

TIDDINGTON COMMUNITY CENTRE (TCC)
REPORT AND FINANCIAL STATEMENTS
31 MARCH 2017
Charity Number 1093526



TIDDINGTON COMMUNITY CENTRE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 March 2017

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TIDDINGTON COMMUNITY CENTRE
LEGAL AND ADMINISTRATIVE INFORMATION
for the year ending 31 March 2017

CHARITY NUMBER.	1093526
CONSTITUTION	The charity is governed by the Scheme dated 20 May 2002 .
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 2017

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 registered with the Charities Commission and dated **20 May 2002**. 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 8th June 2016** and hold office until the next Annual General Meeting. They are:

Rob Cobley
Jo Connolly

Stewart Band
Janice Howkins

John Fox
Richard Williams

Julia Day
Eric Davies

The scheme rules allow for up to 10 elected members of the Executive Committee to hold office and these are elected each year at the AGM. There are currently 8 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 locally 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 12 years since the TCC was damaged by a fire (**June 2005**) and we continue to make improvements. In the last year we spent **£4,364 (2015/6 £9,778)** on property maintenance, cleaning, consumables and refurbishment. Our purchase last year of a larger A-Ladder has allowed us too easily and cost effectively replace failing lights with ease and safety. The condition of the main hall floor, sanded, varnished and polished last year, has not required maintenance so far but we plan to have regular annual maintenance during the summer holidays. We continue to ensure that the TCC is well maintained and that we address problems as they arise whilst "touching-up" the paintwork which understandably does get damaged from time to time. This ensures the TCC continues to look very good on the inside and we started regular maintenance on the outside area and car park too.

Our requests for funding for a covered children's play area were not successful and this is now dropped from our Phase 5 refurbishment plans. We meet with the new developers of the Home Guard Club (HGC) site, Lone Star Land and Hayfield Homes and they agreed to donate a strip of land approximately 1 metre wide running alongside the TCC and to erect a new higher taller fence. This means we will still have our Emergency Exit leading out into the TCC car park. We will need to engage lawyers to have this piece of land formally transferred to the TCC.

We were informed in March that The Stratford town Trust had awarded the TCC a grant of £17,355. This included £4,355 for upgrading and enhancing our projection and sound equipment and £13,000 for upgrading our toilet facilities. This Phase 5 work will take place over the coming months and the TCC Committee expressed its sincere thanks to the Town Trust for this wonderful grant. The grant will be received on receipt of invoices for the work.

A recent review of some "old documents" has left the question as to whether the grass verge at the front of the TCC is in fact part of the land originally donated by John Ludford Docker on 8th November 1951 to The Vicar and Churchwardens of Alveston. The TCC is taking legal advice and, if confirmed, plan to apply for the land to be registered to the Church/TCC.

The TCC was granted a 35 year lease by Coventry Diocesan Trustees on 4 July 2007.

Sadly we have no local **Community First Responders (CFR)** however the TCC still funded the **Avon Valley Community First Responders (AVCFRs)** by donating **£1,075.62** which allows them to continue to run the Rapid Response vehicle which the TCC purchased. Our CFR account now reduces to **£2,622 (2015/6 £3,932)**.

TIDDINGTON COMMUNITY CENTRE

REPORT OF THE TRUSTEES for the year ending 31 March 2017 - continued

I am very pleased to report that the high demand for the use of the TCC continues and income was up over **10%** at **£19,194 (2015/6 £17,474)**.

Regular users this year included Tiddington WI, Tiddington Players for their Pantomime, Band practice, TCC run Circuit Training, Pilates, Tai Chi, TCC Bingo, our popular weekly youth group Blue Fish on Sundays, Zumba Gold Dancing, Ballroom Dancing, Children's Dance Lessons, Boyz Street Dancing, Ballet, Family Film Nights and Feature Film Nights, Plays by Phoenix & Armitage Theatre, monthly T-Dances for Shakespeare Hospice, a second run for local charities, End of Term Discos for local schools, 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 birthdays for our youngest users. Two Café style Church Services proved very popular with the largest attendance to any TCC held event last year with 120+ at each service.

Top 4 "TCC Users" by income were: Shows £5,745, Dancing £5,072, Pre-School £3,519 and Parties £2,519.

We can look forward to **2017/18** and beyond with confidence. We have the income and reserves to ensure that the TCC continues to thrive. This year with a lower expenditure we increased our reserves by **£8,934 (2015/16 £1,651)**. **TCC General Funds** have now improved to **£59,455 456 (2015/16 £50,522)**.

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 **£519 (2015/6 £1,413)**. 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 all repairs and maintenance.

Phase 6: With the Town Trust Grant for the toilets and sound/projector this will be the end of Phase 5. Further enhancements to the TCC will be in Phase 6 which will include a large 60+sq meters extension at the rear of the building to include a small kitchen and single loo and with independent access from the car park as well as via the side of the stage. This will also providing provide badly need storage and a second larger changing/meeting room. Other considerations include an alarm system with CCTV monitoring; the covering of the outside play area; an upstairs room with staircase access from the entrance hall.

