

TIDDINGTON COMMUNITY CENTRE (TCC)

REPORT AND FINANCIAL STATEMENTS

31 MARCH 2023

Charity Number 1093526



The Tiddington Community Centre

TIDDINGTON COMMUNITY CENTRE

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2023

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TIDDINGTON COMMUNITY CENTRE
LEGAL AND ADMINISTRATIVE INFORMATION
for the year ending 31 March 2023

| | |
|----------------------------|--|
| 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 | <p>HSBC Bank PLC UK 13 Chapel Street Stratford-upon-Avon CV37 6ET</p> <p>Hinckley & Rugby Building Society – <u>Account Opened May 2022</u> Upper Bond Street Hinckley Leicestershire LE10 1NZ</p> |
| 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 2023

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 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 24th October 2022** and hold office until the next Annual General Meeting. They are:

Rob Cobley, John Fox, Julia Day, Trevor Lloyd-Adams, Jo Connolly, Janice Howkins & 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 (£10,000) to fully cover all maintenance of the Hall inside, outside and the surrounding area.

A full Health, Safety and Fire review conducted in February 2022 strongly recommended an urgent formal review of our 4 external doors, our 3 Emergency doors and the 5 large windows in the main hall. The resulting investigation highlighted the need for them all to be replaced. Quotes were obtained and a local Stratford family firm, **Windows are Us** was selected. The total replacement costs being £14,287. We are delighted with the quality of the doors and windows, especially the ease of use of the new emergency doors. Installation was performed over a weekend in September and so there was no disruption to our regular users.

Our Xero accounting system is working well thanks to some great support from our accountant John Thomson. All regular users are invoiced each month and pay directly into our HSBC bank account. Confirmation receipts are sent on payment.

Our increasingly popular monthly TCC Members Film Nights are now cashless. All transactions are by credit/debit card via our iZettle Card Reader and directly into our HSBC account. We have also offered this cashless service to a regular TCC user, the **Stratford As You Like It Blind Club**. This has now been working perfectly for some 6 months and is a really great help to this registered Blind Charity. Our Monmouthshire Building Society a/c was closed on 17/02/2022 and all monies transferred to our HSBC a/c. Since then, we have opened a higher interest account with **Hinckley & Rugby Building Society** and deposited £50,000.

Review of activities

It is now 18 years since the TCC was damaged by fire (**June 2005**) and we continue to improve the TCC. We are now back to a more realistic spending this year of **£5,959 (2021/22 £2,755)** on property maintenance, cleaning, consumables and spent **£14,287 (2021/22 £0)** on major works. The usage of the TCC has grown again and is now busier than it has ever been! Income from Hall hire again rose significantly, including our annual Pantomime, to **£27,583 (2021/22 £19,706)** - 40% up on last year. We have maintained our £18 hourly charges for all new users.

With the growth in the number of regular weekday users we are almost fully booked daily from 8.30am until 8pm and later, with gaps only around lunchtime/early afternoon. Pantomime rehearsals are mostly at the weekend for 6 months of the year and we now have some additional ad-hoc weekend bookings. We still hope to offer the TCC for parties in the future but without additional volunteers this is not proving possible yet.

We continue to keep the TCC very well maintained inside and out. Although, the sharp cold spell, just before Christmas caused a significant problem with a burst pipe in the attic that flooded the gent's toilets and into the entrance hall and ladies before pouring out of the front door! All without a dance class knowing there was a problem! A passerby phoned me to report the problem. As a result, we had some unexpected bills for repairs to pipes, lights, and the complete redecoration of the gent's toilets of £1,386. We have maintained our three toilets as single use with Engaged/Free signs and have continued with no waste bins, users taking away all their own rubbish. The TCC is cleaned every day of use and the time logged in a control book in the kitchen.

TIDDINGTON COMMUNITY CENTRE

REPORT OF THE TRUSTEES

for the year ending 31 March 2023 - continued

Fortunately, the TCC has significant reserves, and our financial position remains very sound, however, this year our costs did exceed our income. Total Receipts were **£27,971 (2021/22 £21,076)** and total expenditure was **£31,173 (2021/22 £10,627)** thus we reduced our reserves by **£3,202 (2021/22 increased reserves by £10,449)**. The TCC General Funds now stands at **£78,856 (2021/22 £82,058)**.

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**
- b) **Films**
- c) **Indoor Sporting Events**
- d) **Live Music**
- e) **Recorded Music**
- f) **Performance of Dance**
- g) **Facilities for Making Music**
- h) **Provision of facilities for Dancing**

Our Designated Premises Supervisor and Personal Licence holder is Rob Copley.

