

TIDDINGTON COMMUNITY CENTRE (TCC)

REPORT AND FINANCIAL STATEMENTS

31 MARCH 2021

Charity Number 1093526



The Tiddington Community Centre

TIDDINGTON COMMUNITY CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2021

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TIDDINGTON COMMUNITY CENTRE
LEGAL AND ADMINISTRATIVE INFORMATION
for the year ending 31 March 2021

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 4.
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	Julia Day 01789 262605
TREASURER	Trevor Lloyd-Adams 01789 266730

TIDDINGTON COMMUNITY CENTRE

REPORT OF THE TRUSTEES for the year ending 31 March 2021

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 29th June 2020** and hold office until the next Annual General Meeting. They are:

Rob Cobley
Janice Howkins

John Fox
Richard Williams

Julia Day

Jo Connolly
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 7 trustees. Membership of the Charity is open to 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 4 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.

We revised our TCC Booking Forms for 2020/21 with all payments now being made direct to our Bank and we removed the £100 Deposit previously required. All transactions are now made via our Xero accounting system. In addition, we added new COVID-19 Terms and Conditions, these apply to all hiring's. Every new hirer is given a "guided tour" of the TCC and informed of their responsibilities including Health & Safety and COVID rules and regulations.

Review of activities

It is 16 years since the TCC was damaged by a fire (**June 2005**) and we continue to make improvements. In the last year we spent **£6,212 (2019/20 £8,157)** on property maintenance, cleaning, consumables and major works. This included £1,083 for the purchase of 3 Air and Surface Sanitisers. Two of these units are currently in operation 24 by 7. One is in the entrance hall and the second in the main hall.

In this financial year usage of the TCC has been severely impacted by COVID-19. With the first Lockdown taking place on 23 March 2020 it was not until 4 August that we were able to reopen and even then we were limited to just 14 hours of paid bookings in August. Thankfully September and October were back to around 80% of normal bookings but then COVID struck again and we went into lockdown on 5th November and only 19 hours of bookings were fulfilled in November. We re-opened for limited usage on 4 December and after just 36 hours of bookings entered the 3rd lockdown on 22 December and this lasted right through until the end of our financial year on 31 March 2021. Income from Hall hire this year fell from its highest ever to our lowest year ever **£5,214 (2019/20 £22,129)**. We re-opened the TCC on 12 April 2021 for very limited permitted usage.

Before the impact of the pandemic we had made really significant progress in the number and frequency of TCC bookings. Sadly this will be incredibly difficult to restore with a significant number of regular users now having ceased their activities. Government restrictions have meant that "No Parties have been allowed" for the whole of this financial year.

The last TCC eNews (March 2020) which was circulated to over 1,300 locals informed everyone that the TCC was CLOSED until further notice and the same details were added to our web site.

We have kept the TCC well maintained inside and out and planted trees and flowers and bulbs on the outside grass. Inside we took the opportunity to sort out and totally refurbish the store room whilst disposing of a significant amount of games etc to worthy local causes. A couple of our large windows in the main hall also had to be replaced. In order to reopen after the first lockdown we not only installed 2 Air/Surface sanitisers but also made all the toilets single use with signs, added 2 metre distance signage both inside and outside the entrance. Setup 4 hand sanitizing positions and created a new TCC Booking Form and COVID-19 Set of Rules and Regulations which everyone who booked that TCC has had to sign up to. We also removed all waste bins and all users had to take away all their own rubbish. We cleaned the TCC once each day it has been used and logged the time in a control book kept in the kitchen.

TIDDINGTON COMMUNITY CENTRE

REPORT OF THE TRUSTEES for the year ending 31 March 2021 - continued

Fortunately, the TCC has significant reserves and so our financial position is sound however we will report our first ever annual loss. TCC Total Receipts were down to just 43% of last year despite a £4,312 COVID grant from Stratford District Council **£9,718 (2019/20 £22,787)**.

With the Coronavirus Pandemic causing a closing of the TCC it is difficult to know what will happen in 2021 and when we can fully re-open. Fortunately, our reserves will ensure that the TCC continues to thrive no matter what the outcome is. This year with total expenditure at **£12,353 (2019/20 £16,387)** and with one grant of **£4,312 (2019/20 £0)** we managed to hold our contribution to reserves to a deficit of just **-£2,635 (2019/20 £6,400)**. The TCC General Funds have now reduced to a still significant **£71,609 (2019/20 £73,709)**.

