

TIDDINGTON COMMUNITY CENTRE (TCC)

REPORT AND FINANCIAL STATEMENTS

31 MARCH 2019

Charity Number 1093526



The TCC plus our NEW Neighbours!



TIDDINGTON COMMUNITY CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2019

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TIDDINGTON COMMUNITY CENTRE
LEGAL AND ADMINISTRATIVE INFORMATION
for the year ending 31 March 2019

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	HSBC Bank PLC UK 13 Chapel Street Stratford-upon-Avon CV37 6ET 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 2019

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

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 13th June 2018** and hold office until the next Annual General Meeting. They are:

Rob Coble
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 7 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, outside and the 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 14 years since the TCC was damaged by a fire (**June 2005**) and we continue to make improvements. In the last year we spent **£8,051 (2017/8 £28,932)** on property maintenance, cleaning, consumables and major works. One significant difference this year has been the sudden closure of the Tiddington Pre-School after 32 years who used the TCC from 8.45 to 1pm every School Day. With such a drop in income and usage we used our TCC eNews to advertise that we now had spare capacity every morning and have since attracted a number of new regular morning users. With no one now putting the heating on each morning we replaced all eight 2kw heaters in the main hall with 3kw heaters and added a remote control **Nest System** which means that the hall and entrance hall heating can be controlled from a mobile phone and preset to come on at a suitable time and temperature for each individual booking! This is working well, although it does need regular checking and adjustments, to suit the wide range of users of the TCC. We also added 2 heaters to each of the two meeting rooms. The main hall was repainted over 5 days in July and 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 with continued regular maintenance on the outside and car park this too now looks really good. We also had all of our Emergency lights checked and replaced plus a new Fire Alarm Controller was installed.

We agreed with the developers of the Home Guard Club (HGC) site, Hayfield Homes, to have the low fence at the back of the TCC replaced with the higher 1.8 meter fencing and at the same time we reclaimed about a 1 meter or so strip of land that had originally been part of the TCC.

I am very pleased to report that the high demand for the use of the TCC continues and despite the loss of the Pre-School group income was just down by just **5.4%** at **£19,492 (2017/8 £20,597)**.

With Tiddington Pre-School suddenly stopping on Friday 20 July 2018 the TCC usage changed quite significantly – pre-school contributed some 20+% of our annual income for years. However we have been able to attract new users. Some continued throughout the year and some who found getting enough new clients was difficult and since stopped. We currently have weekly users on **Mondays** of Pilates with Dom, Circuits with Rob and every other week TCC BINGO with Erica and Janice. **Tuesdays** weekly it's Boyz Dancing with Natalie and Puppy and Dog Training with Cat. Every **Wednesday** we have a NEW Fitness Class for over 60's with Lesley, Ballroom Dancing with Jo, once a month a TEA Dance by the Shakespeare Hospice and another TEA Dance for Charity by Alan and Vivian.

TIDDINGTON COMMUNITY CENTRE

REPORT OF THE TRUSTEES for the year ending 31 March 2019 - continued

Every **Thursday** we have Fitness Classes for Mums and Babies with Victoria and Zumba Gold Dancing with Miranda. On **Fridays** starting in January every week from 8.30-1.30pm we have RHYTHM Time with Rachel and also monthly on Fridays our TCC Film Night with Stewart. **Saturdays** are mostly children's parties etc and on **Sundays** we have a Pray Group on a frequent basis with Dean. Sadly the Church BlueFish youth group stopped early in 2018 - there is no charge for the Church use of the TCC.

We also have an annual Pantomime by the Tiddington Players which takes place in February half-term with rehearsals starting Fridays and Sundays from early January each year.

Other regular users this year included Stratford Concert Band, Plays by Second Thoughts, Beezer Productions & Armistice Theatre, End of School Term Discos, Shows for Bees and Birds, Stratford Musical Theatre Company, Quiz Nights, Caledonian Society, Stratford District Council, Art Classes, Dance Classes and fundraisers for many local charities. Plus many birthday parties for all ages for local families. St James' Church also uses the TCC for their Café Church Services, Quiz Nights and other fund raisers.

"TCC Users" by income: Parties/TCC Regulars £5,789, Shows/Films £4,720, TCC NEW Regular Users £3,899, Dancing £3,479 & Pre-School £1,365

We can look forward to **2019/20** and beyond with confidence. We have the income and reserves to ensure that the TCC continues to thrive. This year with a much lower expenditure **£15,038 (2017/8 £34,782)** and without any grants **£0 (2017/8 £17,355)** we managed to increase our reserves by **£4,486 (2017/8 £2,553)**.

The **TCC General Funds** have now improved to a significant **£67,309 (2017/8 £62,709)**.

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 or in an emergency.

Executive Trustee expenses

Expenses reimbursed to Trustees during the year for purchasing of cleaning services, supplies and materials etc amounted to **£296 (2017/8 £2,101)**. This expenditure relates to TCC costs incurred by Executive Trustees and later reimbursed to them by the charity. All such payments are reported and supported by invoices or receipts.

Future plans

The Executive Committee continues 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 significant annual repairs and maintenance.

Phase 6: With no major works this year we continued to enhance the TCC by painting the main hall, upgrading the heating system adding the **Nest** remote internet control plus a new Fire Alarm and new Emergency lighting. We plan to have the main hall floor sanded and polished, new carpets for the two meeting rooms, 2 new large storage cupboards, a new cooker, upgrade to the kitchen units and to replace those of our chairs showing significant wear! We aim to rearrange the Store Room to add extra chairs thus reducing the movement of chairs on and off the stage, a growing problem as our users grow older!

