

**TIDDINGTON COMMUNITY CENTRE (TCC)
REPORT AND FINANCIAL STATEMENTS
31 MARCH 2015
Charity Number 1093526**



TCC 2005 above- TEN YEARS later below...



TCC is 50 years old in June 2015

TIDDINGTON COMMUNITY CENTRE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 March 2015

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TIDDINGTON COMMUNITY CENTRE
LEGAL AND ADMINISTRATIVE INFORMATION
for the year ending 31 March 2015

CHARITY NUMBER.	1093526
CONSTITUTION	The charity is governed by the Scheme dated 14 February 2003
NAMES OF MANAGING TRUSTEES	The members of the Committee of Management are the managing trustees of the charity. Details of the Committee members are shown on Page 2.
BANKERS	CAF BANK Ltd Kings Hill West Mailing Kent ME19 4JQ Monmouthshire Building Society John Frost Square Newport South Wales NP20 1PX
INDEPENDENT EXAMINER	Rachel Syson Boundary House Beeches Walk Tiddington Stratford-upon-Avon CV37 7AT
PRINCIPAL ADDRESS	Tiddington Community Centre (TCC) Main Street Tiddington CV37 7AZ 01789 268390
PRIME CONTACT (CHAIR)	Rob Cobley Touchwood, Beeches Walk Tiddington CV37 7AT rob.cobley@touchwoodonline.com 01789 293863
SECRETARY	Stewart Band 01789 294045
TREASURER	John Fox 01789 293303

TIDDINGTON COMMUNITY CENTRE
REPORT OF THE TRUSTEES
for the year ending 31 March 2015

History and objectives of the Association

The **Tiddington Community Centre** is a registered charity whose charity number is 1093526. It was founded in 2001 and is governed by a scheme which was last updated on 14 February 2003. The objectives of the charity are: **to renovate, maintain and run the Tiddington Community Centre (TCC) for the benefit of Tiddington Residents and the wider local community.**

Management and Governance Arrangements

The members of the Executive Committee, who are the managing trustees of the charity, were all appointed at the Annual General Meeting on 18th June 2014 and hold office until the next Annual General Meeting. They are:

Rob Cobley
Jo Connolly

Stewart Band
Janice Howkins

John Fox
Jenny Tinsley

Richard Williams
Eric Davies

The scheme rules allow for 10 elected members of the Executive Committee to hold office and these are elected each year at the AGM. With 8 elected members at present we thus have two vacancies. Membership of the Charity is open all persons over the age of 18 years interested in furthering the objects of the Charity. Nominations for new Executive Committee members are advertised in the press and local shops in advance of the AGM.

The Chair is responsible for the induction of any new trustee, which includes awareness of the Association's responsibilities, the rules of the charity, financial statements and an understanding of the responsibilities of a charity trustee. The Executive Committee held 9 meetings in the year including the AGM.

The Executive Committee regularly reviews the risks faced by the charity. These include the ongoing need to maintain sufficient resources to fully cover all maintenance of the Hall inside and the outside surrounding area.

A standard Booking Form is used for all hires, and every new hirer is given a "guided tour" of the facilities and informed of their responsibilities. A £100 returnable deposit is required from all hirers. Regular Fire Alarm tests are carried out and all equipment is checked annually by an external accredited body.

Review of activities

It is almost 10 years since the TCC was damaged by a fire (June 2005). In addition to the many improvements that have been made to the Hall and its facilities since its re-opening in 2006, further expenditure during the year amounted to property maintenance of just **£1,825 (2013/14 £2,726)**. We continue to ensure that the TCC is very well maintained and that we address any problems as they arise whilst "touching-up" the paint work which understandably does get damaged from time to time. This ensures the TCC continues to look very good on the inside. With the possibility of a re-build of the TCC, due to proposed additional local housing developments, no extra work was initiated during this last year. This opportunity has sadly now gone and we look forward to many, many more years of use of the current building. A review of potential future enhancements to the TCC will be conducted during 2015. Possible enhancements include an upstairs room, an extension at the rear of the building and/or extensions around/between the 4 side satellites. One addition implication of the new development on the Home Guard Club (HGC) is that we might have to remove the Emergency Exit signs that lead out of the TCC and into the HGC current car park. Clarification of this is currently being investigated.

