

**Shoreham Community Trust Limited**

**Charity No. 1070530**

**Company No. 03567456**

**Trustees' Report and Unaudited Accounts**

**31 March 2022**

**Shoreham Community Trust Limited**  
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**Trustees' Annual Report**  
*(Including Directors' report) for the period*

**1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022**

**Charity name:** Shoreham Community Trust

**Charity Registration No.:** 1070530

**Company No.:** 3567456

**SHOREHAM COMMUNITY TRUST  
ANNUAL REPORT  
YEAR ENDED 31 MARCH 2022**

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## **1. Introduction**

The Shoreham Centre building is a focal point in the town, bringing the community together through multiple activities.

It is owned by the local authority and leased to the Shoreham Community Trust (SCT), and in 2015/16 was substantially refurbished by Adur District Council (ADC) with three objectives in mind:

Firstly, to improve the SCT's offer to the community, enhancing its quality and ability to be used by a wide range of hirers, community groups and voluntary organisations.

Secondly, to accommodate the local authority as its strategic base, serving the Adur District with customer council services.

Thirdly, to support a number of charitable bodies including Citizen Advice and 4Sight, by housing their business activities within the complex.

The net result is a lively hub for the town which offers leisure, civic and professional services of all kinds, being at the very heart of the town, district and wider community.

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting & Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard, applicable in the UK and Republic of Ireland (*FRS 102*) (*effective 1 January 2015*).

The Trust's constitution reflects the requirements of modern charity legislation and recommended good practice for a Charity.

Responsibility for the overall control of the Trust's affairs rests with the board of managing trustees, elected each year by the membership at the AGM. The Trustees herewith present their report, together with the Independently Examined Financial Statements of the Trust, for the financial year beginning on 1 April 2021 and ending on 31 March 2022.

## **2. Purpose of the Charity**

The principal activity of the Trust in the period under review was that of running The Shoreham Centre in line with the Charity's objects which are to:

"Promote for the benefit of the inhabitants of Shoreham-by-Sea and neighbourhood without distinction of sex, colour, race 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 interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life of the said inhabitants."

Also "to co-operate with any statutory local authority in the maintenance and management of the premises known as The Shoreham Centre, 2 Pond Road, Shoreham by Sea, West Sussex BN43 5WU, for activities promoted by the company and its constituent bodies in the furtherance of the above objects."

### **3. Main Activities**

We hire out rooms and space to local community groups to further our Charity objectives whereby people can come together to play, learn and celebrate.

#### **Pond Café**

Our Pond Cafe is a community cafe offering refreshments for those using the Centre. The finances of the cafe are held in a designated fund with any surplus used, as determined by the trustees, to further our primary charity objectives.

The Pond Café offers a popular service of refreshments and lunches for users of the Centre. In addition, the staff provide an outside catering service when requested and occasionally cater for larger community events held in The Shoreham Centre. Our hospitality portfolio continues to increase and is becoming a key part of the café's offering to local businesses and community groups who use the centre.

#### **Skyway Gallery**

After a period of team building and planning, the Skyway gallery was launched on 16th September 2016 and formally became part of the Shoreham Community Trust on 15<sup>th</sup> August 2017.

Skyway Gallery is a contemporary community centre gallery space, which provides a flexible and affordable context for the promotion of art and culture.

Skyway Gallery has two main purposes: The advancement of the arts & culture and the advancement of education in the arts. Our aim is to stimulate creativity, diversity and activity in the visual arts, as well as strengthening and promoting the well-being of the wider community. The Skyway Gallery exists within a public shared space and has a weekly average footfall of 1,000 to 1,500 people, therefore providing the opportunity for people who wouldn't normally be exposed to the visual arts to engage with a varied and changing body of work.

The Gallery also provides hire space with exhibition opportunities for art groups and clubs, educational establishments and individuals to exhibit, promote and on occasion sell their work during their exhibition period.

#### **Other regular activities at The Shoreham Centre include:**

- Arts and crafts
- Dance
- Drama
- Fitness classes & training
- Education
- Pre-school activities
- Music
- Public meetings
- Blood Donation
- Wednesday Market
- Martial arts
- Choir
- Skyway Gallery
- Wedding receptions
- Themed events

- Church services

#### **4. Public Benefit Statement**

The Trustees pay full regard to the Charity Commission's guidance on public benefit. They apply it in their general overview of the Trusts affairs and have done so directly in relevant areas of decision-making during the year.

