



# **THE COPLOW CENTRE**

**Charity number 1057581**

(regulated by the Charities Commission for England and Wales)

Uppingham Road  
Billesdon  
Leicester LE7 9FL

## **ANNUAL REPORT**

**FOR THE YEAR ENDED 31<sup>ST</sup> JANUARY 2021**

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# **THE COPLOW CENTRE**

**Charity number 1057581**

## **TRUSTEES ANNUAL REPORT** **FOR THE YEAR ENDED 31<sup>ST</sup> JANUARY 2021**

### **REFERENCE AND ADMINISTRATION DETAILS**

Principal address: Uppingham Road  
Billesdon  
Leicester LE7 9FL

Website: [www.thecoplowcentre.com](http://www.thecoplowcentre.com)

Trustees and Executive Committee (who served during the year):

Mr P Collins – Chairman and Treasurer  
Mr S. Cherry  
Mr P. Francis (representing Billesdon Parish Council)  
Mr C. Greaves (resigned 26 June 2020)  
Ms. G. Immins (appointed 27 June 2020)  
Mr S. Keast - Secretary  
Mrs. S. Modha (representing Harborough District Council)  
Mr. C. Parmar-Saville  
Mrs. D. Parmar-Saville  
Mr. J R Unna (appointed 5 February 2020)  
Mr R. Walkden (resigned 5 February 2020)

Reporting Accountant: Mr J.W. Ireland FCA  
(Independent Examiner) Ireland & Company Limited  
10 Station Street  
Kibworth Beauchamp  
Leicester LE8 0LN

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The charity's trustees are responsible for preparing an annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity's trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities – Statement of Recommended Practice ("SORP");
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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**TRUSTEES ANNUAL REPORT**  
**FOR THE YEAR ENDED 31<sup>ST</sup> JANUARY 2021 (continued)**

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity is governed by its constitution and it is administered and managed by members of the Executive Committee in accordance with the constitution.

Membership of the charity is open to individuals and corporate bodies who are interested in furthering the work of the Charity. The Executive Committee consists of members either elected at the Annual General Meeting, nominated by the District and Parish Councils or co-opted by the Committee.

**OBJECTIVES AND ACTIVITIES**

**The purposes of the charity are:**

To provide community activities for all ages and abilities for people in Billesdon and surrounding area. To promote arts, culture and healthy living.

In support of this we have a programme of activities to promote arts and culture, healthy lifestyle and community activities. A broad range of activities including amateur dramatics, travelling performers, exhibitions, dance, sports, music, bridge and fitness classes are held for the enjoyment and education of our local community. We ensure that we offer opportunities for a broad range of people to get involved in activities, which empowers people to learn new skills, socialise, stay healthy and enjoy themselves.

We offer discounted rates for local people to hire space and access activities. Young people are encouraged to participate in the activities held at the centre and currently take an active role in pantomime and amateur dramatics.

**Main activities**

The Coplow Centre provides benefit to the public through engaging in activities that help residents in the community to participate in a variety of events, learning new skills and having new experiences. We have considered the Charity Commission's guidance on public benefit and fee charging, to ensure the centre is accessible to all.

**Volunteers**

The Coplow Centre is a community centre that relies on volunteers to help run the events and carry out other duties necessary for the safety and wellbeing of all. The volunteers enable events held at the Centre to cost less than would be necessary if paid staff were employed. Their duties include maintenance, taking bookings, running the bar, working in the kitchen area, stewarding at events and the setting up and clearing down for planned events.



# **THE COPLOW CENTRE**

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## **TRUSTEES ANNUAL REPORT** **FOR THE YEAR ENDED 31<sup>st</sup> JANUARY 2021 (continued)**

### **REVIEW OF THE YEAR 2021**

#### **Role and aims**

The Charity is governed by its Constitution and is currently managed by 9 trustees ("The Executive Committee"). The aim of the Charity, and the Executive Committee that run it, is to maintain and invest in The Coplow Centre in Billesdon, ensuring that it is managed efficiently, is adequately financially resourced, both now and for the future, and is available to all sections of the Community to use. These aims have been successfully fulfilled during the year ended 31st January 2021. We were particularly pleased to appoint Georgia Immins to the Committee this year on reaching her 18<sup>th</sup> birthday. She brings a fresh and younger person's perspective to our deliberations.