We champion support for our local **Community First Responders (CFR)** and have used the funds raised, via the Avon Valley Community First Responders, to purchase and finance the running of a Rapid Response vehicle for use by their qualified CFRs. Sadly our two CFRs located in Tiddington have ceased operating and we search for volunteers to replace them. The car can still be seen parked outside the TCC. We are now very eager to hear from anyone else who is interested in becoming a CFR to fill the gap we now have. The money raised is ring-fenced in our accounts and amounts **£4,928 (2013/14 £4,066)** at the year end.

The high demand for the use of the TCC has been maintained being slightly higher than last year. Income from hire was up 3.1% at **£16,580 (2013/14 £16,087)** even though there was no Pantomime during this last year.

Our sprung dance floor continues to attract users and almost 26%, over £4,100 of our income, comes from Dancing. This includes Ballroom Lessons, Monthly Hospice Tea-Dances, Zumba Gold Dancing by Cate and various Children's Dance Lessons including Sparkle Boyz Street Dance by Natalie and new Saturday morning classes Little Stars Ballet and Tap by Hannah. The next largest single contributor is Tiddington Pre-School at almost 22% including their new afternoon Toddlers sessions. TCC Film Nights makes up our third largest contributor at nearly 11%.

TIDDINGTON COMMUNITY CENTRE

REPORT OF THE TRUSTEES for the year ending 31 March 2015 - continued

Other regular users this year included the Tiddington WI, Shades on Black for their Band practice, TCC run Circuit Training, Pilates by Dominic, Bingo run by Erica and Janice, weekly Friday afternoon Tea & Chat session in the Meeting Room and the ever popular weekly youth group Blue Fish on Sundays. Many Events are also held throughout the year including Burns Night by Stratford 41Club, a Cats show, Quiz Nights and fundraisers by Shakespeare Hospice etc producing 10%. We saw a small number of Commercial users make great use of the TCC this year contributing 5%. Plus of course the many, many "parties" held by local families which adds up to almost 14% of income throughout the year.

We can look forward to 2015/16 and beyond confident that we have the income and reserves to ensure that the TCC continues to thrive. The lower cost of improvements and maintenance during the year of **£1,825 (2013/2014 £2,726) together with** a warmer winter reducing our Utility costs to **£3,194 (2013/2014 £4,121)** plus higher income all helped to realise a surplus of **£7,979 (2013/2014 £6,055) - up 32%**. The level of TCC total Net Monetary Assets held in the General Fund has accordingly increased to **£48,872 (2013/2014 £40,892)** an increase of almost 20%.

Premises Licence

The TCC holds a full **Premises Licence** which in summary, **during agreed opening times**, allows us to provide:

The Retail sale of Alcohol for consumption on and off the premises.

The Provision of Regulated Entertainment namely:

- | | |
|----------------------------------|---|
| a) Plays | e) Recorded Music |
| b) Films | f) Performance of Dance |
| c) Indoor Sporting Events | g) Facilities for Making Music |
| d) Live Music | h) Provision of facilities for Dancing |

Our Designated Premises Supervisor and Personal Licence holder is Rob Cobley.

In addition we hold a Silver Ribbon awarded by Stratford-on-Avon District Council in their "Scores-on-the-doors" Food Hygiene scheme.

Investment policy and reserves

The policy of the Executive Committee is to maintain sufficient reserves for the long-term maintenance and repair of the TCC – currently agreed as being **£7,000**. This is seen as sufficient to maintain the TCC for a minimum period of one whole year, in the event of a serious problem where no rental income is possible, to meet ongoing liabilities and to pay unforeseen costs arising as a result of an emergency.

Executive Trustee expenses

Expenses reimbursed to Trustees during the year for purchasing of cleaning services, supplies and materials etc amounted to **£1,492 (2013/2014 £1,620)**. This expenditure relates to TCC costs incurred by Executive Trustees and later reimbursed to them by the charity. All such payments are reported to the Trustees and supported by invoices.

Future plans

The Executive Committee will continue to run the TCC **for the benefit of the village residents and the wider local community**. With this in mind, the Trustees aim to make a surplus on lettings, so that reserves can be built up to cover the costs of future refurbishments and enhancements, as well as any repairs and maintenance. Phases 1, 2, 3 and 4 of our ambitious development programme which started in 2005 were mostly completed by the end of 2013.

