

# **TIDDINGTON COMMUNITY CENTRE (TCC)**

## **REPORT AND FINANCIAL STATEMENTS**

**31 MARCH 2020**

**Charity Number 1093526**



**The TCC plus our NEW Neighbours!**



**TCC on 75<sup>th</sup> Anniversary of D-Day – in Lockdown!**

# **TIDDINGTON COMMUNITY CENTRE**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2020**

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**TIDDINGTON COMMUNITY CENTRE**  
**LEGAL AND ADMINISTRATIVE INFORMATION**  
**for the year ending 31 March 2020**

CHARITY NUMBER.	<b>1093526</b>
CONSTITUTION	The charity is governed by the Scheme dated <b>20 May 2002</b> .
<b>NAMES OF MANAGING TRUSTEES</b>	The members of the Committee of Management are the managing trustees of the charity. Details of the Committee members are shown on Page 2.
<b>BANKERS</b>	<b>HSBC Bank PLC UK</b> 13 Chapel Street Stratford-upon-Avon CV37 6ET  <b>Monmouthshire Building Society</b> John Frost Square Newport South Wales NP20 1PX
<b>INDEPENDENT EXAMINER</b>	<b>Rachel Syson</b> Boundary House Beeches Walk Tiddington Stratford-upon-Avon CV37 7AT
<b>PRINCIPAL ADDRESS</b>	<b>Tiddington Community Centre (TCC)</b> Main Street Tiddington CV37 7AZ 01789 268390
<b>PRIME CONTACT (CHAIR)</b>	<b>Rob Cobley</b> Touchwood, Beeches Walk Tiddington CV37 7AT <a href="mailto:rob.cobley@touchwoodonline.com">rob.cobley@touchwoodonline.com</a> 01789 293863
<b>SECRETARY</b>	<b>Julia Day</b> 01789 262605
<b>TREASURER</b>	<b>Trevor Lloyd-Adams</b> 01789 266730

# **TIDDINGTON COMMUNITY CENTRE**

## **REPORT OF THE TRUSTEES**

### **for the year ending 31 March 2020**

#### **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 12<sup>th</sup> June 2019** and hold office until the next Annual General Meeting. They are:

<b>Rob Coble</b>	<b>Stewart Band (deceased 11/19)</b>	<b>John Fox</b>	<b>Julia Day</b>
<b>Jo Connolly</b>	<b>Janice Howkins</b>	<b>Richard Williams</b>	<b>Eric Davies</b>
<b>Trevor Lloyd-Adams</b>			

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. We welcomed Trevor Lloyd-Adams as our new Treasurer and offer our sincere thanks to our longstanding and retiring Treasurer John Fox. Sadly and very suddenly our Secretary Stewart Band passed away in November 2019 – Stewart will be very sadly missed. We thank Julia Day for stepping into the Secretary role. Membership of the Charity is open to all persons over the age of 18 years. 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, including awareness of the Association's responsibilities, the rules of the charity, financial statements and an understanding of the role of a charity trustee. The Executive Committee held 6 meetings in the year including the AGM and we regularly review the risks faced by the charity, including the need to maintain sufficient resources, to fully cover all and any emergency.

During the year we setup a new accounting system **Xero**, which, with the enormous help of John Thomson, is now in full use. We will revise our Booking Form so that all future payments are made direct to our Bank with no deposit. Every new hirer is given a "TCC guided tour" and informed of their responsibilities including Health & Safety.

#### **Review of activities**

It is 15 years since the TCC was damaged by a fire (28 **June 2005**) and we continue to make improvements. In the last year we spent **£8,157 (2018/9 £8,051)** on property maintenance, cleaning, consumables and major works. Despite the significant loss of the Tiddington Pre-School after 32 years we have made continuous progress in filling the slots left with a host of new regular users who together increased our Hall Hire Income to the highest amount ever at **£22,129 (2018/9 £18,550)**. The continued use of the TCC eNews which is circulated to over 1,300 locals was a significant factor in this as well as word-of-mouth on how well looked after the TCC is! Our remote control **Nest System** for setting the heating has also been a contributory factor ensuring the TCC is always "nice and warm" when you arrive for a booking. The main hall and entrance hall heating is set and controlled remotely from a mobile phone. Heating is preset to come on and go off 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 have re-carpeted our two meeting rooms and added 2 new heaters in both making them so much nicer and usable. Two new large cupboards were also added to the main meeting room giving much needed extra storage capability. The TCC is well maintained, 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 both on the inside and with continued regular maintenance on the outside and car park too. We had all of our Emergency lighting checked plus we upgraded our Fire Alarm Controller. An external accredited body also performed a full annual system check.

