



# **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 JANUARY 2023**

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# **THE COPLOW CENTRE**

**Charity number 1057581**

## **TRUSTEES ANNUAL REPORT** **FOR THE YEAR ENDED 31 JANUARY 2023**

### **REFERENCE AND ADMINISTRATION DETAILS**

Principal address: Uppingham Road  
Billesdon  
Leicester LE7 9FL

Website: [www.thecoplowcentre.com](http://www.thecoplowcentre.com)  
Contact: [Enquiries@thecoplowcentre.com](mailto:Enquiries@thecoplowcentre.com)

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

Mr P Collins – Chairman  
Mr P Francis (representing Billesdon Parish Council)  
Ms G Immins  
Mr S Keast  
Ms R Kirk  
Mrs J Kirwan (appointed 30<sup>th</sup> November 2022)  
Mr P Milburn – Treasurer (appointed 7<sup>th</sup> April 2022)  
Mrs S Modha (representing Harborough District Council)  
Mr C Parmar-Saville  
Mrs D Parmar-Saville

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.

# **THE COPLOW CENTRE**

**Charity number 1057581**

## **TRUSTEES ANNUAL REPORT** **FOR THE YEAR ENDED 31 JANUARY 2023 (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 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 unpaid 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**

**Charity number 1057581**

## **TRUSTEES ANNUAL REPORT** **FOR THE YEAR ENDED 31 JANUARY 2023 (continued)**

### **REVIEW OF THE YEAR 2023**

#### **Role and Aims**

The charity is governed by its Constitution and is currently managed by ten 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 2023. We welcomed Paul Milburn (who took over as Treasurer) and Jane Kirwan to the Executive Committee during the year under review.

As noted below, we have continued to invest in the Centre, at significantly increased 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 all-weather sports court continues to be free to access for most 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.

One of the highlights of the year was in June 2022, when we hosted a community celebration for the Queens Diamond Jubilee. Free food, discounted drinks and a big screen (to watch the concert in the evening) were laid on and enjoyed by hundreds of local residents.

The financial year to 31 January 2023 saw a full year of activities, the previous year being closed to all indoor activities up until May 2021 due to Covid-19 restrictions. Results can be summarised as follows:

	2023 financial year £	2022 financial year £	% Change
Revenue	36,164	24,710	Up 46%
Expenditure	(26,203)	(24,142)	Up 9%
<b>Surplus for the year – underlying*</b>	<b>9,961</b>	<b>568</b>	
Major project expenditure	(39,746)		
Covid-19 related grants received	-	13,430	
<b>(Deficit)/surplus for the year - reported</b>	<b>(29,785)</b>	<b>13,998</b>	

*\* underlying revenues and expenditure exclude significant items that are not expected to be repeated in future years*

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. 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 2023 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 their support we would not be able to manage and invest in the Centre as efficiently as we do.

# **THE COPLOW CENTRE**

**Charity number 1057581**

## **TRUSTEES ANNUAL REPORT** **FOR THE YEAR ENDED 31 JANUARY 2023 (continued)**

### **Results**

As noted above, the year saw a significant improvement in activity levels. Excluding Covid-19 related grant income, revenues increased by £11,454 (+46%) compared to last year, with regular classes and third-party bookings (including three wedding receptions and numerous birthday parties) returning.

We continue to maintain the Centre whilst carefully controlling our expenditure. Overall underlying spend (i.e. excluding major project spend noted below) was £2,061 (9%) higher than in the previous year. Cleaning costs rose by £1,793 (81%) as a result of the increased activity and the appointment of an external company to assist the trustees with this key task.

Repairs and maintenance remain our largest element of spend, accounting for £10,449 or 40% of total underlying expenditure, similar to last year's level, with court and grounds maintenance together with repairs to the roof and cooler unit in particular.

In line with the intentions noted in our report last year, we spent a significant proportion of our reserves during the financial year on the following major projects, costing us (net of grants) £39,746:

- Refurbishment and modernisation of the toilet areas £25,449
- Replacement of external roadside signage (with illumination) £1,635
- Lounge and hall heating improvements and boiler replacement £5,564
- External table tennis table £1,706
- Replacement of all hall chairs £5,392

We are very grateful to The Edith Murphy Foundation who provided £7,400 towards the refurbishment and modernisation of the toilet areas.

We continue to manage our financial affairs prudently. We have £9,559 (2022: £47,315) in our bank accounts at the year-end (representing 4.4 months of our underlying 2022/23 annual expenditure, down from 23.6 months last year but not significantly below our stated long-term target of 6.0 months). This decrease is due to the significant spend on major projects this year (as noted earlier).

### **The land and property**

After many years of uncertainty, the ownership of the Centre land and building was legally transferred in February 2019, for nil consideration, from Harborough District Council to three members of the Executive Committee, namely. P Collins, P Francis and S Keast. The aforementioned members hold the assets as Custodian Trustees, beneficial ownership residing with The Coplow Centre.