#### **5. Contributions made by Volunteers**

The Trust has members who volunteer for a range of roles including preparing and running social events, distributing publicity, attending Skyway Gallery Exhibitions and maintaining the premises.

The management committee would like to record its great appreciation for the continued support given by unpaid volunteers who assist with the running of all aspects of The Shoreham Centre.

#### **6. Main achievements**

##### Principal Funding sources

The principal funding source is from room lettings to local community groups.

Fundraising events are held during the year and include a weekly Wednesday indoor market, craft fairs and other in events held by local charities and community groups.

**The Pond Cafe**, whilst not a principal funding source, is a relevant part of our funding for the users of the Centre. Skyway Gallery, although again is not a principal funding source, however, it exists within a public shared space and has a weekly average footfall of 1,000 to 1,500 people.

The Pond Café has grown in its reputation in providing a meeting place for the community. Mothers with their babies meet friends regularly in the café area for drinks and chats. We provide a regular roast dinner on Thursday lunchtimes at an affordable price, which is growing in popularity each week.

However due to the Covid pandemic the café has not been able to open fully due to the restrictions that were in place and has had to operate on a much smaller scale. This has impacted heavily on the income.

**The Skyway Gallery** exhibitions that were planned for 2020 were re-scheduled in 2022. From the opening of the gallery in 2016 to January 2022 the success of the gallery had been down to the hard work and dedication of volunteers. Due to the increasing workload and exhibition bookings the demand for a part time curator became apparent. In January 2022 Skyway Gallery appointed a part time Curator to manage the facility.

**SCT Trading Limited** is a new subsidiary company of Shoreham Community Trust. It was set up during 2019 to provide a licenced bar service for the users of Shoreham Community Trust to hire for their events. Any surplus for each year will be gifted to Shoreham Community Trust to improve the building and services SCT provide to the community. Approval for a gift transfer is actioned at the formal Annual General Meeting.

## **General**

The building is in continuous use throughout the week, and full of many diverse community groups making great use of the space. The variety of these groups is in itself testament to the flexibility, affordability and quality of what the Centre can offer our community.

Due to the Covid pandemic the Centre had been forced to close at numerous times over the last 12 months to comply with the national lockdown rules and regulations. During this time the majority of staff were placed on furlough leave and Managers worked from home.

SCT followed the Government guidelines and invested in everything that was required to ensure the Centre was Covid Secure. During the lockdown periods Managers completed weekly H&S checks to ensure the Centre was compliant and ready to open when restrictions allowed.

SCT claimed and received Business Rate Support Grants from Adur and Worthing Council and Furlough support for wages from HMRC over the 12-month period.

## **7. Action Plan**

### **Action Plan 2021 - 2023**

<b>1. Target:</b> Form Trustee team to negotiate a new lease with Adur District Council as a High priority		
	<b>Action:</b>	Chair of trustees
	<b>When:</b>	31st December 2022
<b>2. Target:</b> Maintain a minimum of 3-6 months expenditure in reserves, with the aim to achieve 6 months in reserves in the coming two years.		
	<b>Action:</b>	Treasurer
	<b>When:</b>	Ongoing
<b>3. Target:</b> Set up quarterly review meetings between ADC officers and Trustees to discuss subjects of mutual interest		
	<b>Action:</b>	Chairman/ Centre manager to agree timetable with ADC
	<b>When:</b>	Upon completion of lease
<b>4. Target:</b> Trustees to annually review hire fees for all spaces		
	<b>Action:</b>	Manager & Treasurer
	<b>When:</b>	End of third Quarter
<b>5. Target:</b> Hirers and tenants to have direct access to the Centre manager to discuss any problems / issues. In addition, regular review meetings with Centre staff can be arranged to discuss future needs and opportunities.		



	<b>Action:</b>	Centre manager / Vice Chair
	<b>When:</b>	With immediate effect
<b>6. Target:</b> Create agenda time for Trustees, ADC and other stakeholders to discuss new opportunities, including long-term building development aspirations for the Centre, and to assess barriers to success		
	<b>Action:</b>	SWOT analysis with Trustees, ADC representatives - AWC, Centre Manager
	<b>When:</b>	Date tbc upon completion of lease
<b>7. Target:</b> Determine an integrated media, advertising and promotional strategy and implementation plan		
	<b>Action:</b>	Trustees & Marketing sub-committee
	<b>When:</b>	End June 2023
<b>8. Target:</b> Examine ways to further develop Skyway Gallery activities following the appointment of a Curator to manage the facility		
	<b>Action:</b>	Trustee Board & Skyway Gallery sub-committee
	<b>When:</b>	Ongoing
<b>9. Target:</b> Formulate the long-term building development aspirations		
	<b>Action:</b>	Trustees and Capital sub-committee in conversation with ADC AWC
	<b>When:</b>	Date tbc upon completion of lease
<b>10. Target:</b> Continue commitment to train staff in appropriate skills and draw up suitable programmes to accomplish individual progress		
	<b>Action:</b>	Staffing sub-committee
	<b>When:</b>	Ongoing
<b>11. Target:</b> For 2022/23 we are reviewing and updating all our governance documents and policies held on file		
	<b>Action</b>	Trustees and Centre Manager
		Ongoing

