



# Trustees' Annual Report for the period

Period start date  
From **01 04 2024** To **31 03 2025**  
Period end date

## Section A Reference and administration details

Charity name **Herlington Community Association**

Other names charity is known by **None**

Registered charity number (if any) **1021653**

Charity's principal address  
Herlington Community Centre  
Herlington Centre, Orton Malborne  
Peterborough  
Postcode **PE2 5PW**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Tracey Henderson	Chairperson		Membership
3	Paul Howlett	Treasurer		Membership
4	Kerri Yeomans			Membership
5	Barbara Howlett	Secretary		Membership
6	Cathy Menzie			Membership
7	Natasha Kennewell			Membership
8	Cllr Graham Casey		Part year	Membership
9	Louise Graham			Membership
11				
11				
12				
13				
14				
15				
16				
17				

## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected & Co-opted

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Association is managed by its 3 Officers and 5 Managing Trustees.

The building is managed by a paid Centre Manager, and 2 part time cleaners.

The Association also employs 1 part time coffee morning coordinator.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The objects of the Association are;

1. to promote the benefit of the inhabitants of the Orton's and the neighbourhood defined "the area of benefit" without distinction of sex or of 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 interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
2. Establish or secure the establishment of a Community Centre (hereinafter called "the Centre") and to maintain and manage the same (whether alone or in co-operation with the local authority or other person or body) in furtherance of these objects.
3. Promote such other charitable purposes as may from time to time be determined. The Association shall be non-party in politics and non-sectarian in religion, and not to discriminate in race or gender.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Managing Trustees have paid due regard to the guidance issued by the Charity Commission on the public benefit in the advancement of community development.

Make the building available for hire to local groups, individuals, and commercial hirers that provide a service for the local community.

Make the building available for the local community to hire at affordable prices.

The Association has affiliated and non-affiliated groups that supply a varied selection of activities for the local community, such as Pre-school, High Heritage, Beavers, Christian Presence Church, Bulgarian School, Kung Fu School, Shalom Ministries, and national groups providing activities for the local community, such as GKR Karate, & Slimming World.

The Association also run a successfully coffee morning one morning per week.

**Additional details of objectives and activities (Optional information)**

All the volunteers have made a valuable contribution to keeping the Association viable, generously giving their time to ensure the centre runs smoothly—particularly during these uncertain times regarding the future of community centres within the Peterborough City Council area.

Although the Association has seen a reduction in committee members following the departure of some user groups from the centre, it is now looking to openly advertise for new committee members in order to strengthen and support the existing team.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



**Summary of the main achievements of the charity during the year**

This year, the Association has made a profit, mainly due to an increase in user groups and, in particular private party/ function bookings. The centre has been well used and continues to serve the whole community effectively.

The **Community Asset Transfer (CAT)** is still pending, but there has been some positive movement following a restructure at Peterborough City Council. The Association has been contacted by members of the Estates Team and presented with a new set of *Heads of Terms*. While this is encouraging, it does mean that negotiations will have to begin again from scratch. Unfortunately, one downside is that the Council is now proposing to charge rent for the building—above the peppercorn rent that was originally agreed.

Meetings have generally been well attended, with everyone contributing ideas and suggestions. However, attendance has declined slightly following the departure of some user groups.

The Association continues to seek new volunteers to join the committee and assist with the running of the centre. Recruitment, however, remains a challenge.

Overall, it has been a good—if relatively quiet—year for the Association.

## Section E Financial review

### Brief statement of the charity's policy on reserves

The Associations aim is to have at least 33% of previous year's expenditure in reserve, and this is constantly monitored.

### Details of any funds materially in deficit

None

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The main source of fundraising has been hiring the building to private hires, commercial hires, regular user groups.

The funds have made sure the Associations remains viable throughout the financial year.

A surplus is being built up to aid the Association with the Asset Transfer / Lease, and the initial costs.

The number of user groups and private functions has increased this financial year, with greater foot fall through the centre, the centre continues to be the hub of the community and is always well used.