This structure was done on the advice of our legal advisors who informed us that the charity could not itself hold land as it does not have a separate legal "personality". We are looking into becoming a Charitable Incorporated Organisation ("CIO"), an entity which is allowed to own land. When this change has been made, the land and property will be transferred from the Custodian Trustees to the charity.

# **THE COPLOW CENTRE**

**Charity number 1057581**

## **TRUSTEES ANNUAL REPORT** **FOR THE YEAR ENDED 31 JANUARY 2023 (continued)**

### **The future**

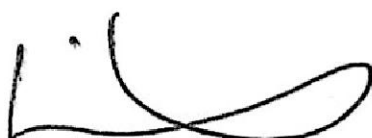
With a healthy financial position, we enter 2023/24 with a degree of confidence. We will continue to monitor expenditure closely, in particular our utility bills which will undoubtedly increase significantly (we have come to the completion of a fixed price contract and, on advice, have entered into a new contract at significantly higher rates). We will look to mitigate these effects by increasing our charging rates to users during winter months and conserving energy as much as we realistically can.

Our budget for 2023/24 shows a small surplus and year end bank balances representing 5.2 months of the 2023/24 annual expenditure, an improvement on the 4.4 months noted earlier as at 31 January 2023.

This gives us confidence that we have the financial resources in place to continue to keep the Centre adequately funded for the foreseeable future. For these reasons, we continue to prepare these financial statements on a going concern basis.

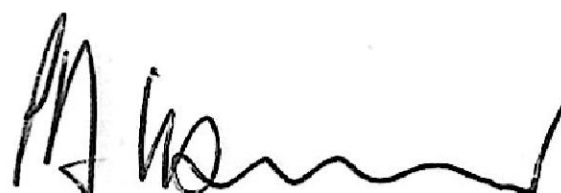
The 2023 Annual General Meeting is scheduled for May 2023 where the Committee will be available to answer any questions that you may have concerning the running of the Centre. The Chairman and Treasurer are always available to answer any concerns that members may have (contact details as below).

Approved by the trustees on 3 March 2023 and signed on their behalf by:



.....  
**Paul Collins**  
**Chairman**

[paulc@thecoplowcentre.com](mailto:paulc@thecoplowcentre.com)



.....  
**Paul Milburn**  
**Treasurer**

[paulm@thecoplowcentre.com](mailto:paulm@thecoplowcentre.com)



**THE COPLOW CENTRE****Charity number 1057581****STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 JANUARY 2023**

		<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>	Notes		
Incoming resources from generated funds			
Voluntary income	2	700	19,130
Activities for generating funds	2	35,425	19,007
Investment income	2	39	3
Total incoming resources		<u>36,164</u>	<u>38,140</u>
<b>RESOURCES EXPENDED</b>			
Charitable activities	3	65,745	23,480
Governance costs	3	204	662
Total resources expended		<u>65,949</u>	<u>24,142</u>
Net movement in funds		(29,785)	13,998
Total funds brought forward	8	<u>51,112</u>	<u>37,114</u>
Total funds carried forward	8	<u>21,327</u>	<u>51,112</u>

The notes on pages 8 to 10 form part of these financial statements.

# **THE COPLOW CENTRE**

**Charity number 1057581**

## **STATEMENT OF FINANCIAL POSITION**

**AS AT 31 JANUARY 2023**

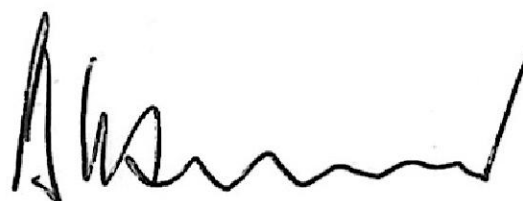
		<b>2023</b>		<b>2022</b>	
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	5		20,921		23,644
<b>CURRENT ASSETS</b>					
Bar stocks		2,109		1,171	
Debtors	6	4,664		3,210	
Cash in hand and at bank		9,560		47,315	
		<u>16,333</u>		<u>51,696</u>	
<b>CREDITORS</b>					
Amounts falling due within one year	7	<u>(5,105)</u>		<u>(12,022)</u>	
<b>NET CURRENT ASSETS</b>			<u>11,228</u>		<u>39,674</u>
			32,149		63,318
Creditors falling due after one year	7		<u>(10,822)</u>		<u>(12,206)</u>
<b>NET ASSETS</b>			<u>21,327</u>		<u>51,112</u>
<b>FUNDS OF THE CHARITY</b>					
Unrestricted funds	8		<u>21,327</u>		<u>51,112</u>

The notes on pages 8 to 10 form part of these financial statements.