## **8. Fundraising Objectives**

### **General**

Our fundraising activities allow us to put on events that are free for the public. We invite local, talented and inspirational people who want to contribute, being part of a community hub and part of the entertainment on event days. These events have been well received and grow every year, and we will continue to provide them. In previous years we had provided a Christmas Lunch on Christmas Day, which was free of charge to anyone who wishes to come along. The day is provided by volunteers, trustees and staff working together.

However, Christmas 2020 & 2021 The Shoreham Centre was closed due to Covid-19 government restrictions. The Bridge Public House were able to provide some Christmas Hampers to those who would have normally come to the Shoreham Centre for Christmas lunch on Christmas Day along with a Christmas meal which was delivered via volunteers and Age UK.

### **Pond Cafe**

We provide good quality food and drinks at an affordable price and compare favourably with other providers in the community. We ensure our Pond Café provides regular meals for senior citizens in the community at an affordable community price.

### **Skyway Gallery Programme 2022**

<b><u>Date</u></b>	<b><u>Exhibitions and workshops 2022</u></b>
28th May- 12th June	Adur Arts Trail
28th May - 12th June	Rotary Club –Children’s drawings about Covid
18th June - 9th July	Melvyn Biddulph Solo show
18th July - 5th August	Emily Ball Solo show
13th - 27th August	GBMet Group show (Emotion & Expression)
10th Sept - 1st Oct	Jon Peaty Retrospective
October - tbc	Brighton Photo Fringe
October half term	The Big Draw - some workshops & a trail
October half term	Black History Month - Althea McNish - workshops
November	Gary Goodman & Sabrinah Shah

### **Skyway Gallery Programme 2023**

<u>Date</u>	<u>Exhibitions and workshops 2023</u>
November /December/ Jan/Feb - no planned exhibitions	
March 2023	Gallit Shaltiel
March 2023	International Women's Day- details tbc
April/May - no plans as yet	
June 2023	Caroline Darke

## **9. Reserves Policy**

The Directors / Trustees endeavour to maintain sufficient reserves in order to ensure that funds remain available to enable the centre to continue to operate in the furtherance of the objectives of the charity.

The reserves held are 3 months' worth of annual expenditure in line with Charity Commission recommendations. Approved by Trustees 15th August 2017.

With all the unforeseen disruption caused by the pandemic season, our Reserves Policy has proven to be a vital cushion in surviving the financial challenges of this season.

## **10. Principal Risk**

Shoreham Community Trust's principal risk is that we still have no lease in place with Adur District Council. We requested to have a lease offering us 20-25 years but have only been offered 15 years in the draft documents so far. We will also need the management document to be workable for us if we are able to grow and not be restricted.

The Trust recognises the impact of the Coronavirus Pandemic and will ensure it places the safety of the staff, hirers and all visitors as our number one priority and will ensure compliance is followed, by additionally following Government guidelines at all times.

## **11. Structure, Governance & Management**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company (*limited by guarantee*) as defined by the Companies Act 2006.

Shoreham Community Trust is a company limited by guarantee governed by its Memorandum and Articles of Association dated 20th May 1998. It is registered as a charity with the Charity Commission.

During the year trustees considered issues relating to membership of the Trust and how to encourage this amongst hirers of the Centre, alongside individual membership. At a meeting of trustees, it was proposed to offer all hirers membership, without charge. If not already members, larger organisations or groups would be encouraged to organise representation from amongst their membership.

Anyone over the age of 18 can become a member of the charity. Please note, however, that voting rights at the AGM are restricted to the representatives who have signed the relevant documentation

stating they uphold the objectives of the Charity/Trust. Forms are available from the office at The Shoreham Centre.

### **Trustee Selection**

At the AGM Trustees willing to stand may be reappointed by rotation for a further term by fellow Trustees. The optimum term is nine years, but Trusts can decide their own length of service criteria as appropriate.