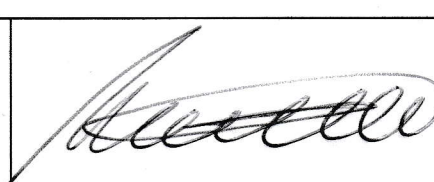
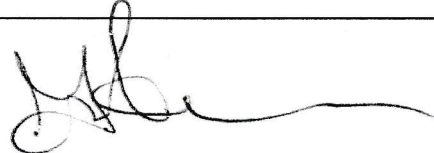
## Section F Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Tracey Henderson

Paul Howlett

Position (eg Secretary, Chair, etc)

Chairperson

Treasurer

Date

24/11/2025

**HERLINGTON COMMUNITY ASSOCIATION  
HERLINGTON COMMUNITY CENTRE  
ORTON MALBORNE  
PETERBOROUGH  
PE2 5PW**

**INDEPENDENT EXAMINED ACCOUNTS REPORT  
FOR THE YEAR ENDED  
31ST MARCH 2025**

# **HERLINGTON COMMUNITY ASSOCIATION**

## **Index**

1. Receipts and Payments
2. Statement of Assets and Liabilities
3. Independent Examiners Report

**HERLINGTON COMMUNITY ASSOCIATION  
RECIEPTS AND PAYMENTS  
FOR YEAR ENDING 31 MARCH 2025**

<b>Income</b>	<b>2024/25</b>	<b>2023/24</b>
Centre Hire	64,751	55,417
Cash Back - Virgin Money Account	2	-
Peterborough City Council - Grant	-	500
<b>Total Income</b>	<b>64,753</b>	<b>55,917</b>
<b>Expenditure</b>	<b>2024/25</b>	<b>2023/24</b>
Wages & HMRC	31,506	30,828
Pension - NEST	1,045	921
Electricity	7,845	8,635
Gas	3,442	3,480
Water	1,548	1,270
Waste Services	1,277	759
Phone & Internet	648	612
Insurance	670	865
Cleaning Equipment / Materials	1,655	2,052
Accounting Services	624	642
Maintenance / Repairs	144	156
Equipment	2,251	2,000
Postage & Stationary	125	184
Petty Cash	-	200
Hot Water Boiler Rental	368	-
Pest Control	1,201	480
Misc. Expenditure	59	120
<b>Total Expenditure</b>	<b>54,408</b>	<b>53,202</b>
<b>Net Surplus for the Year</b>	<b>10,345</b>	<b>2,715</b>



**HERLINGTON COMMUNITY ASSOCIATION  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31 MARCH 2025**

**MONETARY ASSETS**

Virgin Money Current Account	36,846
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Petty Cash	-
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<b>NET ASSETS/(LIABILITIES)</b>	<b><u>36,846</u></b>
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**DEBTORS**

Hire of Hall	42
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**LIABILITIES**

None	-
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**NON-MONETARY ASSETS**

Furniture & Equipment	10,059
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# Independent examiner's report on the accounts

<b>Report to the trustees/ members of</b>	Herlington Community Association		
<b>On accounts for the year ended</b>	31st March 2025	<b>Charity no</b>	1021653
<b>Set out on pages</b>	1 - 2		
<b>Respective responsibilities of trustees and examiner</b>	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"><li>• examine the accounts under section 145 of the Charities Act,</li><li>• to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and</li><li>• to state whether particular matters have come to my attention.</li></ul>		
<b>Basis of independent examiner's statement</b>	<p>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.</p>		
<b>Independent examiner's statement</b>	<p>In connection with my examination, no matter has come to my attention;</p> <ol style="list-style-type: none"><li>1. which gives me reasonable cause to believe that in, any material respect, the requirements:<ul style="list-style-type: none"><li>• to keep accounting records in accordance with section 130 of the Charities Act; and</li><li>• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or</li></ul></li><li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li></ol>		

**Signed:**



**Date:** 29<sup>th</sup> September 2025

**Name:** RM Accountancy Services