

# MARKFIELD COMMUNITY ASSOCIATION

England & Wales - Charity number 1017713

## Details

---

**Other names** MARKFIELD COMMUNITY AND SPORTS CENTRE

**Status** Registered

**Legal form** Other

**Registered** 1993-02-26

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** 60 Oakfield Avenue  
Markfield  
LE67 9WG

**Phone** 07904222552

**Email** [ronniegrantham@hotmail.co.uk](mailto:ronniegrantham@hotmail.co.uk)

## Activities

---

**Objects:** TO ESTABLISH A COMMUNITY CENTRE.

**Activities:** To do anything charitable and lawful to relieve and support the wellbeing of those in need by reason of youth, age, ill health, disability or other disadvantage people living in the Parish of Markfield and surrounding rural areas without discrimination. It includes both financially or otherwise any Charity led, any affiliated groups or other charitable or community activities with similar objects.

## Classification

---

- **How:** Makes Grants To Organisations, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** MARKFIELD PARISH
- Leicestershire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£8,175	£9,988	-	-
2024-03-31	£9,126	£6,705	-	-
2023-03-31	£38,058	£68,863	-	-
2022-03-31	£47,949	£46,141	-	-
2021-03-31	£49,328	£38,199	-	-

## Trustees

Name	Role	Appointed
DAWN MARIE Grantham		
Jack Bryan		2022-01-08
RONALD EDWARD GRANTHAM		
Sarah Louise Godard-Beesley		2018-05-10

**MARKFIELD COMMUNITY ASSOCIATION**

England & Wales - Charity number 1017713

---

# Accounts

---

# **MARKFIELD COMMUNITY ASSOCIATION**

c/o 60, Oakfield Avenue  
Markfield  
Leicestershire  
LE67 WG

Tel:07904 222552

Email: ronniegrantham@hotmail.co.uk

## **TRUSTEES' REPORT FOR YEAR ENDING 31<sup>st</sup> MARCH 2023**

### **1. Introduction**

**This financial year has proven to be a difficult and frustrating year for the Association**

### **2. Reference and administration DETAILS OF THE Charity and its trustees.**

The charity is a charitable unincorporated Organisation known as Markfield Community Association (MCA). Its registration number is 1017713.

The charity is registered at 60 Oakfield Avenue, Markfield, Leicestershire and is currently operated from this address.

The trustees in place at the date of approval of this report are:

J.Bryan (appointed on 10<sup>th</sup> January 2022)

S. Beesley (appointed on 10<sup>th</sup> May 2018)

R. Grantham (appointed on 12<sup>th</sup> March 2011)

D. Grantham (appointed on 12<sup>th</sup> March 2011)

### **3. CHANGES TO THE CHARITY**

#### **4. Objectives and activities:**

The charity known as Markfield Community Association was first constituted as a Charitable Un-Incorporated Organisation under a formal constitution made on 22<sup>nd</sup> January 1987.

The original aim of the Charity was to manage the daily running and development of Markfield Community and Sports Centre (The Centre) to provide sport, leisure, recreational, information, educational and community facilities for the people of Markfield and the surrounding rural areas and villages.

However, as from the 23<sup>rd</sup> November 2022 and as explained further in this annual report, the Charity is no longer operational at Markfield Community and Sports Centre and thus its current governance document together with its objectives and charitable status are now no longer applicable and require change with the approval and agreement of its Trustees, Directors and the Charity Commission.

### **5. Timeline**

**The following is a timeline of events leading to the Charity having to withdraw its operations at the Centre.**

After thirty years of operation, the Association's lease of Markfield Community and Sports Centre from Markfield Parish Council expired on 31<sup>st</sup> December 2020.

In early 2021 the Trustees formed a working group tasked with negotiating a new lease with Markfield Parish Council. This process was interrupted by the COVID pandemic. However, later that year some lease renewal negotiations did take place between former Trustees of the Association and representatives of Markfield Parish Council however they failed to reach any agreement. The former Trustee representatives resigned and the Parish Council, for whatever reason, declined to negotiate or consult with remaining Trustees over a new lease agreement.

In February 2022 the Association received a formal letter from the Parish Council's solicitors requesting that the Association sign a Deed of Surrender giving up its expired lease of Markfield Community and Sports Centre. The Association immediately engaged a Solicitor at its own expense to represent it. There then followed a protracted series of legal representations between both parties.

On the 7<sup>th</sup> June 2022 the Association received a formal Sect 14 Notice and a Section 25 from the Parish Council's solicitors. The notice required the Association to vacate the Centre by 9<sup>th</sup> December 2022. Our legal representation challenged these notices.

The Parish Council continued to ignore or respond to requests for negotiations or consultation with the remaining Trustees of the Association. Members of the public including Trustees of the Association were excluded from those parts of Parish Council meetings where business matters concerning the Centre were discussed and decisions made. In essence the Trustees were "kept in the dark" on any intentions or plans the Parish Council had for the future of the Centre.