When contemplating Trustee selection, the Board should actively consider aspects of diversity and inclusivity for the Board to be fully representative of the local community.

### **Trustee Induction and Training**

New Trustees are obliged to undergo a systematic induction programme overseen by an existing Trustee. This includes the provision of a comprehensive data pack and facilities tour of the Centre including introductions to managers and staff.

Training programmes are available and offered on an ad hoc basis as required and appropriate.

### **Governance**

All Policies and Documentation are electronically captured in the Governance Archive. This is updated on an ongoing basis and includes Charity Commission rules and guidelines and staff / employee policies.

The Centre Manager provides a tour of the building, during which time they meet key employees. Health & Safety and Safeguarding training are provided by the appropriate officer of the Trust.

### **The Management Committee (Trustees)**

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, and who served during the period and up to the date of this report are:

Matt Davis	Chair
Val Garland	Vice Chair
Janice Roberts	Treasurer
Danny McBride	Committee Member – Skyway
John Griffin	Committee Member
Kate Green	Committee Member

Registered Charity No. 1070530 Address: The Shoreham Centre, 2 Pond Road, Shoreham by Sea, West Sussex. BN43 5WU

### **Day-to-day Management**

Management of The Shoreham Centre is carried out by our small team in the office, plus cleaners & caretaking staff, who are pleased to deal with questions and enquiries. To get in touch, please see our [contact](http://www.shorehamcentre.co.uk) page on our website: [www.shorehamcentre.co.uk](http://www.shorehamcentre.co.uk)

### **STAFF MEMBERS**

Shoreham Centre Manager	Jeremy Charlton
Deputy Manager	Zara Spanton
Events & Administration	Michele Pape
Receptionist & Administration	Tracy Keen
Skyway Curator	Crimson Trebar
Caretakers	Rob Koeing
	Lee Pomfrey
	Laura Fontana
Catering Manager	Jennifer Moore
Café Assistant	Karen Hibbert
Café Assistant	Lorna Davies
Café Assistant	Jacqueline Martin
Café Assistant	Karen Sando
Weekend Manager	Vacant
Cleaners	Joyce May
	Debra Watson
	Chelsea Watson

### **Independent Examiner /Accountants**

Mark Goble, Marsh & Co Accountants Limited, 254 Upper Shoreham Road, Shoreham-by- Sea, West Sussex BN 43 6BF

### **Bank**

Barclays Bank PLC Worthing, Chapel House, 1 Chapel Road, Worthing, West Sussex BN11 1EX.

COIF Charity Funds, Senator House, 85 Queen Victoria Street, London, EC4V 4ET

## **12. Financial Review**

The financial statements indicate that the charity achieved a loss of £16,694 during the year - compared with a loss of £50,617 for the previous year.

Our overall financial position reduced over 2021/22 year. This was due to the Covid pandemic and the direct impact this had on the business over the financial year. Due to the Government lockdowns the Centre had to close for some part of the 2021 and was not permitted to operate in any way during this time. When the Centre was permitted to open the restrictions and guidelines, we had to follow to be Covid Secure meant a large proportion of our business was not permitted to run so this put continued pressure on the business financially.

All the Trust's current assets and liabilities relate to delivery of its charitable aims and objectives. The Trust's direct expenses in providing charitable services are the personnel and other

costs involved in running The Shoreham Centre and in making its facilities available for community activities.

A detailed account of the activities and workings of the Shoreham Centre, along with information about its facilities, management and history, can be found on our website [www.shorehamcentre.co.uk](http://www.shorehamcentre.co.uk)

### **13. Long Term Achievements**

The most visible improvement over recent years has been the extension to The Shoreham Centre and the substantial refurbishment to the interior of the building that Adur District Council has provided.

The Shoreham Centre building is a focal point in the town, bringing the community together through multiple activities across the district.

The introduction of the Skyway Gallery has provided the building with a real cultural flourish of which the team are very proud.

Surrounding land which holds future development potential will only add to the long-term goal of the building being very much at the epicentre of this vibrant town.

Adur and Worthing Council, as part of their pledge to be carbon neutral by 2030 is using part of grant of more than £1.8m from the Public Sector Decarbonisation Scheme to install a series of environmentally friendly air source heat pumps. These heat pumps will be installed to provide the bulk of the heating and hot water to the building which will result in lower carbon emissions.

### **14. Related Parties & Trustee Responsibilities**

There have been no related party transactions in the financial year ending 31st March 2022.