A Silver Ribbon was awarded by SDC in their "Scores-on-the-doors" Food Hygiene scheme. In 2021 we successfully completed a formal **SDC Food Safety Act 1990 Food Hygiene Self-Assessment**.

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 – this was recently increased **to £10,000** and currently is seen as being sufficient to maintain the TCC for a year in the event of an emergency. This amount is reviewed annually at our AGM.

Executive Trustee expenses

No member of the Executive Trustee Committee received any remuneration or expenses during the year **(2021/22 £0)**. One Trustee received payment for cleaning services amounting to **£1,059 (2021/22 £838)**. All other expenditure related to TCC costs incurred by Executive Trustees and later reimbursed to them by the charity are recorded in the accounts as general expenditure and supported by invoices or receipts.

Community First Response

There was no movement on the Community First Responder account. A training session was held by Trevor Lloyd-Adams in September 2022 with 17 local attendees.

Future

The Executive Committee continues to run the TCC **for the benefit of the village residents and the wider local community** and 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 this year by re-painting parts of the main hall, entrance hall, toilets, and kitchen to include much of the outside paint work and wooden fence to ensure the TCC is always looking great for our users. We have on order a new large domestic Fridge, Dishwasher and Cooker for delivery 1 April 2023. With electricity now costing over £6,000 a year we will continue to evaluate if Infrared heating would be of benefit.

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** for the year ended 31 March 2023, 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 to 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:

28/7/23

Receipts and payments accounts

| | | | |
|------------------------|----------------|----|-----------------|
| For the period from | 1st April 2022 | To | 31st March 2023 |
|------------------------|----------------|----|-----------------|

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 | 40 | | 40 | 1,200 |
| Interest on deposit account | 348 | | 348 | 170 |
| Hire of Hall and equipment | 26,022 | | 26,022 | 18,883 |
| Film night | 1,561 | | 1,561 | 823 |
| | | | - | |
| Sub total (Gross income for AR) | 27,971 | - | 27,971 | 21,076 |
| A2 Asset and investment sales, (see table). | | | | |
| | - | - | - | - |
| Sub total | - | - | - | - |
| Total receipts | 27,971 | - | 27,971 | 21,076 |
| A3 Payments | | | | |
| Event costs | 1,685 | | 1,685 | 70 |
| Film night costs | 433 | | 433 | 436 |
| Consumables | 104 | | 104 | 67 |
| Mayor works and improvements | 14,287 | | 14,287 | - |
| Property maintenance | 4,796 | | 4,796 | 1,849 |
| Utility costs | 6,052 | | 6,052 | 4,711 |
| Caretaker and cleaning | 1,059 | | 1,059 | 838 |
| Community First Response | | | - | |
| Other expenses | 25 | | 25 | 80 |
| Bank Fees & charges | 90 | | 90 | 34 |
| Insurance | 1,415 | | 1,415 | 1,355 |
| IT Software and consumables | 492 | | 492 | 521 |
| Telephone, Printing & Stationery | 735 | | 735 | 666 |
| | | | - | |
| Sub total | 31,173 | - | 31,173 | 10,627 |
| A4 Asset and investment purchases, (see table) | | | | |
| | - | - | - | - |
| | - | - | - | - |
| Sub total | - | - | - | - |
| Total payments | 31,173 | - | 31,173 | 10,627 |
| Net of receipts/(payments) | - 3,202 | - | - 3,202 | 10,449 |
| A5 Transfers between funds | - | - | - | - |
| A6 Cash funds last year end | 82,058 | 1,411 | 83,469 | 73,020 |
| Cash funds this year end | 78,856 | 1,411 | 80,267 | 83,469 |

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 | 28,508 | 1,411 |
| | Hinckley & Rugby Building Society - 90 day Deposit account | 50,348 | |
| | | | |
| | Total cash funds | 78,856 | 1,411 |

Note 1

| Categories | Details | Unrestricted funds | Restricted funds |
|---------------------------------|---------|--------------------|------------------|
| | | to nearest £ | to nearest £ |
| B2 Other monetary assets | Debtors | 15 | - |
| | | - | - |
| | | - | - |
| | | - | - |

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

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

| Categories | Details | Amount due (optional) | When due (optional) |
|-----------------------|-----------------|-----------------------|---------------------|
| | | | |
| B5 Liabilities | Trade Creditors | 136 | |
| | Prepayments | 162 | |
| | | | |
| | | | |

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 - based Community First Response balances as at the year end were £138 and £1,273 respectively. There were no movement of funds during the year for either Funds