It was not until the 10<sup>th</sup> November 2022 that the Parish Council finally agreed to a meeting with Trustees of the Association. By now, it was evidently clear that the Parish Council had no intentions of offering the Association a new "like for like" lease. It was also clear that the Parish Council intended to occupy the Community Centre and run it themselves for an interim period. It was also evident that the Parish Council would then put the lease out for tender on WHOLE building lease agreement arrangement.

At this meeting on the 10<sup>th</sup> November ways forward were discussed however, the Parish Council requested that the Association sign a County Court Order of Possession thus giving up its tenure at the Centre.

In response, an extraordinary meeting of the Association's Trustees was held on the 11<sup>th</sup> November 2022. The Trustees agreed that the Order be signed. This decision was based on the fact that it was clear that the Association would not be offered a new "like for like lease" and that the Association, although solvent, could not financially run the Centre through a "WHOLE" building lease agreement. Trustees agreed that the legal costs of pursuing the matter through the courts was not financially viable and could be better spent to support the local community. The Trustees agreed that the Association should vacate the premises and that the Charity would review its aims and objectives as well as its governance document. It was also agreed that any assets would be disposed of within the Charity's current rules and any moneys be retained be used to support local community groups including, but not exclusively the Markfield Mayflower Project and the Markfield Good Neighbours Scheme.

At the same time, it was also agreed by the Directors of the Charity's trading Association i.e. Mercenfeld Trading Limited that all stock and property would be disposed of and any income be donated to the Charity for the purposes set out in the above paragraph.

On the 21<sup>st</sup> November 2022 the Association received a County Court Order of Possession requiring the Association to vacate the Centre by the 23<sup>rd</sup> November 2022.

On the 23<sup>rd</sup> November 2022 the Association formally handed over the premises to the Parish Council and took steps to make its staff redundant giving them enhanced redundancy pay in

accordance with Employment Law plus financial compensation for any outstanding annual leave due to them.

Thus, after over 30 years of successful, solvent and award-winning service and business at the Centre the Association handed over the running of the Centre to the Parish Council.

The Association and its Trading Arm then commenced a full audit of property and assets owned by both either through purchase, grants or otherwise acquired. This was provided to the Parish Council as it continued to use the majority of the Charity's property its continual operational running of the Centre.

In February 2023 the Association engaged the services of Voluntary Action Leicester to assist it the development of new aims and objectives of the Association and to-rewrite its rules of Governance in line with guidance from the Charity Commission.

There followed several meetings with Parish Council to negotiate payment for any items the Parish Council wished to retain as well as other items including compensation for tenant's improvements and outstanding rent owed to the Association by the Parish Council. The ratification of agreements made at these meetings were protracted due to issues within the Parish Council.

22<sup>nd</sup> May 2023 the Association received a formal letter from the Parish Council requiring the Association to remove all unwanted assets, fixtures and fitting including all bar stock from the Community Centre by 1<sup>st</sup> June 2023.

26<sup>th</sup> May 2023 a final settlement was agreed with the Parish Council in relation to outstanding rent owed and compensation for Association's assets retained at the Community Centre by the Parish Council.

NOTE:

**THE FIGURURES FOR THE FINAL SETTLEMENT WILL APPEAR IN THE TRUSTEES' REPORT FOR YEAR ENDING 31<sup>st</sup> MARCH 2024**

## **THE WAY FORWARD**

This has been a difficult time for the Association however, the Trustees are determined to continue its good work by providing support in our community especially around wellbeing, health and continued support to vulnerable people.

The Trustees and the Directors of its Trading Arm have agreed the following way forward:

- To "wind up" the trading arm known as Mercenfeld Trading Limited (MTL) and continue to dispose of its remaining stock to financially support the Charity's new aims and objectives. This will be completed in financial year 2024/05 with Companies House once accounts have been finally audited and approved.
- To work with Voluntary Action Leicester to provide and agree with the Association's Trustees a special resolution on the changes to the Association's objectives.
- To work with Voluntary Action Leicester in order to review and agree a new governance document (constitution).
- To consult and seek agreement with the Charity Commission over dissolution of the Charity OR preferably to change its objectives and Charitable aims to continuing to support local community groups around wellbeing issues.

- To hold a general public meeting in financial year 2024/25 to outline changes to the Charity and outline its disposal of property to date.
- To consider any impact a new Centre lease holder may have on the Association and its use of the Centre especially in relation to the Mayflower Club and Good Neighbours Scheme and if necessary, seek alternative accommodation.
- To change or cancel any other relevant items that are currently in the name of or owned by the Association but no longer required including:  
Licenses  
External Accounts including utilities  
Bank Accounts
- To review all of the Association's policies and procedures in order to eradicate those which have become redundant and to update those which will remain relevant to the future work of the Charity.
- To continue to provide articles in the local free magazine thus continuing to inform our residents of events and projects undertaken by the Association.

## **6. Financial Review:**

The events leading to the Association's withdrawal from the Centre has had a detriment impact of the finances of the Association

In the main finances had virtually recovered from the consequences of the Pandemic however, the uncertainty caused by the breakdown in negotiations with the Parish Council over a new lease led to negative financial issues during this financial year. This situation also had an impact on the Association's ability to apply for grants or develop new projects or income streams.