#### **Statement of the Trustees' Responsibilities**

Company law requires Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company for that period. In preparing those financial statements, the trustees are required to:

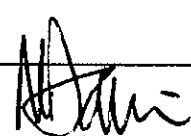
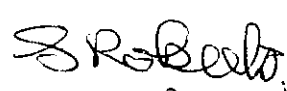
- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the Charity SORP.
- make judgements and estimates which are reasonable and prudent.
- prepare the financial statements on a "going-concern" basis (*unless it is inappropriate to presume that the charitable company will continue in operation*).

The Trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charitable company, and which enable them both to ascertain the financial position of the charitable company and to ensure that the financial statements comply with the Charities Act.

The Trustees are responsible for safeguarding the assets of the charity - and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. The trustees declare that they have approved the annual report at their board of trustees meeting in xxxxxx and signed on its behalf by Matt Davis (Chair) and Janice Roberts (Treasurer).

#### 15. Declarations

<p>The company has taken advantage of the small companies' exemption in preparing the report above.</p> <p>The trustees declare that they have approved the trustees' report (including directors' report) above.</p> <p>Signed on behalf of the charity's trustees/directors</p>	
<p>Signature </p> <p>Full Name <b>MATT DAVIS</b></p> <p>Position <b>CHAIR</b></p>	<p>Matt Davis</p> <p>Chair</p>
<p>Signature </p> <p>Full Name <b>JANICE ROBERTS</b></p> <p>Position <b>TREASURER</b></p>	<p>Janice Roberts</p> <p>Treasurer</p>
<p>Date <b>12th December 2022</b></p>	

#### 16. Annual General Meeting

The Annual General Meeting (AGM) of Shoreham Community Trust will be held during December 2022.

The AGM is open to anyone who has an interest in The Trust and The Shoreham Centre.

Anyone over the age of 18 can become a member of the charity. Please note, however, that voting rights at the AGM are restricted to the representatives who have signed the relevant documentation stating they uphold the objectives of the Charity/Trust. Forms are available from the office at The Shoreham Centre.

**Shoreham Community Trust Limited**  
**Independent Examiners Report**

**Independent Examiner's Report to the trustees of Shoreham Community Trust Limited**

I report to the charity trustees on my examination of the financial statements of Shoreham Community Trust Limited for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

**Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the Charities SORP (FRS 102).

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 financial statements to be reached.

Marsh & Co Accountants  
MAAT  
Marsh & Co Accountants Limited  
254 Upper Shoreham Road  
Shoreham by Sea  
West Sussex

BN43 6BF  
08 November 2022



**Shoreham Community Trust Limited**  
**Statement of Financial Activities**  
**for the year ended 31 March 2022**

		<b>Unrestricted funds 2022 £</b>	<b>Restricted funds 2022 £</b>	<b>Total funds 2022 £</b>	<b>Total funds 2021 £</b>
	<b>Notes</b>				
<b>Income and endowments</b>					
<b>from:</b>					
Donations and legacies	4	242	-	242	30
Charitable activities	5	175,872	-	175,872	50,245
Other trading activities	6	4,092	-	4,092	19
Other	7	35,444	-	35,444	95,652
<b>Total</b>		<b>215,650</b>	<b>-</b>	<b>215,650</b>	<b>145,946</b>
<b>Expenditure on:</b>					
Other	8	231,600	744	232,344	196,563
<b>Total</b>		<b>231,600</b>	<b>744</b>	<b>232,344</b>	<b>196,563</b>
Net gains on investments		-	-	-	-
<b>Net expenditure</b>	9	<b>(15,950)</b>	<b>(744)</b>	<b>(16,694)</b>	<b>(50,617)</b>
Transfers between funds		-	-	-	-
<b>Net expenditure before other gains/(losses)</b>		<b>(15,950)</b>	<b>(744)</b>	<b>(16,694)</b>	<b>(50,617)</b>
<b>Other gains and losses</b>					
<b>Net movement in funds</b>		<b>(15,950)</b>	<b>(744)</b>	<b>(16,694)</b>	<b>(50,617)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		200,490	13,198	213,688	264,305
<b>Total funds carried forward</b>		<b>184,540</b>	<b>12,454</b>	<b>196,994</b>	<b>213,688</b>

**Shoreham Community Trust Limited**  
**Summary Income and Expenditure Account**  
**for the year ended 31 March 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Income	215,650	145,336
<b>Gross income for the year</b>	<u>215,650</u>	<u>145,336</u>
Expenditure	225,691	187,471
Depreciation and charges for impairment of fixed assets	6,653	8,483
<b>Total expenditure for the year</b>	<u>232,344</u>	<u>195,953</u>
Net expenditure before tax for the year	(16,694)	(50,617)
<b>Net expenditure for the year</b>	<u>(16,694)</u>	<u>(50,617)</u>

