

# TIDDINGTON COMMUNITY CENTRE (TCC)

**REPORT AND FINANCIAL STATEMENTS  
31 MARCH 2016  
Charity Number 1093526**

**TCC 2015 – 50<sup>th</sup> ANNIVERSARY**



**TCC was 50 years old in June 2015**

**TIDDINGTON COMMUNITY CENTRE**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 March 2016**

| <b>CONTENTS</b>                          | <b>Page</b> |
|--|-------------|
| Legal and Administrative Information     | 1           |
| Managing Trustees' Report                | 2           |
| Independent Examiner's Report            | 4           |
| General Fund Receipts & Payments Account | 5           |
| Balance Sheet                            | 7           |
| Statement of Assets and Liabilities      | 8           |
| Restricted Fund Movements                | 9           |

**TIDDINGTON COMMUNITY CENTRE**  
**LEGAL AND ADMINISTRATIVE INFORMATION**  
**for the year ending 31 March 2016**

|                            |   |
|----------------------------|---|
| 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<br>Kings Hill<br>West Mailing<br>Kent<br>ME19 4JQ<br><br>Monmouthshire Building Society<br>John Frost Square<br>Newport<br>South Wales<br>NP20 1PX       |
| INDEPENDENT EXAMINER       | Rachel Syson<br>Boundary House<br>Beeches Walk<br>Tiddington<br>Stratford-upon-Avon<br>CV37 7AT   |
| PRINCIPAL ADDRESS          | Tiddington Community Centre (TCC)<br>Main Street<br>Tiddington<br>CV37 7AZ<br>01789 268390  |
| PRIME CONTACT (CHAIR)      | Rob Cobley<br>Touchwood, Beeches Walk<br>Tiddington<br>CV37 7AT<br><a href="mailto:rob.cobley@touchwoodonline.com">rob.cobley@touchwoodonline.com</a><br>01789 293863 |
| SECRETARY                  | Stewart Band<br>01789 294045  |
| TREASURER                  | John Fox<br>01789 293303  |

**TIDDINGTON COMMUNITY CENTRE**  
**REPORT OF THE TRUSTEES**  
**for the year ending 31 March 2016**

**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 17<sup>th</sup> June 2015** 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**

**Julia Day**  
**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. We welcomed and elected Julia Day to our committee so we are now 9 trustees. 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 including Health & Safety. 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 now 11 years since the TCC was damaged by a fire (**June 2005**) and we have made a great many improvements during that time. In the last year we spent **£9,778 (2014/5 £2,390)** on property maintenance, cleaning and refurbishment. We increased expenditure now that there is no opportunity for a new replacement TCC. We finally decided and purchased a very large A-Ladder that allows us (our electrician really...) to reach the highest point in the main hall and thus replace failing lights with ease and safety. We also had the main hall floor sanded, varnished and polished at a cost of **£3,385**. We now understand that we need to have regular annual maintenance to ensure the floor lasts as re-sanding again may not be an option in the future. We also replaced our blackout blinds and purchased two new fridges. Three new floor mounted heaters mean that all these heaters have now been upgraded in recent years. 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. We made repairs to the outside of all the window frames of every window in the TCC. We trust that they will now last for a few more years!

We made several applications for funding from potential local developers for both a covered children's play area and an extension at the back of the TCC. Both these housing developments were rejected by SDC. Sadly the new housing that has been approved will make no contribution towards any enhancement of the TCC. One additional 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. We have confirmed that even if this is the case our existing emergency exits meet all current requirements.

**This year we will certainly look at enhancing our projection equipment, upgrading our toilet facilities and progress with the outside covered play area and also review an upstairs meeting room.**

With no volunteers to become a local **Community First Responder (CFR)** we are still without CFR support south of the river. Nevertheless the TCC again funded the **Avon Valley Community First Responders (AVCFRs)** by donating **£996** which allows them to continue to pay for and run the Rapid Response vehicle which the TCC purchased. AVCFRs are still eager to hear from anyone else who is interested in becoming a local CFR. Our CFR account amounted to **£3,932 (2014/5 £4,928)** at year end.