### **Income**

Income was down from £47, 949 in the previous financial year to £38,058 which equates to an income loss of £9,891.

Although income from sales through MTL Trading Arm was up on the previous year this trend came to a halt in December 2022 with no further income from that month onwards. This is a direct result of the Association ceasing its MTL trading business at the Centre in November that year.

### **Expenditure**

Expenditure was significantly up from £46,141 in the previous financial year to £68,863 which equates to an expenditure increase of £22,722.

This increase is due to factors including the payment of staff enhanced statutory redundancy and outstanding holiday pay. At the same time the Association continued to pay utility and other necessary bills PLUS Legal Fees, Staff end of contract wages and required Staff Enhanced Statutory Redundancy pay, increases in the cost of utility bills especially around energy costs, community activities and legal costs.

### **NET RESULT**

This has meant that, for the first time, expenditure has exceeded income i.e. Income £38,058, expenditure £68,863 = a deficit of £30,805

The Association has always aimed and succeeded in meeting the Charity Commission's recommendation of the level of financial reserves required. However, the situation faced by the Association has required it to use a significant sum of moneys from its adjusted reserves to meet the increase in expenditure and loss of income.

Adjusted reserves at the end of financial year 31<sup>st</sup> March 2022 amounted to £41,956. At the end of this financial year the adjusted reserves had fallen to £11,231 a reduction of £30,725.

It is anticipated that the reserves will increase during the next financial year after the sale of the Trading Arm's stock and any financial settlement with the Parish Council. This will go towards supporting the future aims of the Charity

**Prepared by:**

Ron Grantham Treasurer to Markfield Community Association  
**Markfield Community Association**  
**28/1/2024**

**APPROVED**

**Approved and signed by:**

J.Bryan                      Trustee

S. Beesley                      Trustee

R. Grantham                      Trustee

D. Grantham                      Trustee

## Receipts and Payment Account for Financial Year ending 31<sup>st</sup> March 2023

This report has been circulated to all current Trustees for their approval.

### UNRESTRICTED FUNDS

	2021/2022	2022/2023
<b>Receipts</b>	<b>£</b>	<b>£</b>
Lettings	41956	33578
Grant Aid	13932	0
Refundable Hire Deposits	0	0
Refreshment Sales	674	1030
Community Grant	0	1451
MTL Loan Repayments	0	0
Other	374	2000
<b>Total Receipts</b>	<b>47949</b>	<b>38058</b>

	2021/2022	2022/2023
<b>Payments</b>	<b>£</b>	<b>£</b>
Telephone	996	1093
Gas	2660	3737
Electricity	1131	3085
Water	4584	247
Liability Insurance	283	283
Labour	29516	47258*
Maintenance	995	1143
ESPO Equipment Purchases	580	721
New Equipment	56	462
Refreshment Purchases	1140	738
Hire Deposits Refund	0	80
Licenses	**	2473
MTL Loan	0	0
Community Activities	1491	4099
Solicitors Fees	500	830
Miscellaneous Payments	2209	2188
Bank Charges	0	104
Website Fees	**	172
DBS Checks	**	50
Computer Security	**	100
<b>Total Payments</b>	<b>£46,141</b>	<b>£68,863</b>

\* Includes staff redundancy and outstanding holiday pay

\*\* Previously included in Miscellaneous payments

**Net deficit surplus of receipts over payments - £30,805**

Reserves at 31<sup>st</sup> March 2023 £11,366

### Statement of Assets and Liabilities

Adjusted Reserves as at 31<sup>st</sup> March 2023 £11,231

### Prepared by:

R.E.Grantham Chair/Treasurer to Markfield Community Association Date: 28/1/2024

**MARKFIELD COMMUNITY ASSOCIATION**

England & Wales - Charity number 1017713

---

# Accounts

---

# MARKFIELD COMMUNITY ASSOCIATION

Markfield Community and Sports Centre  
Mayflower Close, Markfield  
Leicestershire  
LE67 9ST



Tel: Markfield (01530) 242240

Email: [markfieldcommunitycentre@hotmail.co.uk](mailto:markfieldcommunitycentre@hotmail.co.uk)

Web Site [www.markfieldcommunitycentre.com](http://www.markfieldcommunitycentre.com)

## TRUSTEES' REPORT FOR YEAR ENDING 31<sup>ST</sup> MARCH 2022

### 1. Reference and administration DETAILS OF THE Charity and its trustees.

The charity is a charitable unincorporated Organisation known as Markfield Community Association (MCA). Its registration number is 1017713.

The charity is registered at 60 Oakfield Avenue, Markfield, Leicestershire and operated from Markfield Community and Sports Centre, Mayflower Close, Markfield, Leicestershire LE67 9ST.