**Shoreham Community Trust Limited****Balance Sheet****at 31 March 2022**

<b>Company No.</b>	<b>03567456</b>	<b>Notes</b>	<b>2022</b>	<b>2021</b>
			<b>£</b>	<b>£</b>
<b>Fixed assets</b>				
Tangible assets	11	14,543		21,129
Investments	12	-		-
		<u>14,543</u>		<u>21,129</u>
<b>Current assets</b>				
Debtors	13	241		1,042
Cash at bank and in hand		188,735		192,591
		<u>188,976</u>		<u>193,633</u>
<b>Creditors: Amount falling due within one year</b>	14	<u>(6,525)</u>		<u>(1,074)</u>
<b>Net current assets</b>		182,451		192,559
<b>Total assets less current liabilities</b>		<u>196,994</u>		<u>213,688</u>
<b>Net assets excluding pension asset or liability</b>		<u>196,994</u>		<u>213,688</u>
<b>Total net assets</b>		<u>196,994</u>		<u>213,688</u>
<b>The funds of the charity</b>				
<b>Restricted funds</b>				
Restricted income funds	15	12,454		13,198
		<u>12,454</u>		<u>13,198</u>
<b>Unrestricted funds</b>				
General funds	15	184,540		200,490
		<u>184,540</u>		<u>200,490</u>
<b>Total funds</b>		<u>196,994</u>		<u>213,688</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 08 November 2022

And signed on its behalf by:

M. Davis

Trustee

08 November 2022

**1 Accounting policies**

**Basis of preparation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

**Change in basis of accounting or to previous accounts**

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

**Fund accounting**

**Unrestricted funds** General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

**Designated funds**

These are unrestricted funds earmarked by the trustees for particular purposes.

**Reserved designated funds** Reserved designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

**Restricted funds** Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**Income**

**Recognition of income** All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Donated services or facilities** Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

**Income tax recoverable** Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

## **Shoreham Community Trust Limited**

### **Notes to the Accounts**

#### **Expenditure**

**Recognition of expenditure** All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities, they have been allocated on a basis consistent with the use of the resources.

**Governance costs** Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements

#### **Taxation**

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

#### **Tangible fixed assets and depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Property improvement	10% Straight line
Computer and website design	25% Reducing balance
Fixtures and fittings	25% Reducing balance

#### **Pension costs**

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the company in independently administered funds.

#### **Receipt of donated goods, facilities and services**

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

## **2 Company status**

The company is a private company limited by guarantee and consequently does not have share capital.

**Shoreham Community Trust Limited**  
**Notes to the Accounts**

**3 Statement of Financial Activities - prior year**

	<b>Unrestricted funds 2021 £</b>	<b>Restricted funds 2021 £</b>	<b>Total funds 2021 £</b>
<b>Income and endowments from:</b>			
Donations and legacies	30	-	30
Charitable activities	50,245	-	50,245
Other trading activities	19	-	19
Other	95,652	-	95,652
<b>Total</b>	<b>145,946</b>	<b>-</b>	<b>145,946</b>
<b>Expenditure on:</b>			
Other	195,819	744	196,563
<b>Total</b>	<b>195,819</b>	<b>744</b>	<b>196,563</b>
<b>Net income</b>	<b>(49,873)</b>	<b>(744)</b>	<b>(50,617)</b>
<b>Net income before other gains/(losses)</b>	<b>(49,873)</b>	<b>(744)</b>	<b>(50,617)</b>
<b>Other gains and losses:</b>			
<b>Net movement in funds</b>	<b>(49,873)</b>	<b>(744)</b>	<b>(50,617)</b>
<b>Reconciliation of funds:</b>			
<b>Total funds carried forward</b>	<b>(49,873)</b>	<b>(744)</b>	<b>(50,617)</b>

**4 Income from donations and legacies**

	<b>Unrestricted 2022 £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Donations	242	242	30
	<b>242</b>	<b>242</b>	<b>30</b>

**5 Income from charitable activities**

	<b>Unrestricted 2022 £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Lettings and rentals	104,751	104,751	26,680
Cafe	41,270	41,270	7,242
Centre running costs	29,851	29,851	16,323
	<b>175,872</b>	<b>175,872</b>	<b>50,245</b>