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 (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. This amount will be reviewed at the next TCC Exec meeting.

Executive Trustee expenses

Expenses reimbursed to Trustees during the year for purchasing of cleaning services, supplies and materials etc amounted to **£364 (2019/20 £1,391)**. Film Night costs **£0 (2019/20 £206)**, Sanitisers and PPE of **£1,060** and **£40 green bin (other items in 2019/20 totalled £640)**. 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.

Community First Response

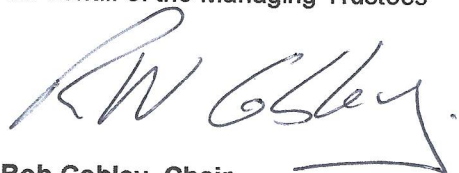
A total of **£535** was spent from reserves to pay for new batteries and supplies for the Defibrillator installed on the outside wall of the TCC.

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 maintain the TCC by re-painting parts of the main hall, entrance hall, toilets and kitchen to ensure the TCC is always looking very good for our users. We will also review the kitchen units and cooker as well as some chairs that are showing significant wear! Other considerations include additional CCTV monitoring and to look closely on how we address Social Distancing, hand washing and all aspects to do with Covid-19 and the pandemic as a matter of urgency before we can fully re-open the TCC.

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 to the Trustees on my examination of the accounts of the **Tiddington Community Centre** for the year ended 31 March 2021, which are set out on pages 7 and 8 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.

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.

Signed:



Name:

Rachel Syson. ACA ICAEW

Address:

Boundary House
Beeches Walk
Tiddington
Stratford upon Avon
CV37 7AT

Date:

30 August 2021

Tiddington Community Centre

Receipts and payments accounts

For the period from	1st April 2020	To	31st March 2021
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts				
Donations, legacies and grants	4,312		4,312	10
Interest on deposit account	192		192	191
Hire of Hall and equipment	5,214		5,214	22,129
Film night			-	457
Sub total (Gross income for AR)	9,718	-	9,718	22,787
A2 Asset and investment sales, (see table).				
Sub total	-	-	-	-
Total receipts	9,718	-	9,718	22,787
A3 Payments				
Event costs	225		225	221
Film night costs			-	206
Consumables	326		326	103
Mayor works and improvements	1,083		1,083	3,678
Property maintenance	4,451		4,451	3,088
Utility costs	2,971		2,971	5,669
Caretaker and cleaning	352		352	1,288
Community First Response		535	535	-
Other expenses	36		36	18
Insurance	1,257		1,257	1,249
IT Software and consumables	487		487	237
Telephone, Printing & Stationery	630		630	630
Sub total	11,818	535	12,353	16,387
A4 Asset and investment purchases, (see table)				
Sub total	-	-	-	-
Total payments	11,818	535	12,353	16,387
Net of receipts/(payments)	- 2,100	- 535	- 2,635	6,400
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	73,709	1,946	75,655	69,255
Cash funds this year end	71,609	1,411	73,020	75,655

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

Categories	Details	Unrestricted funds	Restricted funds
		to nearest £	to nearest £
B1 Cash funds	Cash held in Current Account	28,811	1,411
	Monmouthshire Building Society	42,798	
	Total cash funds	71,609	1,411

Note 1

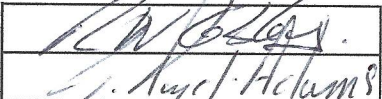
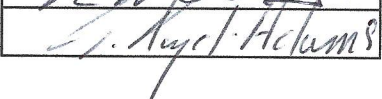
	Details	Unrestricted funds	Restricted funds
		to nearest £	to nearest £
B2 Other monetary assets	Trade Debtors	1,556	-
		-	-
		-	-
		-	-

	Details	Cost (optional)	Current value (optional)
B3 Investment assets		-	-
		-	-
		-	-
		-	-

	Details	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use		-	-
		-	-
		-	-
		-	-

	Details	Amount due (optional)	When due (optional)
B5 Liabilities	Trade Creditors	79	
	Hall hire prepayments & overpayments	1,039	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ROB CORLEY	26/10/2021
	T. LLOYD ADAMS	26-10-2021

Notes to the Accounts

1. Restricted Funds owned by TCC-based Youth Group and TCC - based Community First Response balances as at the year end were £138 and £1,273 respectively. In the year £535 was spent from TCC -based Community First Response fund on replacement batteries and pads for the defibrillator. There were no movement of funds during the year for the TCC- based Youth Group.