The trustees in place at the date of approval of this report are:

J. Bryan (appointed on 10<sup>th</sup> January 2022)

S. Beesley (appointed on 10<sup>th</sup> May 2018)

R. Grantham (appointed on 12<sup>th</sup> March 2011)

D. Grantham (appointed on 12<sup>th</sup> March 2011)

The Association has a trading arm known as Mercenfeld Trading Limited (MTL). The MTL is registered with Companies House as a limited company by guarantee. Its registration number is 02830817. The purpose of the trading arm is for the retail sale of alcohol on the premises with all profits going towards supporting the objectives and activities of the Association at Markfield Community and Sports Centre. The MTL has its own board of directors and submits annual accounts to Companies House. The MTL provides update reports on its finances and trading activities to the Trustees at meetings of the General Management Committee and to the Annual General Meeting of the Association.

### 2. Structure, governance and management.

The charity was constituted as a Charitable Un-Incorporated Organisation under a formal constitution made on 22<sup>nd</sup> January 1987.

The constitution requires that a General Management Committee be in place to manage the affairs of the Association at Markfield Community and Sports Centre. This Management Committee consists of the Trustees and allows for other relevant representatives from the Borough and Parish Councils, Centre users and other co-opted persons interested in the running and development of the Markfield Community and Sports Centre.

The General Management Committee is required to meet at least twice per year and to also hold an open Annual General Meeting in May each year. However, due to Corona Virus pandemic restrictions and other issues outlined in this report ALL General Management Committee Meetings of the Trustees were limited and the Annual General Meeting were postponed until further notice. Telephone meetings have taken place as and when required.

Trustees and members of the General Management Committee are elected on an annual basis at the Annual General Meeting of the Association. This has not taken place this year due to the pandemic and other difficulties.

The constitution also sets out Objects and Powers of the Association

### **3. Membership**

The constitution contains rules on membership of the General Management Committee, honorary officers, rules and procedures relating to meetings, standing orders regarding the use of the Community Centre, finances, trust property, dissolution and alterations to the constitution.

Trustees of the Association and Directors of Mercenfeld Trading Limited are appointed with regard to their skills, knowledge, and experience to ensure the effective administration of both.

Members of Markfield Parish Council are represented on the Association's Management Committee but are not Trustees.

### **4. Objectives and activities:**

The main aim of the Association was to manage the daily running and development of Markfield Community and Sports Centre. The Centre provides sport, leisure, recreational, information, educational and community facilities for the people of Markfield and the surrounding rural areas and villages.

The objectives of the Markfield Community Association are set out in its constitution and equality statement as follows:

“To promote the benefit of Markfield without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the condition of life for the said inhabitants.”

These objectives are enshrined in the Associations Equality Statement adopted in October 2010 and updated in October 2020 as follows:

“Within the Markfield Community Association's Constitution the Association operates an “open to all” and equitable service at Markfield Community and Sport's Centre as outlined below:

Not with standing or with prejudice to the Markfield Community Association's Constitution, Conditions of Hire, its Charitable Status, policies and any conditions of use imposed by the Charities Commission or other lawful authority; the Association and any associated or hosted project, activity or event, strives to deliver its services, activities and employment at Markfield Community and Sports Centre without discrimination against any person on the basis of their age, gender, sexual orientation, race, faith, religious belief, disability or any discriminatory grounds and recognises the diversity of the local population and within any relevant legislation”.

Activities undertaken by the Charity in accordance with the above objectives comprise principally of the operation of Markfield Community and Sports Centre providing activities and facilities each day of the week Monday to Friday 9am to 9pm and is also available for use and hire at the weekends at required times for third party hiring of the premises. All activities are undertaken in the interests of the public.

A programme of classes and activities was published on our website [www.markfieldcommunitycentre.com](http://www.markfieldcommunitycentre.com) and on our face-book pages.

## **5. Achievements and performance:**

The financial year 2021 to 2022 as proven to be both a difficult and challenging year for the Association.

National COVID19 pandemic restrictions meant that the Community Centre was closed for all activities on 9<sup>th</sup> March 2020 a full week before the National lockdown that was enforced on the 16<sup>th</sup> March 2020.

Although some outdoor activities were allowed, a limited return to some indoor activities were not allowed until mid-May 2021 with all restrictions not being fully lifted until 19<sup>th</sup> July 2021.

After the full lifting of restriction in July 2021 business normality resumed though still with an element of caution. We made a conscious decision not to hold large “gathering” functions or community events in order to reduce the risk of infection as COVID was still evident in the community.

The Centre immediately undertook a COVID19 risk assessment and put into place an action plan aimed at minimising the risk of infection to staff, volunteers and Centre users. This has remained in place throughout the pandemic and continued into 2022.

The above was a threat to the finances and business continuity and is explained in more detail in section 6. Financial Review.

Although the Centre was closed or had restricted access it became a virtual Hub for our local community and our staff continued to be retained in order to assist with the following: Keeping the Centre sanitised and clean for and emergency use such as National Blood Service sessions, food storage or any other situation where the Centre could assist. This also enabled the Centre to be ready for any relaxations of Government restrictions enabling immediate re-opening as soon as restrictions were fully lifted.