**Shoreham Community Trust Limited**  
**Notes to the Accounts**

**6 Income from other trading activities**

<b>Unrestricted</b>	<b>Total</b>	<b>Total</b>
	<b>2022</b>	<b>2021</b>
<b>£</b>	<b>£</b>	<b>£</b>
4,092	4,092	19
<u>4,092</u>	<u>4,092</u>	<u>19</u>

**7 Other income**

	<b>Unrestricted</b>	<b>Total</b>	<b>Total</b>
	<b>2022</b>	<b>2021</b>	
	<b>£</b>	<b>£</b>	<b>£</b>
Misc income	62	62	-
Furlough scheme	19,382	19,382	55,795
COVID grants	16,000	16,000	39,857
	<u>35,444</u>	<u>35,444</u>	<u>95,652</u>

**8 Other expenditure**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>2022</b>		<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Skyway expenses	112	-	112	750
Cafe supplies and machine hire	17,299	-	17,299	5,840
Adur District Council premises costs	30,827	-	30,827	14,835
Employee costs	156,066	-	156,066	147,241
Premises costs	8,444	-	8,444	6,904
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	5,909	744	6,653	8,482
General administrative costs	8,960	-	8,960	9,302
Legal and professional costs	3,983	-	3,983	3,209
	<u>231,600</u>	<u>744</u>	<u>232,344</u>	<u>196,563</u>

**9 Net expenditure before transfers**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Depreciation of owned fixed assets	6,653	8,482

**Shoreham Community Trust Limited**  
**Notes to the Accounts**

**10 Staff costs**

	<b>2022</b>	<b>2021</b>
Salaries and wages	146,486	138,533
Social security costs	6,855	6,478
Pension costs	2,565	932
	<u>155,906</u>	<u>145,943</u>

No employee received emoluments in excess of £60,000.

The average monthly number of full time equivalent employees during the year was as follows:

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
Staff	20	18
	<u>20</u>	<u>18</u>

**11 Tangible fixed assets**

	<b>Land and buildings</b>	<b>Computer and website design</b>	<b>Fixtures and fittings</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost or revaluation</b>				
At 1 April 2021	34,058	6,317	72,601	112,976
Additions	-	50	17	67
At 31 March 2022	<u>34,058</u>	<u>6,367</u>	<u>72,618</u>	<u>113,043</u>
<b>Depreciation and impairment</b>				
At 1 April 2021	24,664	5,074	62,109	91,847
Depreciation charge for the year	3,410	620	2,623	6,653
At 31 March 2022	<u>28,074</u>	<u>5,694</u>	<u>64,732</u>	<u>98,500</u>
<b>Net book values</b>				
At 31 March 2022	<u>5,984</u>	<u>673</u>	<u>7,886</u>	<u>14,543</u>
At 31 March 2021	<u>9,394</u>	<u>1,243</u>	<u>10,492</u>	<u>21,129</u>

**12 Investments**

**Investment in Subsidiaries**

The company has the following subsidiary undertakings:

<b>Name of company</b>	<b>Country of incorporation (if not UK)</b>	<b>Class of shares held</b>	<b>% age of shares held</b>	<b>Capital and reserves at end of the relevant year</b>	<b>Profit/(loss) for the relevant year</b>
			<b>%</b>	<b>£</b>	<b>£</b>
SCT Trading Limited	England and Wales	Ordinary	100	1	-



**Shoreham Community Trust Limited**  
**Notes to the Accounts**

**13 Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	241	1,042
	<u>241</u>	<u>1,042</u>

**14 Creditors:**

amounts falling due within one year

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Accruals	6,525	1,074
	<u>6,525</u>	<u>1,074</u>

**15 Movement in funds**

	<b>At 1 April 2021</b>	<b>Incoming resources (including other gains/losses) £</b>	<b>Resources expended £</b>	<b>At 31 March 2022 £</b>
<b>Restricted funds:</b>				
<b>Restricted income funds:</b>				
	13,198	-	(744)	12,454
<i>Total</i>	<u>13,198</u>	<u>-</u>	<u>(744)</u>	<u>12,454</u>
<b>Unrestricted funds:</b>				
<b>General funds</b>	200,490	215,650	(231,600)	184,540
<b>Total funds</b>	<u>213,688</u>	<u>215,650</u>	<u>(232,344)</u>	<u>196,994</u>

**16 Analysis of net assets between funds**

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total £</b>
Fixed assets	10,080	4,463	14,543
Net current assets	182,451	-	182,451
	<u>192,531</u>	<u>4,463</u>	<u>196,994</u>