I am pleased to report that the high demand for the use of the TCC continues and income was up 5% at **£17,474 (2014/5 £16,580)**. **Income since we refurbished the TCC in 2005 has now exceeded £150,000!**

# TIDDINGTON COMMUNITY CENTRE

## REPORT OF THE TRUSTEES for the year ending 31 March 2016 - continued

Regular users this year included Tiddington WI, Shades on Black - Band practice, TCC run Circuit Training, Pilates, Bingo run by Erica and Janice, Friday afternoon Tea & Chat, our popular weekly youth group Blue Fish on Sundays, Pilates, Zumba Gold Dancing, Ballroom Dancing, Children's Dance Lessons, Boyz Street Dancing, Ballet, Family Film Nights and Full Feature Film Nights, Plays by local Theatre groups including Phoenix and Armitage Theatre, monthly T-Dances for Shakespeare Hospice, NCT Classes, Burns Night, Cats, Bees and Birds shows, Quiz Nights and fundraisers for many local charities. PLUS of course the many, many birthday parties for all ages for local families – especially those for our youngest users.

In addition we enjoyed a “**3-day TCC 50<sup>th</sup> Anniversary Party**” at which we counted over **650 attendees** in total.

**Top 4 “TCC Users” were: Groups £4,581, Dancing £4,077, Pre-School £3,678 and Parties £1,683.**

We can look forward to **2016/17** and beyond with confidence that we have the income and reserves to ensure that the TCC continues to thrive. This year with a higher expenditure on improvements and maintenance we modestly increased our reserves by **£1,650 (2014/15 £7,979)**. The level of the General Fund has accordingly increased to **£50,522 (2014/15 £48,872)**.

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

**Our Designated Premises Supervisor and Personal Licence holder is Rob Cobby.**

**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 **£1,413 (2014/15 £1,492)**. 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.

**Phase 5:** As previously mentioned further enhancements to the TCC had been on hold whilst discussions on possible developments including the TCC were being proposed. We now know that the TCC will not be impacted by any new currently approved house building. Possible TCC enhancements include an alarm system with CCTV monitoring; the covering of the outside play area; an upstairs room and staircase for the youth group and others, a large extension at the rear of the building, enhanced storage facilities, improved and refurbished toilets and a new ceiling mounted projector. All these are currently being reviewed and we will seek quotes during the year

On behalf of the Managing Trustees

**Rob Cobby, 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 2016, 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 2015 to 31 March 2016

### General Fund Receipts and Payments Account

|   | Note | 2015/16 |              | 2014/15 |              |
|---|------|---------|--------------|---------|--------------|
|   |      | £       | £            | £       | £            |
| <b>Receipts</b>                                     |      |         |              |         |              |
| <u>Incoming resources from donors</u>               |      |         |              |         |              |
| Community 1st Response                              | 1    | 0       |              | 1177    |              |
| Other Donors  |      | 0       |              | 0       |              |
| Income tax recovered                                |      | 0       |              | 0       |              |
|   |      |         | 0            |         | 1177         |
| <u>Other voluntary incoming resources</u>           |      |         |              |         |              |
| Grants  | 2    | 0       |              | 0       |              |
| Other income  | 3    | 0       |              | 0       |              |
|   |      |         | 0            |         | 0            |
| <u>Income from investments</u>                      |      |         |              |         |              |
| Dividends and Bank interest                         | 4    | 445     | 445          | 398     | 398          |
| <u>Income from charitable and ancillary trading</u> |      |         |              |         |              |
| Hall Hire   | 5    | 15326   |              | 15030   |              |
| Events  | 5    | 455     |              | 0       |              |
| Film Nights   | 5    | 1693    |              | 1550    |              |
| Advertising   | 5    | 0       |              | 0       |              |
|   |      |         | 17474        |         | 16580        |
|   |      |         |              |         |              |
|   |      |         | <b>17919</b> |         | <b>18155</b> |
| <b>Payments</b>                                     |      |         |              |         |              |
| Donations to Charities                              |      | 0       |              | 0       |              |
| <u>Operating and maintenance costs</u>              |      |         |              |         |              |
| Events  | 6    | 1366    |              | 723     |              |
| Film Shows  | 7    | 457     |              | 418     |              |
| Consumables   | 8    | 335     |              | 221     |              |
| Major Works / Improvements                          | 9    | 3385    |              | 0       |              |
| Property maintenance                                | 10   | 5453    |              | 1615    |              |
| Utilities   | 11   | 3043    |              | 3404    |              |
| Caretaker / Cleaning                                | 12   | 605     |              | 554     |              |
| Community First Response                            | 13   | 996     |              | 315     |              |
| Insurance   | 14   | 1005    |              | 962     |              |
| Other expense                                       | 15   | 0       |              | -2      |              |
|   |      |         | 16645        |         | 8210         |
| <u>Management and administration</u>                |      |         |              |         |              |
| Telephone Printing and Stationery                   |      | 561     |              | 542     |              |
| Computer and software                               |      | 58      |              | 562     |              |
|   |      |         | 619          |         | 1104         |
|   |      |         |              |         |              |
|   |      |         | <b>17264</b> |         | <b>9314</b>  |
|   |      |         |              |         |              |
|   |      |         | <b>655</b>   |         | <b>8841</b>  |