As a virtual hub the Centre provided and continues to provide:

- Support for both statutory and voluntary agencies and organisations in tackling current and post COVID19 situations and referrals.
- Co-ordination and support to the Markfield COVID19 Voluntary Good Neighbours Help Scheme. This scheme provided a volunteer in every street in the village. The volunteers have and continue to provide acts of kindness to those who needed it most throughout the pandemic including, shopping, collection of prescriptions, befriending and much more.
- Co-ordination and support to the Markfield Mayflower Club providing continued support and information to elderly, vulnerable and lonely people in the village and beyond. It is now also supporting people with financial difficulties and especially the emergence of loneliness and isolation.

The provision of this community hub has been extremely successful and much appreciated by our local people and other organisations. We have received many expressions of thanks and appreciation. In addition, we were also pleased to receive a Making a Difference Award as well as a Local Hero award as well as letter of appreciation from the Lord Lieutenant of the County (The Queen’s Representative).

We continued to maintain a strict COVID19 Risk Action Plan in order to keep the Community Centre sanitised and safe as possible and retained staff in order to be able to respond

quickly to Government changes in restrictions. This has also enabled the Centre to restart activities both externally and internally as soon as restrictions were finally lifted.

During the latter part of 2021 and with the assistance and support of Leicestershire and Rutland Rural Community Council the Charity started to review of its Governance, procedures and policies to ensure that they are updated and meet the Charity Commission's requirements and guidelines.

The review made 55 recommendations of which 52 were acted upon immediately and updated policies and procedures put into place with a view to becoming a Charitable Incorporated Organisation..

We also started to review, update and amend the Charity's Governance Document i.e. its outdated constitution written and agreed in 1987.

The outstanding critical items were:

- Agreeing a new Community Centre Lease agreement with Markfield Parish Council
- Continuation of the tri-party Management Agreement between the Association, Hinckley and Bosworth Borough Council and Markfield Parish Council.
- Changing the Charity status to a Charitable Incorporated Organisations (CIOs)

However, the above processes were derailed due to the following:

Although the Charity had formed a working group to negotiate a new lease with the Parish Council. It became apparent that the Parish Council had no intention whatsoever, to enter into a new lease agreement with the Charity or even or even consult or discuss the matter with the Trustees. The Council totally ignored all requests by the Charity to enter into not any debate or discussions on a way forward ort even reveal their future plans for the Community Centre.

The legally binding Tri-Party Management Agreement was dissolved without the consensual agreement of the Association meaning that funding for a Community Manager's post and support from the Borough Council ceased. Consequently, the Association no longer had access to the Borough Council's Legal Services and needed to employ the services of a private Solicitors Company spending monies that would have been best better spent to support the community.

Due to untenable circumstances, the Centre Manager resigned in November 2021 however, continued to run the Community Centre on a voluntary basis until December 2022.

Without knowing or being made aware of the Parish Councils plans for the future of the Community Centre the Charity was left in a difficult situation.

It's main aims and objectives remit to run and develop the Community Centre would no longer exist. As a result, the Charity would need to revise it's aims, objectives and purpose before amending its Governance Document (Constitution) and status as a CIO.

The Trustees would have to consider dissolution of its current Charitable Status and the disposal of its financial and other assets.

Throughout the financial year the Association has continued to support and assist other statutory and voluntary organisations, community groups and local people especially regarding the well-being of the most vulnerable and isolated in our community.

## **6. Financial Review:**

Closures and restrictions caused by the pandemic had a detrimental impact on the finances of the Association. The enforced lockdowns and other restrictions had led to a severe loss of income.

Although some outdoor activities were allowed, a limited return to some indoor activities were not allowed until mid-May 2021 with all restrictions lifted on 19<sup>th</sup> July 2021. Business normality resumed though still with caution especially relating to large community events. 2021.

This situation had a detrimental impact on the Association's finances as follows:

Income from lettings and hire fees amounted to £32,969 which, although up from the £8,820 income during the previous pandemic financial year, remained significantly lower than the £48,646 income achieved during the pre-pandemic financial year 2018/2019.

Income from bar takings amounted to £3,470 compared to £845 during the pandemic financial year though significantly lower than the pre-pandemic year of 2018/2019 in which bar takings amounted to £7,117.

Throughout the pandemic the Centre has continued to pay other expenses including all utility bills, staff wages, licenses and other required and ongoing expenditure.

In addition, the Centre had additional costs relating to Personal Protection Equipment (PPE) and additional sanitising and cleaning items.

Expenditure for this financial year amounted to £46,141 compared to £38,199 during the previous pandemic year to 2020/2021 but significantly less than the pre-pandemic year of 2018-2019 where expenditure amounted to £54,140.

By careful and prudent financial management, we were able to restrict expenditure to £38,199 compared to £60,009 in the previous financial pre pandemic year.

Despite the first quarter of the financial year 2021/2022 being impacted by COVID 19 restrictions the Charity has recovered 76% of its booking's income compared to pre pandemic levels which is a major success. This has been achieved through a robust business recovery plan as set out in section 7 below.