As noted below, we have continued to invest in the Centre, albeit at reduced levels this year, whilst ensuring that our reserves were maintained at adequate levels. Wherever possible we make the Centre available for free for local groups who may not otherwise be able to afford the charges. The Tennis courts continue to be free to access and Brownies, Rainbows, young person's Discos, the Church fund raising committee, Billesdon Good Neighbours Scheme and funerals for local persons are not charged for use of the Centre. It is the intention that, whilst still generating sufficient income to run the Centre, additional local groups will be provided with free of charge access in the coming year. We also continue to encourage a larger involvement by the local community in the Centre's affairs, with a desire to increase the Centre's membership.

The year has been a very challenging one, with the Centre closed to all indoor activities for most of the time since March 2020 (we opened again during September and October) due to Covid-19 restrictions. We were grateful to receive related grant funding of £17,835 from central and local Government, without which a significant deficit would have been reported for the year. Results can be summarised as follows:

	2021 financial year £	2020 financial year £	% movement
Revenue	8,938	34,721	Down 74%
Expenditure	17,773	40,565	Down 56 %
<b>(Deficit) for the year, before grant income</b>	<b>(8,835)</b>	<b>(5,844)</b>	
Covid-19 relate grants received	17,835	-	
<b>Surplus/(deficit) for the year - reported</b>	<b>9,000</b>	<b>(5,844)</b>	

All that we have achieved could not have happened without the tireless work of the Executive Committee, all of whom give of their time and expertise willingly, opening and closing for events, taking bookings, maintenance, cleaning, running the bar and many other roles too numerous to mention. In particular this year, significant time was spent during August ensuring that the Centre was compliant with all Covid-19 best practices ready for its re-opening in September. I would like to take this opportunity to thank them all. It is due to their commitment that we look forward to the remainder of 2021 and beyond with confidence. I must also thank our Parish Council for their continued support, and for all those who run and attend the many classes and events that we host. Without all of their support we would not be able to manage and invest in the Centre as efficiently as we do.



# **THE COPLOW CENTRE**

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## **TRUSTEES ANNUAL REPORT** **FOR THE YEAR ENDED 31<sup>st</sup> JANUARY 2021 (continued)**

### **Results**

As noted above, the year saw the Committee managing a significant reduction in activity levels, both in revenues and expenditure. Excluding Covid-19 related grant income, revenues decreased by £25,783 (-74%) compared to last year, with no drama or pantomime productions this year and significant reductions in fundraising and third-party bookings. We did however manage to organise one fundraising event early in the year, one that we are hopeful can become a regular annual event (a Comedy night – part of the Leicestershire Comedy Festival).

Although we continued to maintain the Centre whilst closed, to counteract the decrease in revenues we carefully controlled our expenditure which was £22,792 (56%) lower than in the previous year. Repairs and maintenance remains our largest element of spend, accounting for £7,262 (net of related grants) or 41% of total expenditure, the most notable projects being:

- i. EV car charging points £1,799 (£4,799 cost, less grant funding of £3,000 from our Parish Council and Community Post Office – thank you to both of them)
- ii. New fire doors, guttering and gardening works

It is pleasing to note that the investment in solar panels some 4 years ago continues to benefit the Centre, with tariff revenues exceeding our gas and electricity bills by £599 this year, a reduction on the previous year due to an electrical fault which has now been rectified.

We continue to manage our financial affairs prudently. We have £26,053 (2020: £12,197) in our bank accounts at the year-end (representing 17.6 months of our 2020/21 annual expenditure, up from 3.6 months last year and well above our long-term target of 6.0 months). This increase is due to both the controlled expenditure during the year and to grant monies being received towards the end of the year (to cover revenue reductions in both January 2021 and the early part of the 2021/2022 financial year).

### **The future**

Due to ongoing Covid-19 restrictions it is difficult to forecast 2021/22 activity levels with any degree of confidence. We are hopeful that classes and events can return before the Summer and that both drama and pantomime activities can resume during the year. We will continue to monitor expenditure closely, but our healthy January 2021 closing bank balances of £26,053 give us confidence that we have the resources in place to continue to keep the Centre funded, until historically normal levels of activity return. For these reasons, we continue to prepare these financial statements on a going concern basis.