## Tiddington Community Centre

Receipts and Payments Account for the period 1 April 2015 to 31 March 2016

### Analysis of General and Restricted Fund Resources

|   |      | 2015/16             | 2014/15             |
|---|------|---------------------|---------------------|
|   | Note | £                   | £                   |
| <b>Surplus / Deficit (-) for the Year</b> |      | <b>655</b>          | <b>8841</b>         |
| Total fund resources at 1 April           |      | 53937               | 45096               |
| Total fund resources at the date below    |      | <u><b>54592</b></u> | <u><b>53937</b></u> |
| <b>Review of closing cash resources</b>   |      |                     |                     |
| Cash at bank                              | 16   | 12749               | 12539               |
| Cash held in Deposit Accounts             | 17   | 41843               | 41398               |
|   |      | <u><b>54592</b></u> | <u><b>53937</b></u> |
| General fund                              |      | 50522               | 48872               |
| Restricted funds within main funds        | 18   | 4070                | 5066                |
| <b>Analysis of closing fund resources</b> |      | <u><b>54592</b></u> | <u><b>53937</b></u> |
|   |      | 0.000               |                     |

### Notes to General Fund Receipts and Payments Account

Note No.

- 1 Donations to Community First Response restricted fund
- 2 Grants received from Stratford DC, Stratford Town Trust and others
- 3 Other income, mainly payments for advertising in the Community Newsletter
- 4 Interest received on cash in Current and Deposit Accounts with CAF Bank
- 5 Gross income from mainstream TCC operations
- 6 Costs incurred in running fetes and other fund-raising and social events
- 7 Costs incurred in running monthly film shows, including licence and consumables
- 8 Cost of consumable items for cleaning and general upkeep of the hall
- 9 Major renovation and improvement works to the Hall and Grounds
- 10 Routine repairs and maintenance of the premises
- 11 Cost of heat, light, power, water and drainage
- 12 Wages and expenses incurred by staff engaged in cleaning and caretaking
- 13 Community First Response purchases and expenses
- 14 Cost of Hall Guard Insurance by Ecclesiastical Insurance Group
- 15 Sundry expense not allocated to other headings, and roundings adjustment
- 16 Current cash float held in No 1 Account with CAF Bank
- 17 Funds destined for major improvement works held in Monmouth BS Deposit a/c
- 18 Restricted Funds owned by Blue Fish Youth Group and Community First Response



# Tiddington Community Centre

Balance Sheet as at 31 March 2016

|                             | 31-Mar-16           | 31-Mar-15           |
|-----------------------------|---------------------|---------------------|
| <b>CURRENT ASSETS</b>       |                     |                     |
| Cashbook Balance            | 12749               | 12539               |
| Deposits - CAF Gold 2 a/c   | 7                   | 7                   |
| - Monmouth BS C&C Direct 30 | 41836               | 41391               |
| Debtors -                   | <u>0</u>            | <u>155</u>          |
|                             | 54592               | 54092               |
| Creditors (Deposits held)   | <u>100</u>          | <u>200</u>          |
|                             | 100                 | 200                 |
| <b>TOTAL NET ASSETS</b>     | <u><u>54492</u></u> | <u><u>53892</u></u> |
| <b>Represented by:</b>      |                     |                     |
| Accumulated Fund            | <u><u>54492</u></u> | <u><u>53892</u></u> |

