

THE STITHIANS CENTRE TRUSTEES' ANNUAL REPORT 3 November 2021 (including financial year May 2020/April 2021)

Charity Name: THE STITHIANS CENTRE

Other name: The Stithians Centre Management Committee

Registered Charity Number: 1010543

Principal Address: The Stithians Centre, Church Road, Stithians, Truro, Cornwall, TR3 7DH

Charity Trustees:

Rev Richard Wallis (Church rep) (appointed January 2021)
Denis Nightingale (Chairman)(elected)
Cllr Phillip Blease (Vice Chairman) (Parish Council rep)
Ms Cath Cullen (Secretary) (coopted)
Gp Capt. (Retd) John Colgate (Treasurer) (elected)
Jeremy Lucioni (elected)
Mr Andrew Moss (coopted)
Mrs Ann Nicholls (Womens' Institute rep)
Mr Mike Tatnall (Royal British Legion rep)
Mrs Judie Street (coopted)
Mrs Judith Twigger (elected)
Mr Neil Hamilton (Scout Association rep) (appointed January 2021)
Dr Donna Poade (coopted September 2021)

Trustee for the Charity: Charity Commission

Advisers:
Account Examiner: Mrs Claire Morgan
Solicitors: Thurstan Hoskin Solicitors
Architect: CAD Architects, Mr Roger Hocking
Quantity Surveyor: Ed Crossley and Associates
Bankers: Lloyds Bank & CCLA Investment

Type of Governing Document: Trust Deed dated 30 Mar 90, as amended 28 Jul 04 and 19 Jan 07, 6 March 2014, amended 7 December 2016, as amended 4 November 2020

How is the Charity Constituted: Trust

Trustee Selection Methods: Four trustees are elected for one year by the beneficiaries at the annual general meeting, six may be co-opted, and the rest are appointed by some of the charity's regular user groups. All serve to promote the aims and objectives of the charity.

Additional Governance Arrangements:

Licences-The hall has a Premises Licence (including alcohol). The hall is licensed by the Public Performance Licence-Performing Right Society, PPL-PRS, for live and recorded music.

Insurance

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

The Stithians Centre is insured with respect to property damage (buildings insurance) by Ansvar Insurance (£1.4M cover). It is insured with the same company with respect to contents (up to £28,000) public liability (£5M) employers' liability (£10M).

The Centre's disabled person's platform lift is covered by a combined inspection and damage insurance policy (up to £500,000) with Allianz Insurance

Summary of the Objects of the Charity: To manage the demised premises upon Trust for the purposes of a village hall and community centre for the use of the inhabitants of the Parish of Stithians in the County of Cornwall without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants.

The Stithians Centre 2021

People and organisations in Stithians and beyond have endured a really tough time during the Covid pandemic which we are sure to never forget. The community is slowly returning to some sort of normality, but a significant number of people still fear going out and we will need to work hard to bring attendance levels up to pre-2020 levels. Once that has been achieved, we will have to consider ways of making The Stithians Centre even more attractive as the centre of our thriving community. More events and more clubs with more people attending them are vital.

The Centre was never completely closed. Covid restrictions affected many of the main activities but remained open for the delivery of vital services like the Food Bank, the library and the Foot Clinic and is now well and truly up and running again.

The building is in use most days for activities including Beavers, Cubs, Brownies and Rainbows, Lunch Club, Art, Gardening Club, Stithians W.I., Parish Council, Coffee Drop In, and Foot Clinic, Messy Church, Baby and Toddler Group, and Slimming World. New this year are 'Sweaty Mamas' mum and baby classes, ukulele group and Montessori education sessions.

Stithians Pre-school remained open, when allowed, throughout the year, keeping the Pre-school and out of hours school club running for the community and also provided a holiday club this summer which was well attended.

The Stithians Produce Market was unable to carry on for most of the year but was welcomed back very warmly in September and now looks forward to its regular monthly slots and special Christmas markets this year.