Due to Covid-19 related restrictions, the Annual General Meeting, normally held during February, has been deferred and will, in all likelihood, be held via Zoom. In the meantime the Chairman and Secretary are available to answer any questions that members may have (contact details as below).

Approved by the trustees on 2<sup>nd</sup> February 2021 and signed on their behalf by:



.....  
**Paul Collins**  
**Chairman**  
[paulc@thecoplowcentre.com](mailto:paulc@thecoplowcentre.com)



.....  
**Simon Keast**  
**Secretary**  
[simonk@thecoplowcentre.com](mailto:simonk@thecoplowcentre.com)

# **THE COPLOW CENTRE**

**Charity number 1057581**

## **STATEMENT OF COMPREHENSIVE INCOME** **FOR THE YEAR ENDED 31<sup>ST</sup> JANUARY 2021**

		<b><u>2021</u></b>	<b><u>2020</u></b>
	Notes	£	£
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds			
Voluntary income	2	<b>18,535</b>	700
Activities for generating funds	2	<b>8,231</b>	34,012
Investment income	2	<b>7</b>	9
Total incoming resources		<b><u>26,773</u></b>	<b><u>34,721</u></b>
 <b>RESOURCES EXPENDED</b>			
Charitable activities	3	<b>16,752</b>	39,926
Governance costs	3	<b>1,021</b>	639
Total resources expended		<b><u>17,773</u></b>	<b><u>40,565</u></b>
 Net movement in funds		<b>9,000</b>	(5,844)
 Total funds brought forward	8	<b><u>28,114</u></b>	<b><u>33,958</u></b>
Total funds carried forward	8	<b><u>37,114</u></b>	<b><u>28,114</u></b>

The notes on pages 7 to 9 form part of these financial statements.

# **THE COPLOW CENTRE**

**Charity number 1057581**

## **STATEMENT OF FINANCIAL POSITION** **AS AT 31<sup>ST</sup> JANUARY 2021**


		<u>2021</u>		<u>2020</u>	
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	5		26,768		30,364
<b>CURRENT ASSETS</b>					
Stock		925		2,490	
Debtors	6	1,849		4,419	
Cash in hand and at bank		<u>26,053</u>		<u>12,197</u>	
		28,827		19,106	
<b>CREDITORS:</b>					
amounts falling due within one year	7	<u>(4,694)</u>		<u>(5,755)</u>	
<b>NET CURRENT ASSETS</b>			<u>24,133</u>		<u>13,351</u>
			50,901		43,715
Creditors: amounts falling due after more than one year	7		<u>(13,787)</u>		<u>(15,601)</u>
<b>NET ASSETS</b>			<u>37,114</u>		<u>28,114</u>
<b>FUNDS OF THE CHARITY</b>					
Unrestricted funds	8		<u>37,114</u>		<u>28,114</u>

The notes on pages 7 to 9 form part of these financial statements.

Approved by the trustees on 2<sup>nd</sup> February 2021, on behalf of the charity, and signed on their behalf by:.



.....  
P. Collins - Chairman



.....  
S. Keast - Secretary



# **THE COPLOW CENTRE**

**Charity number 1057581**

## **NOTES TO THE FINANCIAL STATEMENTS - 31<sup>ST</sup> JANUARY 2021**

### **1. ACCOUNTING POLICIES**

#### **(a) Basis of preparation**

The financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005, and applicable UK Accounting Standards and the Charities Act 2011.

#### **(b) Funds structure**

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have set aside resources for a specific purpose.

#### **(c) Incoming Resources**

These are included in the Statement of Comprehensive Income when the income is receivable.

#### **(d) Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of tangible fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Furniture and equipment – 20% per annum on written down value.

Building extension – 20% per annum on written down value.

Solar Panels – 10% per annum on written down value.

Grants received in respect of expenditure on tangible fixed assets are amortised to the Statement of Comprehensive Income over the life of the related asset.