## Tiddington Community Centre

### Statement of Assets and Liabilities at 31 March 2016

|                                | General<br>Fund<br>£ | Restricted<br>Funds<br>£ | Total<br>2015/16<br>£ | Total<br>2014/15<br>£ |
|--------------------------------|----------------------|--------------------------|-----------------------|-----------------------|
| <b><u>Monetary Assets</u></b>  |                      |                          |                       |                       |
| Cash held in Current Account:  |                      |                          |                       |                       |
| General Fund                   | 8679                 | 0                        | 8679                  | 7474                  |
| Community First Response       |                      | 3932                     | 3932                  | 4928                  |
| Blue Fish Youth Group          |                      | 138                      | 138                   | 138                   |
| CAF Gold No. 2 Deposit Account | 7                    | 0                        | 7                     | 7                     |
| Monmouth Building Society      | 41836                | 0                        | 41836                 | 41391                 |
| <b>Total monetary Assets</b>   | <b>50522</b>         | <b>4070</b>              | <b>54592</b>          | <b>53937</b>          |
| <b><u>Other Assets</u></b>     |                      |                          |                       |                       |
| Sundry Debtors                 | 0                    | 0                        | 0                     | 155                   |
| <b><u>Liabilities</u></b>      |                      |                          |                       |                       |
| Sundry Creditors               | 100                  | 0                        | 100                   | 200                   |
| <b>Total Assets</b>            | <b>50422</b>         | <b>4070</b>              | <b>54492</b>          | <b>53892</b>          |

#### NOTES

1. The financial statements of the TCC have been prepared in accordance with the Charity Commission Statement of Recommended Practice and 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 18 of the R & P Account refers)

## Tiddington Community Centre

Movements on Restricted Funds for the year ended 31 March 2016

| Restricted Funds -<br>Receipts and Payments Accounts              | *** Held with General Fund Monies *** |              |                  |              | Total Restricted Funds |              |
|---|---------------------------------------|--------------|------------------|--------------|------------------------|--------------|
|   | BLUE FISH FUND                        |              | COM 1st RESPONSE |              |                        |              |
| <b>Receipts</b>   | 2015-16<br>£                          | 2014-15<br>£ | 2015-16<br>£     | 2014-15<br>£ | 2015-16<br>£           | 2014-15<br>£ |
| <u>Incoming resources from donors</u>                             |                                       |              |                  |              |                        |              |
| Community First Response  |                                       |              | 0                | 1177         | 0                      | 1177         |
| 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            |
| <b>Total Receipts</b>   | <b>0</b>                              | <b>0</b>     | <b>0</b>         | <b>1177</b>  | <b>0</b>               | <b>1177</b>  |
| <b>Payments</b>   |                                       |              |                  |              |                        |              |
| <u>Grants</u>   |                                       |              |                  |              |                        |              |
| Mission and relief agencies                                       |                                       |              |                  |              | 0                      | 0            |
| Community First Response  |                                       |              | 996              | 315          | 996                    | 315          |
| <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            |
| Governance  |                                       |              |                  |              |                        |              |
| <b>Total Payments</b>   | <b>0</b>                              | <b>0</b>     | <b>996</b>       | <b>315</b>   | <b>996</b>             | <b>315</b>   |
| <b>Excess of receipts over payments</b>                           | <b>0</b>                              | <b>0</b>     | <b>-996</b>      | <b>862</b>   | <b>-996</b>            | <b>862</b>   |
| Opening Restricted fund resources                                 | 138                                   | 138          | 4928             | 4066         | 5066                   | 4204         |
| Gain on revaluation of shares                                     |                                       |              |                  |              | 0                      | 0            |
| Closing Restricted fund resources                                 | <b>138</b>                            | <b>138</b>   | <b>3932</b>      | <b>4928</b>  | <b>4070</b>            | <b>5066</b>  |