The Community Library re-opened during lockdown and provided a much appreciated, if restricted, service to the community. The lead volunteer for the library was determined that it would be open or books available for the users in community, who also enjoyed the social contact. It is now open fully again with its pre-pandemic hours.

Stithians Parish Council uses the Centre to host public meetings as well as its regular council meetings. The Centre will be used for the public consultation on the exciting green energy project to install heat pumps in many homes in the village.

The Centre is also available for hire for private functions including children's parties, wedding receptions, funeral teas, community social functions and fund-raising fayres/events.

By this meeting we will have had our the first live performance event with a classical guitar concert and an open day so everyone can see all the improvements within the building for themselves.

The Stithians Centre kept going and is buzzing again!

What has The Stithians Centre achieved since the last annual meeting in January 2021?

Significant Building Works

Tregonning Hall has been transformed. Work on the refurbishing the floor and the skirting was completed in early summer by a team of volunteer trustees. New windows and blinds have been installed and a screen erected on one wall for slide, film or video shows.

The dank, concrete area outside the Centre has been transformed to provide a green space with artificial grass as well as paving and outside furniture for flexible use by hirers. It was first used during the wonderful Scarecrow Festival. We just need the sun to shine for some BBQs or your summer cocktails!

Talking of sun, the Trustees are proud that The Stithians Centre is going green. In May newly fitted solar panels – thanks to a grant from Cornwall Council - generated their first electricity and have continued to do so very successfully. Battery storage will help to greatly reduce electricity costs. The enormous amount of work that the Stithians Energy Group, and especially their lead Brian Piper, put into this project, winning the funding for it to happen, cannot be overestimated. The Stithians Centre is indebted to him.

A fire risk assessment was commissioned following the refurbishment of the Centre and the assessor's recommendations will inform future building and maintenance plans.

The introduction of Hallmaster for room bookings online has been very successful and the bookings officer has managed the new system brilliantly.

TicketSource- More recently the Centre has set up this user-friendly online dashboard for promoters and ticket purchasers to manage bookings for events. It was first used for our most recent event in October.

Zettle - The Stithians Centre has also set up a Zettle account for contactless card payments. It is hoped this will keep our volunteers and those who attend events safer with fewer cash payments.

It is amazing how much was done during the various lockdowns and special thanks need to go to Phil Blease who spent many hours voluntarily overseeing the building works. Generous Government grants via Cornwall Council also meant that we did not suffer financially from the low activity in the Centre. But the Trustees can never rest on their laurels. Even before Covid there was a pressing need to boost business, and this will be one of our priorities in the coming year. The more people who come through the doors for events or clubs, the more assured the future of The Stithians Centre will be.

There is also a need for more volunteers to help at events and for more people to come forward with sparkling, original ideas on how the Centre can be better used. The Trustees are all volunteers. They are dedicated and hardworking, but they cannot be expected to do everything themselves. The Centre exists for everyone in the parish of Stithians and we all have a responsibility to ensure it is successful.

We would like to thank everyone who uses The Stithians Centre.

Publicity and Promotion –

The Stithians Centre makes active use of website marketing and social media to promote events, regular clubs and activities, and venue hire to a wider audience. These communication channels were vital during the Covid 19 lockdowns for keeping our users and supporters updated. We also broadened our remit to help other smaller non-profit groups maintain links with the community. Events are still advertised by poster and in The Stithians Times.

Website: the website continues to support the aims and objectives of TSC with 32,541 visits since it was set up.

Newsletter: the Newsletter now has 553 subscribers who are updated on events and activities through a monthly email newsletter, and special event bulletins.

Facebook: TSC promotes through its own Facebook page and shares posts with Stithians Community Stithians Noticeboard Facebook group (3500 members), as well as neighbouring village pages, e.g., Lanner, Carnkie, Four Lanes, Perranwell.

Instagram: The Instagram account opened in September 2020 to promote TSC as a hire venue as well as events now has 147 followers.

The Stithians Times community newspaper, published by TSC, continues to bring in much welcome income and the number of advertisers remains pleasingly steady.

The Stithians Directory is kept updated on TSC website providing contact information on community groups and vital service, with a downloadable PDF version. The Directory continues to bring in a small income through advertising.