## **7. COVID 19 Continuance of Business and Recovery Plan**

In March 2021 and foreseeing financial threats and difficulties due to the Pandemic the Association produced a Business Continuity Plan for 2021 to 2023.

This Plan had provided both a robust continuity and recovery of business plan based on responses to lock downs and other Government restrictions experienced over the financial year. The plan includes both business and financial responses and targets.

The Association had adopted a target to achieve and maintain a financial reserve equal to three months operational expenditure as recommended by the Charity Commission. This has been achieved.

During this financial year the Association has also actively sought and been successful in securing external grant funding amounting to £13,932 to support its Business Recovery

Plan. Our appreciation goes to Hinckley and Bosworth VCS Partnership, Leicestershire County Council Communities Support Fund.

A down side to our recovery plan was the uncertainty caused by the Paris Council's position on the future of the Community Centre. The lack of a clear plan for the Centre has meant that we have been unable to secure or plan new or future bookings for the Centre. This negative situation will impact on the recovery plans target of achieving pre-pandemic income levels.

**Prepared by:**

Ron Grantham Treasurer to Markfield Community Association  
**Markfield Community Association**  
**30/1/2023**

**APPROVED**

**Meeting of Trustees held on 31<sup>st</sup> January 2023**

**Approved and signed by:**

J.Bryan                      Trustee

S. Beesley                    Trustee

R. Grantham                Trustee

D. Grantham                Trustee

**Receipts and Payment Account for Financial Year ending 31<sup>st</sup> March 2022**

**Due to Corona Virus restrictions the Association's Annual General Meeting due to be held in May 2020 was postponed until further notice. This report has been circulated to all current Trustees.**

**UNRESTRICTED FUNDS**

	<b>2020/2021</b>	<b>2021/2022</b>
<b>Receipts</b>	<b>£</b>	<b>£</b>
Lettings	8,820	32,969
Grant Aid	37,510	13,932
Refundable Hire Deposits	0	0
Refreshment Sales	1,025	674
MTL lease	0	0
MTL Loan Repayments	973	0
Other	1,000	374
<b>Total Receipts</b>	<b>£48,328</b>	<b>£47,949</b>
<b>Payments</b>	<b>2020/2021</b>	<b>2021/2022</b>
	<b>£</b>	<b>£</b>
Telephone	956	996
Gas	1,590	2,660
Electricity	1,460	1,131
Water	940	4,584
Liability Insurance	283	283
Labour	25,530	29,516
Maintenance	1,410	995
ESPO Equipment Purchases	1,105	580
New Equipment	656	56
Refreshment Purchases	444	1,140
Hire Deposits Refund	65	0
MTL Loan	13	0
Community Activities	--	1,491
Solicitors Fees	0	500
Miscellaneous Payments	3,452 *	2,209 *
Replacement Stock	295	0
<b>Total Payments</b>	<b>£38,199</b>	<b>£46,141</b>

\* Payments include all license fees, DRB checks, Auditor's fees, PPE purchases

**Net surplus of receipts over payments**                                **£1,808**

Reserves at 31<sup>st</sup> March 2022    £42,171

**Statement of Assets and Liabilities**

Adjusted Reserves as at 31<sup>st</sup> March 2021                                        £41,956

**Prepared by:**

R.E.Grantham Treasurer to Markfield Community Association

Date: 30/1/2023

**MARKFIELD COMMUNITY ASSOCIATION**

England & Wales - Charity number 1017713

---

# Accounts

---

# MARKFIELD COMMUNITY ASSOCIATION

Markfield Community and Sports Centre  
Mayflower Close, Markfield  
Leicestershire  
LE67 9ST



Tel: Markfield (01530) 242240

Email: [markfieldcommunitycentre@hotmail.co.uk](mailto:markfieldcommunitycentre@hotmail.co.uk)

Web Site [www.markfieldcommunitycentre.com](http://www.markfieldcommunitycentre.com)

Conveert to PDF

## TRUSTEES' REPORT FOR YEAR ENDING 31<sup>ST</sup> MARCH 2021

### Reference and administration DETAILS OF THE Charity and its trustees.

The charity is a charitable unincorporated Organisation known as Markfield Community Association (MCA). Its registration number is 1017713.

The charity is registered at 60 Oakfield Avenue, Markfield, Leicestershire and operates from Markfield Community and Sports Centre, Mayflower Close, Markfield, Leicestershire LE67 9ST.

The trustees in place at the date of approval of this report are:

J.Bryan	(appointed on 10 <sup>th</sup> January 2022)	
G.Chilvers	(appointed on 15 <sup>th</sup> September 2012)	*
S. Beesley	(appointed on 10 <sup>th</sup> May 2018)	*
R. Grantham	(appointed on 12 <sup>th</sup> March 2011)	*
D. Grantham	(appointed on 12 <sup>th</sup> March 2011)	*

\* Trustees reappointed at the Association's AGM held on 30<sup>th</sup> May 2019

The Association has a trading arm known as Mercenfeld Trading Limited (MTL). The MTL is registered with Companies House as a limited company by guarantee. Its registration number is 02830817. The purpose of the trading arm is for the retail sale of alcohol on the premises with all profits going towards supporting the objectives and activities of the Association at Markfield Community and Sports Centre. The MTL has its own board of directors and submits annual accounts to Companies House. The MTL provides update reports on its finances and trading activities to the Trustees at meetings of the General Management Committee and to the Annual General Meeting of the Association.