Phase 5: As previously mentioned further enhancements to the TCC have been on hold whilst discussions on possible developments which included the TCC were being proposed. We now know that the TCC will not be impacted by any new currently approved house building. We are thus re-looking at a major re-sanding/polishing of the Hall's sprung dance floor. A new large fridge has already been purchased. Other possible enhancements include an alarm system with CCTV monitoring; the covering of the outside play area in order to provide an inside/outside facility for pre-school and our younger users; an upstairs room and staircase for the youth group and others and/or a large extension at the rear of the building. Enhanced storage facilities. All these are currently being reviewed and we will seek quotes during the year.

50th Anniversary of the building of the current TCC will be commemorated by a 3 day 50th PARTY on 26-28 June 2015. FREE events include the films Mamma Mia (singalong version), Jesus Christ SuperStar and a Barn Dance.

On behalf of the Managing Trustees

Rob Cobley, Chair

TIDDINGTON COMMUNITY CENTRE

Independent Examiner's Report to the Trustees of the Tiddington Community Centre

Charity No: 1093526

I report on the accounts of the **Tiddington Community Centre** for the year ended 31 March 2015, which are set out on pages 5 to 9 of this document.

Respective responsibilities of Trustees and Examiner:

The charity's trustees are responsible for preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the Charities Act,
Follow the procedures laid down in the General Directions given by the Charity Commission
(under section 145(5)(b) of the Charities Act); and to
State whether particular matters have come to my attention

Basis of Independent Examiner's Statement:

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 the 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 represent 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 130 of the Charities Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

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.

Rachel Syson
Boundary House
Beeches Walk
Tiddington
Stratford upon Avon
CV37 7AT

Tiddington Community Centre
Receipts and Payments Account for the period 1 April 2014 to 31 March 2015

General Fund Receipts and Payments Account

	Note	2014/15		2013/14	
		£	£	£	£
Receipts					
<u>Incoming resources from donors</u>					
Community 1st Response	1	1177		276	
Other Donors		0		41	
Income tax recovered		0		0	
			1177		317
<u>Other voluntary incoming resources</u>					
Grants	2	0		0	
Weekly Draw	3	0		320	
Other income	4	0		1	
			0		321
<u>Income from investments</u>					
Dividends and Bank interest	5	398	398	526	526
<u>Income from charitable and ancillary trading</u>					
Hall Hire	6	15030		14621	
Events	6	0		0	
Film Nights	6	1550		1466	
Advertising	6	0		0	
			16580		16087
Total Receipts			18155		17251
Payments					
Donations to Charities		0		0	
<u>Operating and maintenance costs</u>					
Weekly Draw	7	0		200	
Events	8	723		609	
Film Shows	9	418		507	
Consumables	10	221		150	
Major Works / Improvements	11	0		0	
Property maintenance	12	1825		2726	
Utilities	13	3194		4121	
Caretaker / Cleaning	14	554		405	
Community First Response	15	315		2253	
Insurance	16	962		939	
Other expense	17	-2		0	
			8210		11910
<u>Management and administration</u>					
Telephone Printing and Stationery		542		1263	
Computer and software		562		0	
			1104		1263
Total Payments			9314		13173
Surplus / Deficit (-) for the Year			8841		4078

Analysis of General and Restricted Fund Resources

	Note	2014/15 £	2013/14 £
Surplus / Deficit (-) for the Year		8841	4078
Total fund resources at 1 April		45096	41018
Total fund resources at the date below		<u><u>53937</u></u>	<u><u>45096</u></u>

Review of closing cash resources

Cash at bank	18	12539	19094
Cash held in Deposit Accounts	19	41398	26002
		<u><u>53937</u></u>	<u><u>45096</u></u>
General fund		48872	40892
Restricted funds within main funds	20	5066	4204
Analysis of closing fund resources		<u><u>53937</u></u>	<u><u>45096</u></u>

Notes to General Fund Receipts and Payments Account

Note No.