Advertising Leaflet: The annual combined parish leaflet drop, which provides TSC with a cost effective means of reaching all c.1000 homes in the parish, was cancelled in 2020 due to the pandemic. It is expected to resume in 2021.

Policy on Reserves: The Trustees seek to hold in reserve a minimum of six months' operating costs of the facilities which they manage. This is primarily to allow for seasonal variations in use and to safeguard against any period when the facilities might be wholly or partially unavailable due to damage or maintenance works. Accrued reserves are invested in bank deposits to best advantage in terms of returns and risk minimisation whilst ensuring access, if required.

Details of Any Funds in Deficit: None

Further financial review details:

The Accounts for FY20/21 show that our overall funds at the end of the FY (30 Apr 21) stood at just under £62K, down from just over £80K the previous period. This is after adjustment to set aside the funds we hold in our account belonging to other community organisations for whom we act as banker. So, the bottom line is that we started the new FY in a sound financial position despite the impacts of the pandemic.

Letting income was much reduced, unsurprising given the closure of the building for part of the year and the understandably slow return of some regular hirers. We were initially unable, and then thought it financially too risky, to hold fundraising events, so raised no income that way. Also reduced was the income from the Stithians Times as we lost many of the usual sales outlets and went on-line for a couple of issues. However, £17,600 in grants from Cornwall Council and a generous donation for £1,000 from the Golden Lion, brought our total income to just under £28K when it would otherwise have been under £9,400.

By far the greatest expenditure was on major improvements to the building, totalling nearly £32K. With our finances cushioned by the grants, we felt able to draw on some of our reserves with confidence and take the opportunity of the closure of the building to undertake works which we would not be able to do around the requirements of hirers. The need to keep the building lit and heated during these works meant service costs, whilst reduced, were not as low as might have been expected. Removing the abnormal expenditure on major improvements would reduce our total outgoings to around £17K, about 15% down on usual.

Looking at the first 6 months of this FY, letting income is recovering well, with fees from hirers (excluding Pre-school) already higher than the total last year. Fundraising has re-started, raising over £800 last month. Total income to date is around £8K, not great, but encouraging.

Increased use of the building results in increased running costs, of course. We are protected pro tem from the surge in electricity prices since we are locked into a fixed price contract until next year, but the high cost of oil will affect us. Total outgoings to date are just over £12K. Around £2,500 of this is the residual payments of the major improvement work and another £1K is sitting as over-payment credit in our electricity account due to the supplier's biased direct debit payment regime. Allowing for this, our expenditure is more realistically under £9K, but this still means that we are running at a slight loss.

Stithians Times continues to make a significant contribution to our finances. Production is back to normal and sales are recovering. With the bulk of this year's advertising paid in advance and received now, the Times has made a profit so far of over £1,500.

In summary, The Centre remains on a secure financial footing, but incomes are still lower than norms and we face increasing running costs. We can expect the new solar energy system to reduce our electricity usage which will, at worst, cushion the impact of higher charges when our fixed rate ends next year, but hopefully provide significant savings. Rising oil prices will inevitably affect us, however, and we face the challenges of minimising heating costs whilst having to promote good ventilation for Covid-risk mitigation. Past years show that room rental income alone is insufficient to cover our operating costs and I do not expect this to change, so fund-raising must become a priority again as much as circumstances allow.