### Structure, governance and management.

The charity was constituted as a Charitable Un-Incorporated Organisation under a formal constitution made on 22<sup>nd</sup> January 1987.

The constitution requires that a General Management Committee be in place to manage the affairs of the Association at Markfield Community and Sports Centre. This Management Committee consists of the Trustees and allows for other relevant representatives from the Borough and Parish Councils, Centre users and other co-opted persons interested in the running and development of the Markfield Community and Sports Centre.

The General Management Committee is required to meet at least twice per year and to also hold an open Annual General Meeting in May each year. However, due to Corona Virus pandemic restrictions ALL General Management Committee Meetings and the Annual General Meeting were postponed until further notice. Telephone meetings have taken place as and when required.

Trustees and members of the General Management Committee are elected on an annual basis at the Annual General Meeting of the Association. This has not taken place this year due to the pandemic and other difficulties.

The constitution also sets out Objects and Powers of the Association

#### **REVIEW:**

With the assistance and support of Leicestershire and Rutland Rural Community Council the Charity is currently undertaking a full review of its Governance, procedures and policies to ensure that they are updated and meet the Charity Commission's requirements and guidelines. This review also includes the negotiation of a new Lease agreement with Markfield Parish Council and the tri-partite Management Agreement between the Association, Hinckley and Bosworth Borough Council and Markfield Parish Council.

#### **Membership**

The constitution contains rules on membership of the General Management Committee, honorary officers, rules and procedures relating to meetings, standing orders regarding the use of the Community Centre, finances, trust property, dissolution and alterations to the constitution.

Trustees of the Association and Directors of Mercenfeld Trading Limited are appointed with regard to their skills, knowledge, and experience to ensure the effective administration of both.

Members of Markfield Parish Council are represented on the Association's Management Committee but are not Trustees.

#### **Objectives and activities:**

The main aim of the Association is to manage the daily running and development of Markfield Community and Sports Centre. The Centre provides sport, leisure, recreational, information, educational and community facilities for the people of Markfield and the surrounding rural areas and villages. Throughout the pandemic the Association has also assisted other statutory and voluntary organisations, community groups and local people to support the well being of our community especially the most vulnerable and those who have needed our help and support.

The objectives of the Markfield Community Association are set out in its constitution and equality statement as follows:

"To promote the benefit of Markfield without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the condition of life for the said inhabitants."

These objectives are enshrined in the Associations Equality Statement adopted in October 2010 and updated in October 2019 as follows:

"Within the Markfield Community Association's Constitution the Association operates an "open to all" and equitable service at Markfield Community and Sport's Centre as outlined below:

Not with standing or with prejudice to the Markfield Community Association's Constitution, Conditions of Hire, its Charitable Status, policies and any conditions of use imposed by the Charities Commission or other lawful authority; the Association and any associated or hosted project, activity or event, strives to deliver its services, activities and employment at

Markfield Community and Sports Centre without discrimination against any person on the basis of their age, gender, sexual orientation, race, faith, religious belief, disability or any discriminatory grounds and recognises the diversity of the local population and within any relevant legislation”.

Activities undertaken by the Charity in accordance with the above objectives comprise principally of the operation of Markfield Community and Sports Centre providing activities and facilities each day of the week Monday to Friday 9am to 9pm and is also available for use and hire at the weekends at required times for third party hiring of the premises. All activities are undertaken in the interests of the public.

A programme of classes and activities are published on our website [www.markfieldcommunitycentre.com](http://www.markfieldcommunitycentre.com) and on our face-book pages.

### **Achievements and performance:**

Anticipating the severity of the COVID19 pandemic the Centre closed down all activities on 9<sup>th</sup> March 2020 a full week before the National lockdown that was enforced on the 16<sup>th</sup> March 2020.

The Centre immediately undertook a COVID19 risk assessment and put into place an action plan aimed at minimising the risk of infection to staff, volunteers and Centre users. This has remained in place throughout the pandemic and continues to date.

Although the Centre was closed, it was established as a virtual Hub for our local community and our staff were retained to assist with the following:

Keeping the Centre sanitised and clean for and emergency use such as National Blood Service sessions, food storage or any other situation where the Centre could assist. This also enabled the Centre to be ready for any relaxations of Government restrictions enabling re-opening either partially or fully.

