1 to 5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

**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:

29/12/20

Name:

Graham Parker

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

ACA

Address:

21 Walkers Lane

Tarporley

CW6 0BX

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.

No items to add to disclosures in accounts

**TARPORLEY COMMUNITY CENTRE
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 OCTOBER 2020**

	Note	2020	2019
RECEIPTS			
Gifts Donations and other Voluntary Receipts	3	150,198	25,511
Receipts from Trading Activities (Letting Fees)		22,855	43,252
Interest		245	196
Other Receipts		0	0
Total Receipts		<u>173,297</u>	<u>68,960</u>
PAYMENTS			
Payments relating to trading	4	40,016	28,163
Fundraising, management and administration	5	2,297	3,018
Other payments (Capital Expenditure)	6	144,397	16,348
Total Payments		<u>186,710</u>	<u>47,529</u>
Surplus/(Shortfall) of Receipts over Expenditure		<u>(13,414)</u>	<u>21,431</u>
Cash Funds Last Year End		67,298	45,867
Surplus/(Shortfall) of Receipts over Expenditure		(13,414)	21,431
Cash Funds This Year End		<u>53,884</u>	<u>67,298</u>

TARPORLEY COMMUNITY CENTRE

STATEMENT OF ASSETS AND LIABILITIES AT 31 OCTOBER 2020

	Note	2020	2019
Cash Funds	7	53,884	67,298
Other Assets (Debtors re trading)	8	1,653	3,872
Assets Retained for the Charities Own Use	9	1,179,619	1,178,619
Liabilities			
Creditors	10	159	347
Deposits paid in advance	11	330	1,282
		<u>489</u>	<u>1,629</u>

Approved on behalf of the Trustees on 25th January 2021

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 2020**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 £606 which has been fully re-imbursed.

3. DONATIONS AND VOLUNTARY RECEIPTS

	2020	2019
Use of field	315	715
Income from car park	2,500	1,500
Parish Council – field maintenance	2,000	2,000
Borough Councillors grant – Acoustic tiles	1,000	500
Awards for All – AV System	-	9,800
Co-Op Local Fund grant – LED lights	5,008	723
Various donations & fund raising – Roof project (see below)		
The Holroyd Foundation	5,000.00	
The Arts Society, Tarporley	5,000.00	
Tarporley & District U3A	5,000.00	
Rotary Club of Tarporley	5,000.00	
Garfield Weston Foundation	10,000.00	
Tarporley Parish Council	10,000.00	
Tarporley Primary School	500.00	
Bernard Sunley Foundation	5,000.00	
The National Lottery Community Fund	10,691.00	
Buy a Tile (incl Gift Aid) & Raffle Tickets	2,520.14	
FCC Communities Foundation	37,529.44	
Cheshire West & Chester Coronavirus grant	10,000	-
National Lottery Communities Fund – toilet grant	27,379	-
National Lottery Communities Fund – small projects grant	4,687	-
Other	1,068	584
	<u>96,241</u>	<u>9,689</u>
	<u>£150,198</u>	<u>£25,511</u>

TARPORLEY COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020

	2020	2019
4. PAYMENTS RELATING TO TRADING		
Heat and light	3,230	3,849
Water rates	656	873
Insurance	2,073	1,887
Grounds maintenance	5,746	5,552
Property maintenance	1,994	2,992
Improvements – incl outside steps refurbishment & moving boiler	14,983	-
Fire and safety testing and repairs	445	1,757
Boilers Testing & Maintenance	480	132
Cleaning and bins	6,123	9,724
Coronavirus Costs	2,471	-
Music licence	1,038	940
Other	777	457
	<u>£40,016</u>	<u>£28,163</u>
5 FUNDRAISING, MANAGEMENT & ADMINISTRATION		
Stationery, postages and telephone	807	415
Website	1,490	2,603
	<u>£2,297</u>	<u>£3,018</u>
6. CAPITAL EXPENDITURE		
Roof Replacement	112,272	3,845
Acoustics Update	-	10,019
LED Lighting	2,930	2,484
Toilet Refurbishment	29,195	-
	<u>£144,397</u>	<u>£16,348</u>
7. CASH FUNDS		
Bank Current Account	11,595	35,654
National Savings Account	42,113	25,570
Money Manager Account	176	6,074
	<u>£53,884</u>	<u>£67,298</u>
8. OTHER ASSETS – DEBTORS RER TRADING		

Monies due from Account Holders for bookings prior to 31st October 2020 but not paid

TARPORLEY COMMUNITY CENTRE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020**

9. ASSETS RETAINED FOR CHARITY USE

Equipment value has been increased by £1,000 to take into account the value of the new chairs.

10. CREDITORS

Invoices received after 31st October 2020 but invoices not received until November 2020.

11. DEPOSITS PAID IN ADVANCE

Payments made by either one off hirers or Account Holders for bookings taking place after 31st October 2020.