Signed:  Date: 26/1/2022
VICE-CHAIR

PP - D Nightingale
Chairman

STITHIANS VILLAGE HALL & COMMUNITY CENTRE MANAGEMENT COMMITTEE
ACCOUNT FOR THE YEAR ENDED 30TH APRIL 2021

2019/20		2020/21
	RECEIPTS	
19,105.78	HALL LETTINGS	7,663.25
3,743.24	EVENTS	0.00
2,564.60	PROFIT FROM "STITHIANS TIMES"	904.66
646.25	PROFIT FROM STITHIANS DIRECTORY	0.00
10,000.00	COVID-19 RELATED GRANTS	17,597.79
5,176.26	DONATIONS ¹	1,025.00
299.53	BANK INTEREST Charities Deposit Account	45.03
67.60	LIBRARY INCOME (Fees, Membership, fines etc)	30.60
570.00	STORAGE HIRE AND DEPOSITS	453.00
1,145.10	LIBRARY, GARDEN, PATCHWORK & ART CLUB FUNDS	0.00
0.00	SALE OF SURPLUS FURNITURE & IT EQUIPMENT	221.00
45.60	OTHER	42.99
<u>43,363.96</u>		<u>27,983.32</u>
	PAYMENTS	
5,370.00	CARETAKER ²	2,050.00
2,088.58	INSURANCE	1,947.21
6,063.67	SERVICE COSTS	5,467.64
1,118.51	STATUTORY INSPECTIONS	550.55
2,977.22	MAINTENANCE	3,306.70
2,523.64	IMPROVEMENTS AND EQUIPMENT	31,834.61
573.76	IT EQUIPMENT – MAINTENANCE & TRAINING	578.76
69.16	PROMOTIONAL	0.00
65.00	CONSULTANCY & PROFESSIONALS' FEES	65.00
1,219.26	LICENCES & EVENTS COST	180.00
22.29	LIBRARY EXPENSES	82.83
125.00	REFUND OF HIRE CHARGES & DEPOSITS	125.00
910.00	RETURN OF LIBRARY & USER CLUB FUNDS	58.02
114.61	OTHER COSTS	264.00
<u>23,240.70</u>		<u>46,510.32</u>
20,123.26	EXCESS OF: RECEIPTS OVER PAYMENTS	
	PAYMENTS OVER RECEIPTS	(18,527.00)
61,595.29	Balance brought forward from previous year	81,718.55
20,123.26	<i>plus</i> Excess Receipts	
	<i>less</i> Excess Payments	(18,527.00)
<u>81,718.55</u>	Balance of fund at 30 th April	<u>63,191.55</u>
	Represented by:	
55,710.51	Charities Deposit Fund	45,755.54
25,676.12	Lloyds Bank General Account	16,948.36
227.16	Cash	435.12
104.76	Library Cash Account	52.53
<u>81,718.55</u>		<u>63,191.55</u>
	Adjustment to reflect Local Club funds and Storage Deposits held in account:	
1,176.65	<i>Less</i> Garden, Patchwork & Art Club funds	1,104.63
200.00	<i>Less</i> Deposits held against storage hires	250.00
<u>80,034.19</u>		<u>61,836.92</u>

¹ Includes £1,000 Donation from Golden Lion/Coca Cola.

² Difference due mainly to reduced rates payable during Covid-19 lockdown..

"STITHIANS TIMES"
ACCOUNT FOR THE YEAR ENDED 30TH APRIL 2021

2019/20		2020/21
	RECEIPTS	
2,732.95	ADVERTISING	1,349.80
529.00	SALES	508.00
51.00	SUBSCRIPTIONS	10.00
<u>3,312.95</u>		<u>1,867.80</u>
	PAYMENTS	
741.41	PRINTING	947.35
6.94	OTHER COSTS ¹	15.79
<u>748.35</u>		<u>963.14</u>
<u>2,564.60</u>	EXCESS OF: RECEIPTS OVER PAYMENTS	<u>904.66</u>
	PAYMENTS OVER RECEIPTS	

¹ Primarily postage & packing costs for issues sent by mail.



Section A

Independent Examiner's Report

Report to the trustees/
members of

STITHIANS VILLAGE HALL &
COMMUNITY CENTRE

On accounts for the year
ended

30TH APRIL 2021

Charity no
(if any)

1010543

Set out on pages

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. Delete [] if not applicable.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the 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 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 present 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 material matters have come to my attention ~~(other than that disclosed below*)~~ which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

CL Morgan

Date:

13/10/21

Name:

CL MORGAN

Relevant professional
qualification(s) or body
(if any):

FMAAT

Address:

East Lynne Mithian Downs,
St Agnes, Cornwall.
TR5 0PY

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).