As a virtual hub the Centre provided and continues to provide:

- Support for both statutory and voluntary agencies and organisations in tackling COVID19 situations and referrals.
- Co-ordination and support to the Markfield COVID19 Voluntary Good Neighbours Help Scheme. This scheme rapidly provided a volunteer in every street in the village. The volunteers have and continue to provide literally hundreds of acts of kindness to those who needed it most throughout the pandemic including, shopping, collection of prescriptions, befriending and much more.
- Support for local community initiatives throughout the pandemic including keeping the local post office open, providing PPE and hand cream to the NHS and Carers, providing food parcels and Christmas hampers and community morale boosting community events.
- Co-ordination and support to the Markfield Mayflower Club providing continued support and information to elderly, vulnerable and lonely people in the village and beyond.

The provision of this community hub has been extremely successful and much appreciated by our local people and other organisations. We have received many expressions of thanks and appreciation. In addition, we were also pleased to receive a Making a Difference Award as well as a Local Hero award. We also received a wonderful letter from the Lord Lieutenant of the County (The Queen’s Representative) expressing his sincere thanks for all that we have been doing during the pandemic.

By maintaining a strict COVID19 Risk Action Plan aimed at keeping the Centre sanitised and safe as possible plus the retention of staff we have been able to respond quickly to Government changes in restrictions and lock downs. This has also enabled the Centre to

restart activities both externally and internally albeit on a limited scale and at a much reduced level compared with pre pandemic hire and bookings.

### **Financial Review:**

Closures and restrictions caused by the pandemic have had a detrimental impact on the finances of the Association. The enforced lockdowns and other restrictions had led to a severe loss of income.

#### **FOR EXAMPLE**

Income from lettings and hire fees amounted to £8,820 compared to £41,277 in the previous pre pandemic financial year.

Income from bar takings amounted to £845 compared to £9,175 in the previous pre pandemic financial year.

The closure also caused a loss of £715 of bar stock and £176 worth of other perishable stock.

Throughout the pandemic the Centre has continued to pay other expenses including all utility bills, staff wages, licenses and other required and ongoing expenditure.

In addition, the Centre had additional costs relating to Personal Protection Equipment (PPE) and additional sanitising and cleaning items.

However, by careful financial management, we were able to restrict expenditure to £38,199 compared to £60,009 in the previous financial pre pandemic year.

### **COVID 19 Continuance of Business and Recovery Plan**

In March 2021 and foreseeing financial threats and difficulties due to the Pandemic the Association produced a Business Continuity Plan for 2021 to 2023.

This Plan has provided both a robust continuity and recovery of business plan based on responses to lock downs and other Government restrictions experienced over the financial year. The plan includes both business and financial responses and targets.

The Association had adopted a target to achieve and maintain a financial reserve equal to three-months operational expenditure as recommended by the Charity Commission.

The Association has also actively sought and been successful in securing external grant funding. Our appreciation goes to Hinckley and Bosworth VCS Partnership (£10,220), Leicestershire County Council Communities Fund (£15,540), Leicestershire and Rutland Rural Community Council (£500), Leicestershire and Rutland Community Foundation (£10,250) and an anonymous donation (£1,000). Total £37,510

Without the above funding and reserves the Association would have been in a dire financial situation. However, we are confident that we have now secured sufficient reserves to ensure continuity of business until the situation returns to pre pandemic levels.

### **Prepared by:**

Ron Grantham Treasurer to Markfield Community Association (2020 – 2021 Financial Year)

## Markfield Community Association

### Receipts and Payment Account for Financial Year ending 31<sup>st</sup> March 2021

Due to Corona Virus restrictions the Association's Annual General Meeting due to be held in May 2020 was postponed until further notice. This report has been circulated to all current Trustees.

#### UNRESTRICTED FUNDS

	2020	2021
<b>Receipts</b>	<b>£</b>	<b>£</b>
Lettings	41,277	8,820
Grant Aid	3,750	37,510
Refundable Hire Deposits	425	0
Refreshment Sales	5,219	1,025
MTL lease	1,813	0
MTL Loan Repayments	6,774	973
Other	1,392	1,000
Total Receipts	£60,650	£49,328

	2020	2021
<b>Payments</b>	<b>£</b>	<b>£</b>
Telephone	924	956
Gas	3,515	1,590
Electricity	2,763	1,460
Water	834	940
Liability Insurance	283	0
Labour	33,170	25,530
Maintenance	1,473	1,410
ESPO Equipment Purchases	1,421	1,105
New Equipment	443	656
Refreshment Purchases	3,300	444
Hire Deposits Refund	685	65
MTL Loan	6,775	13
Miscellaneous Payments	4,706	3,735 *
Replacement Stock	0	295
Total Payments	£60,292	£38,199

\* Payments include all license fees, DRB checks, Auditor's fees, PPE purchases

<b>Net surplus of receipts over payments</b>	<b>£358</b>	<b>£11,129</b>
Reserves at 31 <sup>st</sup> March 2021	£30,592	£41,363

#### Statement of Assets and Liabilities

Adjusted Reserves as at 31 <sup>st</sup> March 2021	£26,842	£41,148
---	---------	---------

#### Prepared by:

R.E.Grantham Treasurer to Markfield Community Association (2020 – 2021 Financial Year)

Date: 20/1/2022