I am very pleased to report that the high demand for the use of the TCC continued until the lockdown caused by the Coronavirus pandemic. Since 23 March the only user has been a local Care provider for interviewing and training new Care Workers. It is very difficult to understand how the TCC will be used in the next financial year due to self-distancing and Covid-19. Despite the fact we are currently unable to allow any general bookings, we have sufficient funds to ensure we can keep and make the TCC ready for use, as soon as we are allowed to do so by the Government. TCC Total Receipts were up by **16%** at **£22,787 (2018/9 £19,638)**.

The TCC usage changed quite significantly over the year prior to Coronavirus. We had weekly users on **Mondays** of Bear Book Club with **Rhiannon**, Pilates with **Dom**, Circuits with **Rob** and Dances Classes with **Gemma** on **Tuesdays** we started with SupaStrikers Football with **Steve**, Boyz Dancing with **Natalie** and Puppy and Dog Training with **Cat**. Every **Wednesday** we have a Mother and Baby Yoga class with **Amy**, Move It or Lose It fitness class for over 60's with **Lesley**, Ballroom Dancing with **Jo**, and each month 2 charity Tea Dances – one by the **Shakespeare Hospice** and the other run by **Alan and Vivian**.

# TIDDINGTON COMMUNITY CENTRE

## REPORT OF THE TRUSTEES for the year ending 31 March 2020 - continued

Every **Thursday** we have Fitness Classes for Mothers and Babies with **Victoria** then Zumba Gold Dancing with **Miranda**, Yoga Classes with **Sara** and OneFitMama with **Victoria**. On **Fridays** Rhythm Time classes with **Rachel** and our monthly TCC Film Night with two **Richards** and **Julia**. **Saturdays** is party day, plus quizzes, and other charitable functions. On **Sundays** we have a Pray Group on a frequent basis with **Dean** followed by family parties. Our annual **TCC Pantomime** by the Tiddington Players takes place in February half-term with rehearsals starting Fridays and Sundays from early January. Other regular users this year included Stratford Concert Band, Plays by Second Thoughts, Beezer Productions & Armistice Theatre, End of School Term Discos, Welcombe Care for training Care Workers, Shows for Bees and Birds, Stratford Theatre Musical Company, Quiz Nights, Caledonian Society, Stratford District Council, Art Classes, UKIP, Warwickshire Teaching School, Caravan Clubs, Dance Classes and fundraisers for many local charities. Plus many parties for all ages for local families. **St James' Church** uses the TCC, on a no charge basis, for their Café Church Services, Quiz Nights and other fund raisers.

### **TCC Top 3 "Usage" by income at £17,058 are:**

**"Dancing" for all Ages £6,030, various forms of Keep Fit £5,796, Birthdays/ Ad Hoc usage £5,232.**

### **Regular Weekly and Monthly Booked Users contributed: £16,357**

**Monday: £1,636 Tuesday: £2,190 Wednesday: £3,150 Thursday: £3,128 Friday: £3,962 Sunday: £2,291**

With the Coronavirus Pandemic causing a closing of the TCC it is difficult to know what will happen in 2020 and when we can re-open. Fortunately we have significant reserves to ensure that the TCC continues to thrive no matter what the outcome is. This year with total expenditure at **£16,387 (2018/9 £15,152)** and without any grants **£0 (2017/8 £0)** we managed to increase our contribution to reserves by over 40% **£6,400 (2018/9 £4,486)**. The **TCC General Funds** have now improved to a very significant **£73,509 (2018/9 £67,109)**.

### **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 Copley.**

In addition we hold a Silver Ribbon awarded by Stratford-on-Avon District Council (SDC) in their "Scores-on-the-doors" Food Hygiene scheme and during the year we successfully completed a lengthy **Food Safety Act 1990 Food Hygiene Self-Assessment Questionnaire** from SDC.

### **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 set at **£7,000** being sufficient to maintain the TCC for a year in the event of an emergency.