FUTURE? We know that eventually we will need a new roof, a new main hall wooden floor, possibly new windows/frames and to refurbish the carpark. Other considerations include an alarm system with CCTV monitoring.

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 2019, which are set out on pages 7 to 11 of this document.

Responsibilities and basis of report:

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). You are satisfied that the accounts are not required by charity law to be audited and have chosen instead to have an independent examination.

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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the consolidated accounts present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent Examiner's statement:

I have completed my examination. I confirm that no material matters have come to my attention in connection with my examination giving me cause to believe that in any material respect:

- (1) accounting records were not kept in accordance with the requirements of section 130 of the Charities Act; or
- (2) the accounts do not accord with those records.

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

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

TIDDINGTON COMMUNITY CENTRE

General Fund Receipts and Payments Account

	Note	2018/19		2017/18	
		£	£	£	£
Receipts					
<u>Incoming resources from donors</u>					
Community 1st Response	1	0		690	
Other Donors		0		0	
Income tax recovered		0		0	
			0		690
<u>Other voluntary incoming resources</u>					
Grants	2	0		17355	
Other income	3	0		0	
			0		17355
<u>Income from investments</u>					
Dividends and Bank interest	4	146	146	84	84
<u>Income from charitable and ancillary trading</u>					
Hall Hire	5	18550		19350	
Events	5	0		0	
Film Nights	5	942		1247	
Advertising	5	0		0	
			19492		20597
			19638		38726
Total Receipts					
Payments					
Donations to Charities		0		0	
<u>Operating and maintenance costs</u>					
Events	6	1082		216	
Film Shows	7	397		517	
Consumables	8	180		526	
Major Works / Improvements	9	3783		23436	
Property maintenance	10	3146		4132	
Utilities	11	3497		3224	
Caretaker / Cleaning	12	942		837	
Community First Response	13	114		1391	
Insurance	14	1171		1096	
Other expense	15	110		19	
			14423		35394
<u>Management and administration</u>					
Telephone Printing and Stationery		616		630	
Computer and software		113		149	
			729		779
			15152		36173
Total Payments					
Surplus / Deficit (-) for the Year			4486		2553

TIDDINGTON COMMUNITY CENTRE

Analysis of General and Restricted Fund Resources

	<i>Note</i>	2018/19 £	2017/18 £
Surplus / Deficit (-) for the Year		4486	2553
Total fund resources at 1 April		64769	62216
Total fund resources at the date below		<u>69255</u>	<u>64769</u>
Review of closing cash resources			
Cash at bank less hire deposits	16	26839	22500
Cash held in Deposit Accounts	17	42416	42269
		<u>69255</u>	<u>64769</u>
General fund		67309	62709
Restricted funds within main funds	18	1946	2060
Analysis of closing fund resources		<u>69255</u>	<u>64769</u>

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 rounding's adjustment
- 16 Current cash float held in No 1 Account with HSBC Bank
- 17 Funds destined for major improvement works held in a Deposit Account
- 18 Restricted Funds owned by Blue Fish Youth Group and Community First Response

TIDDINGTON COMMUNITY CENTRE

Balance Sheet as at 31 March 2019

	31-Mar-2019	31-Mar-18
CURRENT ASSETS		
Cashbook Balance	26839	22500
Deposits - CAF Gold 2 a/c	0	0
- Monmouth BS C&C Direct 30	42416	42269
Debtors -	<u>0</u>	<u>0</u>
	69255	64769
Creditors (Deposits held)	<u>200</u>	<u>0</u>
	200	0
TOTAL NET ASSETS	<u>69055</u>	<u>64769</u>
Represented by:		
Accumulated Fund	<u>69055</u>	<u>64769</u>

TIDDINGTON COMMUNITY CENTRE

Statement of Assets & Liabilities at 31 March 2019

	General Fund £	Restricted Funds £	Total 2018/19 £	Total 2017/18 £
<u>Monetary Assets</u>				
Cash held in Current Account:				
General Fund	24893	0	24893	20440
Community First Response		1808	1808	1922
Blue Fish Youth Group		138	138	138
CAF Gold No. 2 Deposit Account	0	0	0	0
Monmouth Building Society	42416	0	42416	42269
Total monetary Assets	67309	1946	69255	64769
<u>Other Assets</u>				
Sundry Debtors	0	0	0	
<u>Liabilities</u>				
Sundry Creditors	200	0	200	100
Total Assets	67109	1946	69055	64769

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

Restricted Funds -

*** Held with General Fund Monies ***

Total Restricted

Receipts and Payments Accounts

COM 1st
BLUE FISH FUND RESPONSE

Funds

	2018-19 £	2017-18 £	2018-19 £	2017-18 £	2018-19 £	2017-18 £
Receipts						
<u>Incoming resources from donors</u>						
Community First Response				690	0	690
Income tax recovered					0	0
<u>Other voluntary incoming resources</u>						
Legacy					0	0
Grants					0	0
<u>Income from investments</u>						
Dividends and interest					0	0
<u>From General Fund</u>					0	0
Total Receipts	0	0	0	690	0	690

Payments

Grants

Mission and relief agencies					0	0
Community First Response			114	1390	114	1390
<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
Total Payments	0	0	114	1390	114	1390

Excess of receipts over payments

	0	0	-114	-700	-114	-700
Opening Restricted fund resources	138	138	1922	2622	2060	2760
Gain on revaluation of shares					0	0
Closing Restricted fund resources	138	138	1808	1922	1946	2060