On behalf of the Managing Trustees

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 2017, 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(2) 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 2016 to 31 March 2017

General Fund Receipts and Payments Account

	Note	2016/17		2015/16	
		£	£	£	£
Receipts					
<u>Incoming resources from donors</u>					
Community 1st Response	1	0		0	
Other Donors		0		0	
Income tax recovered		0		0	
			0		0
<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	349	349	445	445
<u>Income from charitable and ancillary trading</u>					
Hall Hire	5	17376		15326	
Events	5	0		455	
Film Nights	5	1818		1693	
Advertising	5	0		0	
			19194		17474
			<hr/>		<hr/>
Total Receipts			19543		17919
Payments					
Donations to Charities		0		0	
<u>Operating and maintenance costs</u>					
Events	6	587		1366	
Film Shows	7	444		457	
Consumables	8	204		335	
Major Works / Improvements	9	340		3385	
Property maintenance	10	2960		5453	
Utilities	11	3410		3043	
Caretaker / Cleaning	12	860		605	
Community First Response	13	1310		996	
Insurance	14	1053		1005	
Other expense	15	25		0	
			11193		16645
<u>Management and administration</u>					
Telephone Printing and Stationery		616		561	
Computer and software		110		58	
			726		619
			<hr/>		<hr/>
Total Payments			11919		16856
Surplus / Deficit (-) for the Year			7624		655

Tiddington Community Centre

Receipts and Payments Account for the period 1 April 2016 to 31 March 2017

Analysis of General and Restricted Fund Resources

		2016/17	2015/16
	Note	£	£
Surplus / Deficit (-) for the Year		7624	655
Total fund resources at 1 April		54592	53937
Total fund resources at the date below		<u>62216</u>	<u>54592</u>
Review of closing cash resources			
Cash at bank	16	20031	12749
Cash held in Deposit Accounts	17	42185	41843
		<u>62216</u>	<u>54592</u>
General fund		59456	50522
Restricted funds within main funds	18	2760	4070
Analysis of closing fund resources		<u>62216</u>	<u>54592</u>
		0	

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 Essential events expenditure, including TV / Alcohol Licences and PRS for Music
- 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 expenses, Bank Charges 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
the date below**

	31-Mar-17	31-Mar-16
CURRENT ASSETS		
Cashbook Balance	20031	12749
Deposits - CAF Gold 2 a/c	0	7
- Monmouth BS C&C Direct 30	42185	41836
Debtors -	<u>0</u>	<u>0</u>
	62216	54592
Creditors (Deposits held)	<u>100</u>	<u>100</u>
	100	100
TOTAL NET ASSETS	<u><u>62116</u></u>	<u><u>54492</u></u>
Represented by:		
Accumulated Fund	<u><u>62116</u></u>	<u><u>54492</u></u>
	0.000	

**Tiddington Community Centre
Statement of Assets and Liabilities at 31 March 2017**

	General Fund £	Restricted Funds £	Total 2016/17 £	Total 2015/16 £
<u>Monetary Assets</u>				
Cash held in Current Account:				
General Fund	17271	0	17271	8679
Community First Response		2622	2622	3932
Blue Fish Youth Group		138	138	138
CAF Gold No. 2 Deposit Account	0	0	0	7
Monmouth Building Society	42185	0	42185	41836
Total monetary Assets	59456	2760	62216	54592
<u>Other Assets</u>				
Sundry Debtors	0	0	0	0
<u>Liabilities</u>				
Sundry Creditors	100	0	100	100
Total Assets	59356	2760	62116	54492

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 20 of the R & P Account refers)

Tiddington Community Centre
Movements on Restricted Funds for the year ended 31 March 2016

Receipts and Payments Accounts	*** Held with General Fund Monies ***				Total Restricted Funds	
	BLUE FISH FUND		COM 1st RESPONSE			
	2016-17 £	2015-16 £	2016-17 £	2015-16 £	2016-17 £	2015-16 £
Receipts						
<u>Incoming resources from donors</u>						
Community First Response			0	0	0	0
Income tax recovered					0	0
<u>Other voluntary incoming resources</u>						
Legacy					0	0
Grants	0				0	0
<u>Income from investments</u>						
Dividends and interest					0	0
<u>From General Fund</u>					0	0
Total Receipts	0	0	0	0	0	0
Payments						
<u>Grants</u>						
Mission and relief agencies					0	0
Community First Response			1310	996	1310	996
<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	0
Governance						
Total Payments	0	0	1310	996	1310	996
Excess of receipts over payments	0	0	-1310	-996	-1310	-996
Opening Restricted fund resources	138	138	3932	4928	4070	5066
Gain on revaluation of shares					0	0
Closing Restricted fund resources	138	138	2622	3932	2760	4070