Approved by the trustees on 3 March 2023, on behalf of the charity, and signed on their behalf by:



.....  
P Collins - Chairman



.....  
P Milburn - Treasurer



# **THE COPLOW CENTRE**

**Charity number 1057581**

## **NOTES TO THE FINANCIAL STATEMENTS - 31 JANUARY 2023**

### **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 accumulated 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.

Expenditure on additions of less than £1,000, and expenditure on additions that are not certain to generate sufficient income, are written off to the Statement of Comprehensive Income (within "repairs and replacements") in the year in which they are incurred.

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.

### **2. INCOMING RESOURCES**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>Voluntary income</b>		
Donations and grants (including Covid-19 related)	<b><u>700</u></b>	<b><u>19,130</u></b>
<b>Activities for generating funds</b>		
Fundraising events	<b>862</b>	<b>-</b>
Commercial lettings	<b>24,809</b>	<b>14,055</b>
Ongoing activities	<b><u>9,754</u></b>	<b><u>4,952</u></b>
	<b><u>35,425</u></b>	<b><u>19,007</u></b>
<b>Investment income</b>		
Interest received	<b><u>39</u></b>	<b><u>3</u></b>

# THE COPLOW CENTRE

Charity number 1057581

## NOTES TO THE FINANCIAL STATEMENTS (continued) - 31 JANUARY 2023

	2023 £	2022 £
<b>3. RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Repairs and replacements	50,195	10,025
Heat and light	4,562	4,463
Cleaning	3,995	2,202
Website expenses	1,738	1,867
Insurance	1,160	1,092
Licences and bar expenses	1,118	852
Refuse collection	592	473
Professional fees-accounts examination	450	456
Telephone	440	473
Water rates	354	267
Depreciation of solar panels (see note 5)	2,006	2,229
Depreciation of building extension (see note 5)	546	682
Depreciation of furniture & equipment (see note 5)	170	213
Amortisation of grants received	(1,581)	(1,813)
	<u>65,745</u>	<u>23,480</u>
<b>Governance costs</b>		
Office costs	93	662
Advertising	111	-
	<u>204</u>	<u>662</u>

### 4. TRANSACTIONS WITH RELATED PARTIES

During the year there were no disclosable related party transactions. It has been confirmed by P Collins, P Francis and S Keast (each being executive committee members) that, although they were the "centre owners" and named as such on the property title deeds, The Coplow Centre Charity were the beneficial owners of the property.

### 5. TANGIBLE FIXED ASSETS

	Solar Panels £	Website Design £	Building Extension £	Furniture & Equipment £	TOTAL £
<b>Cost</b>					
At 1 <sup>st</sup> February 2022	38,368	1,032	28,237	36,217	103,854
Additions in the year	-	-	-	-	-
At 31 <sup>st</sup> January 2023	<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 2022	18,305	1,031	25,510	35,364	77,086
Charge for the year	2,006	-	546	170	3,124
At 31 <sup>st</sup> January 2023	<u>20,311</u>	<u>1,031</u>	<u>26,056</u>	<u>35,535</u>	<u>80,210</u>
<b>Net book value</b>					
At 31 <sup>st</sup> January 2023	<u>18,057</u>	<u>1</u>	<u>2,181</u>	<u>682</u>	<u>20,921</u>
At 31 <sup>st</sup> January 2022	<u>20,063</u>	<u>1</u>	<u>2,727</u>	<u>853</u>	<u>23,644</u>

# **THE COPLOW CENTRE**

**Charity number 1057581**

## **NOTES TO THE FINANCIAL STATEMENTS (continued) - 31 JANUARY 2023**

<b>6.</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>DEBTORS</b>		
Trade debtors	1,392	1,195
Prepayments	3,272	2,015
	<u>4,664</u>	<u>3,210</u>
<b>7. CREDITORS</b>		
Amounts falling due within one year:		
Building and solar panel grants received (net of amortisation)	1,383	1,582
Grant received in advance for toilet area refurbishment	-	7,400
Accruals	3,722	3,040
	<u>5,105</u>	<u>12,022</u>
Amounts falling due after one year:		
Building and solar panel grants received (net of amortisation)	<u>10,822</u>	<u>12,206</u>
<b>8. ANALYSIS OF FUNDS</b>	<b>General Funds £</b>	
At the beginning of the year	51,112	
Net movement in funds (see page 5)	<u>(29,785)</u>	
At the end of the year	<u>21,327</u>	

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

I report to the Trustees on my examination of the accounts of The Coplow Centre ("the Trust") for the year ended 31<sup>st</sup> January 2023.

### **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.

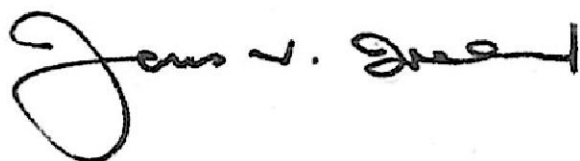
### **Independent examiner's statement**

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 28<sup>th</sup> March 2023