### **Executive Trustee expenses**

"Expenses" were reimbursed to 4 Trustees as follows **Janice:** for purchasing of cleaning services, supplies and materials etc at **£1,391 (2018/9 £1,122)**, **Stewart:** Film Night costs **£206 (2018/9 £397)**, **Julia:** Sympathy Flowers **£18** and **Rob:** Cabinets **£622**. This expenditure relates to TCC costs incurred by Executive Trustees and later reimbursed to them by the charity. All payments are reported and supported by invoices and 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 reserves can be built up to cover the costs of future repairs, maintenance and significant enhancements.

We will continue to enhance the TCC by re-painting parts of the main hall, kitchen and especially the Store Room which needs a good make-over. We will look at our energy footprint and see what we can do to improve this especially the main hall which requires lots of heating in winter but is too hot in sunny weather. Also review the kitchen units and cooker as well as some chairs that are showing significant wear! Other considerations include additional CCTV monitoring and, as a matter of urgency, to look very closely on how we address Social Distancing, hand washing and all aspects to do with Covid-19 and the pandemic - before we can re-open the TCC.

On behalf of the Managing Trustees

**Rob Copley, Chair**

# TIDDINGTON COMMUNITY CENTRE

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

Charity No: 1093526

I report to the trustees on my examination of the accounts of the Tiddington Community Centre (TCC) for the year ended 31 March 2020.

### Responsibilities and basis of report

As the charity trustees of the TCC 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 TCC'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.

### Independent examiner's statement

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

1. accounting records were not kept in respect of the TCC as required by section 130 of the 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.

Signed:

Name: Rachel Syson

Relevant professional qualification or membership of professional bodies: ACA ICAEW

Address: Boundary House  
Beeches Walk  
Tiddington  
CV37 7AT

Date: 8<sup>th</sup> June 2020

# TIDDINGTON COMMUNITY CENTRE

## Receipts and payments accounts

For the period from	1st April 2019	To	31st March 2020
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>				
Donations, legacies and grants	10	-	10	-
Interest on deposit account	191	-	191	146
Hire of Hall and equipment	22,129	-	22,129	18,550
Film night	457	-	457	942
	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>22,787</b>	<b>-</b>	<b>22,787</b>	<b>19,638</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>22,787</b>	<b>-</b>	<b>22,787</b>	<b>19,638</b>
<b>A3 Payments</b>				
Event costs	221	-	221	1,082
Film night costs	206	-	206	397
Consumables	103	-	103	180
Mayor works and improvements	3,678	-	3,678	3,783
Property maintenance	3,088	-	3,088	3,146
Utility costs	5,669	-	5,669	3,497
Caretaker and cleaning	1,288	-	1,288	942
Community First Response	-	-	-	114
Other expenses	18	-	18	111
Insurance	1,249	-	1,249	1,171
IT Software and consumables	237	-	237	113
Telephone, Printing & Stationery	630	-	630	616
	-	-	-	-
<b>Sub total</b>	<b>16,387</b>	<b>-</b>	<b>16,387</b>	<b>15,152</b>
<b>A4 Asset and investment purchases. (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>16,387</b>	<b>-</b>	<b>16,387</b>	<b>15,152</b>
<b>Net of receipts/(payments)</b>	<b>6,400</b>	<b>-</b>	<b>6,400</b>	<b>4,486</b>
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	67,309	1,946	69,255	64,769
<b>Cash funds this year end</b>	<b>73,709</b>	<b>1,946</b>	<b>75,655</b>	<b>69,255</b>

# TIDDINGTON COMMUNITY CENTRE

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	
<b>B1 Cash funds</b>	Cash held in Current Account	31,102	1,946	
	Monmouthshire Building Society	42,607	-	
		-	-	
	<b>Total cash funds</b>	<b>73,709</b>	<b>1,946</b>	Note 1
<b>B2 Other monetary assets</b>	Details			
		-	-	
		-	-	
		-	-	
<b>B3 Investment assets</b>	Details	Cost (optional)	Current value (optional)	
		-	-	
		-	-	
		-	-	
<b>B4 Assets retained for the charity's own use</b>	Details	Cost (optional)	Current value (optional)	
		-	-	
		-	-	
		-	-	
<b>B5 Liabilities</b>	Details	Amount due (optional)	When due (optional)	
	Room hire deposits	200		
		-		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	

### Notes to the Accounts

1. Restricted Funds owned by TCC-based Youth Group and TCC Community Response (Previously described as Community First Response) balances as at the year-end were £138 and £1,808 respectively. There were no movements of funds during the year for either Fund.