- 1 Donations to Community First Response restricted fund
- 2 No Grants were applied for, nor were received, during the year
- 3 Cash subscribed by individuals to a weekly Bonus Ball draw for a £25 prize. This ceased during 2013/14
- 4 Other income
- 5 Interest received on cash in Current and Deposit Accounts with CAF Bank
- 6 Gross income from mainstream TCC operations
- 7 Prizes awarded in the Bonus Ball Draw, which ceased during 2013/14
- 8 Costs incurred in running fetes and other fund-raising and social events
- 9 Costs incurred in running monthly film shows, including licence and consumables
- 10 Cost of consumable items for cleaning and general upkeep of the hall
- 11 Major renovation and improvement works to the Hall and Grounds
- 12 Routine repairs and maintenance of the premises
- 13 Cost of heat, light, power, water and drainage
- 14 Wages and expenses incurred by staff engaged in cleaning and caretaking
- 15 Community First Response purchases and expenses
- 16 Cost of Hall Guard Insurance by Ecclesiastical Insurance Group
- 17 Sundry expense not allocated to other headings, and roundings adjustment
- 18 Current cash float held in No 1 Account with CAF Bank
- 19 Funds destined for major improvement works held in Monmouth BS Deposit a/c
- 20 Restricted Funds owned by Blue Fish Youth Group and Community First Response

**Tiddington Community Centre
Balance Sheet at 31 March 2015**

	31-Mar-15	31-Mar-14
CURRENT ASSETS		
Cashbook Balance	12539	19094
Deposits - CAF Gold 2 a/c	7	7
- Monmouth BS C&C Direct 30	41391	25995
Debtors (insurance accrual)	<u>155</u>	<u>155</u>
	54092	45251
Creditors (Deposits held)	<u>200</u>	<u>200</u>
	200	200
TOTAL NET ASSETS	<u><u>53892</u></u>	<u><u>45051</u></u>
Represented by:		
Accumulated Fund	<u><u>53892</u></u>	<u><u>45051</u></u>

Tiddington Community Centre
Statement of Assets and Liabilities at 31 March 2015

	General Fund £	Restricted Funds £	Total 2014/15 £	Total 2013/14 £
<u>Monetary Assets</u>				
Cash held in Current Account:				
General Fund	7474	0	7474	14890
Community First Response		4928	4928	4066
Blue Fish Youth Group		138	138	138
CAF Gold No. 2 Deposit Account	7	0	7	7
Monmouth Building Society	41391	0	41391	25995
Total monetary Assets	48872	5066	53937	45096
<u>Other Assets</u>				
Sundry Debtors	155	0	155	155
<u>Liabilities</u>				
Sundry Creditors	200	0	200	200
Total Assets	48827	5066	53892	45051

NOTES

1. The financial statements of the FOSJ have been prepared in accordance with the Charities Act 2011, on the Receipts & Payments basis

2. The total of cash held in the Current Account includes the General Fund and the Restricted Funds, as set out in the table above (Note 20 of the R & P Account refers)

**Tiddington Community Centre
Movements on Restricted Funds for the year ended 31 March 2015**

Restricted Funds - Receipts and Payments Accounts	***** Held with General Fund Monies *****					Total Restricted Funds	
	2014-15 £	2013-14 £	2014-15 £	2013-14 £	£	2014-15 £	2013-14 £
Receipts							
<u>Incoming resources from donors</u>							
Community First Response			1177	276		1177	276
Income tax recovered						0	0
<u>Other voluntary incoming resources</u>							
Legacy						0	0
Grants	0	0				0	0
<u>Income from investments</u>							
Dividends and interest						0	0
<u>From General Fund</u>						0	0
Total Receipts	0	0	1177	276	0	1177	276
Payments							
<u>Grants</u>							
Mission and relief agencies						0	0
Community First Response			315	2253		315	2253
<u>Activities directly relating to core objectives of the TCC</u>							
Events - general						0	0
Film Shows						0	0
Dinners, Dances						0	0
Property maintenance						0	0
Capital Expense	0					0	0
Total Payments	0	0	315	2253	0	315	2253
Excess of receipts over payments	0	0	862	-1977	0	862	-1977
Opening Restricted fund resources	138	138	4066	6043	0	4204	6181
Gain on revaluation of shares						0	0
Closing Restricted fund resources	138	138	4928	4066	0	5066	4204