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
<b>2. INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations and grants (including Covid-19 related)	<b><u>18,535</u></b>	<b><u>700</u></b>
<b>Activities for generating funds</b>		
Fundraising events	<b>353</b>	<b>4,634</b>
Commercial lettings	<b>3,279</b>	<b>18,657</b>
Ongoing activities	<b><u>4,599</u></b>	<b><u>10,721</u></b>
	<b><u>8,231</u></b>	<b><u>34,012</u></b>
<b>Investment income</b>		
Interest received	<b><u>7</u></b>	<b><u>9</u></b>



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**NOTES TO THE FINANCIAL STATEMENTS (continued) - 31<sup>ST</sup> JANUARY 2021**

	<u>2021</u> £	<u>2020</u> £
<b>3. RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Repairs and replacements	10,262	58,620
Grants received in respect of replacements	(3,000)	(32,750)
Heat and light	2,410	1,798
Cleaning	1,389	3,532
Insurance	1,081	1,065
Licences	749	934
Website expenses	612	449
Telephone	470	687
Refuse collection	465	480
Professional fees	420	2,590
Water rates	384	434
Supplies, court opening costs	-	341
Depreciation of solar panels (see note 5)	2,477	2,752
Depreciation of building extension (see note 5)	853	1,066
Depreciation of furniture & equipment (see note 5)	266	333
Amortisation of grants received	<u>(2,086)</u>	<u>(2,405)</u>
	<u>16,752</u>	<u>39,926</u>
<b>Governance costs</b>		
Office costs	926	469
Advertising	<u>95</u>	<u>170</u>
	<u>1,021</u>	<u>639</u>

**4. TRANSACTIONS WITH RELATED PARTIES**

During the year there were no disclosable related party transactions

**5. TANGIBLE FIXED ASSETS**

	Solar Panels £	Website Design £	Building Extension £	Furniture & Equipment £	TOTAL £
<b>Cost</b>					
At 1 <sup>st</sup> February 2020	38,368	1,032	28,237	36,217	103,854
Additions in the year	-	-	-	-	-
At 31 <sup>st</sup> January 2021	<u>38,368</u>	<u>1,032</u>	<u>28,237</u>	<u>36,217</u>	<u>103,854</u>
<b>Depreciation</b>					
At 1 <sup>st</sup> February 2020	13,599	1,031	23,975	34,885	73,490
Charge for the year	2,477	-	853	266	3,596
At 31 <sup>st</sup> January 2021	<u>16,076</u>	<u>1,031</u>	<u>24,828</u>	<u>35,151</u>	<u>77,086</u>
<b>Net book value</b>					
At 31 <sup>st</sup> January 2021	<u>22,292</u>	<u>1</u>	<u>3,409</u>	<u>1,066</u>	<u>26,768</u>
At 31 <sup>st</sup> January 2020	<u>24,769</u>	<u>1</u>	<u>4,262</u>	<u>1,332</u>	<u>30,364</u>

# **THE COPLOW CENTRE**

**Charity number 1057581**

## **NOTES TO THE FINANCIAL STATEMENTS (continued) - 31<sup>ST</sup> JANUARY 2021**

	<b><u>2021</u></b>	<b><u>2020</u></b>
	<b>£</b>	<b>£</b>
<b>6. DEBTORS</b>		
Trade debtors	26	199
Prepayments	<u>1,823</u>	<u>4,220</u>
	<u>1,849</u>	<u>4,419</u>
<b>7. CREDITORS</b>		
Amounts falling due within one year:		
Building and solar panel grants received (net of amortisation)	1,814	2,086
Accruals	<u>2,880</u>	<u>3,669</u>
	<u>4,694</u>	<u>5,755</u>
Amounts falling due after more than one year:		
Building and solar panel grants received (net of amortisation)	<u>13,787</u>	<u>15,601</u>
<b>8. ANALYSIS OF FUNDS</b>		
	<b>General funds £</b>	
At the beginning of the year	28,114	
Net movement in funds (see page 5)	<u>9,000</u>	
<b>At the end of the year</b>	<b><u>37,114</u></b>	

## **Independent Examiner's Report to the Trustees of The Coplow Centre**

I report to the Trustees on my examination of the accounts of the The Coplow Centre (the Trust) for the year ended 31<sup>st</sup> January 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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.

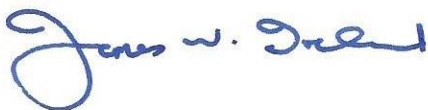
### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do 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.

Signed:



James W Ireland FCA  
Chartered Accountant  
10 Station Street  
Kibworth Beauchamp  
Leicester LE8 0LN

Date: 15<sup>th</sup> February 2021