**17 Reconciliation of net debt**

	<b>At 1 April 2021 £</b>	<b>Cash flows £</b>	<b>At 31 March 2022 £</b>
Cash and cash equivalents	192,591	(3,856)	188,735
	<u>192,591</u>	<u>(3,856)</u>	<u>188,735</u>
Net debt	<u>192,591</u>	<u>(3,856)</u>	<u>188,735</u>

**18 Commitments**

***Operating lease commitments***

Annual commitments under non-cancellable operating leases are as follows:

	<b>2022</b>	<b>2022</b>	<b>2021</b>	<b>2021</b>
	<b>Land and</b>	<b>Other</b>	<b>Land and</b>	<b>Other</b>
	<b>buildings</b>		<b>buildings</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>

Operating leases with expiry date:

***Pension commitments***

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
The pension cost charge to the company amounted to:	<b>2,565</b>	<b>932</b>

**19 Related party disclosures**

***Controlling party***

The company is limited by guarantee and has no share capital; thus no single party controls the company.

**Shoreham Community Trust Limited**  
**Detailed Statement of Financial Activities**  
**for the year ended 31 March 2022**

	Unrestricted funds 2022 £	2022 £	Total funds 2022 £	Total funds 2021 £
<b>Income and endowments from:</b>				
Donations and legacies				
Donations	242	-	242	30
	<u>242</u>	<u>-</u>	<u>242</u>	<u>30</u>
Charitable activities				
Lettings and rentals	104,751	-	104,751	26,680
Cafe	41,270	-	41,270	7,242
Centre running costs	29,851	-	29,851	16,323
	<u>175,872</u>	<u>-</u>	<u>175,872</u>	<u>50,245</u>
Other trading activities				
	4,092	-	4,092	19
	<u>4,092</u>	<u>-</u>	<u>4,092</u>	<u>19</u>
Other				
Misc income	62	-	62	-
Furlough scheme	19,382	-	19,382	55,795
COVID grants	16,000	-	16,000	39,857
	<u>35,444</u>	<u>-</u>	<u>35,444</u>	<u>95,652</u>
<b>Total income and endowments</b>	<b>215,650</b>	<b>-</b>	<b>215,650</b>	<b>145,946</b>
<b>Expenditure on:</b>				
Other expenditure				
Skyway expenses	112	-	112	750
Canteen, cafe & cafe machine	17,299	-	17,299	5,840
ADC Premises costs	30,827	-	30,827	14,835
	<u>48,238</u>	<u>-</u>	<u>48,238</u>	<u>21,425</u>
Employee costs				
Salaries/wages	146,486	-	146,486	138,533
Employer's NIC	6,855	-	6,855	6,478
Pension costs	2,565	-	2,565	932
Staff training	160	-	160	1,298
	<u>156,066</u>	<u>-</u>	<u>156,066</u>	<u>147,241</u>
Premises costs				
Rates	2,396	-	2,396	-
Premises cleaning	2,555	-	2,555	3,085
Premises repairs and maintenance	3,493	-	3,493	3,819
	<u>8,444</u>	<u>-</u>	<u>8,444</u>	<u>6,904</u>
General administrative costs, including depreciation and amortisation				

**Shoreham Community Trust Limited**  
**Detailed Statement of Financial Activities**

Depreciation of land and buildings	2,666	744	3,410	3,406
Depreciation of Computer and website design	620	-	620	1,579
Depreciation of Fixtures and fittings	2,623	-	2,623	3,497
Bank charges	1,653	-	1,653	1,142
Equipment expensed	684	-	684	1,191
Equipment leasing and hire charges	1,145	-	1,145	1,261
General insurances	1,926	-	1,926	1,919
Information and publications	375	-	375	-
Postage and couriers	475	-	475	94
Subscriptions	814	-	814	1,991
Sundry expenses	186	-	186	18
Telephone, fax and broadband	1,702	-	1,702	1,686
	<u>14,869</u>	<u>744</u>	<u>15,613</u>	<u>17,784</u>
Legal and professional costs				
Accountancy and bookkeeping	900	-	900	900
Consultancy fees	1,643	-	1,643	2,243
Other legal and professional costs	1,440	-	1,440	66
	<u>3,983</u>	<u>-</u>	<u>3,983</u>	<u>3,209</u>
<b>Total of expenditure of other costs</b>	<u>231,600</u>	<u>744</u>	<u>232,344</u>	<u>196,563</u>
<b>Total expenditure</b>	<u>231,600</u>	<u>744</u>	<u>232,344</u>	<u>196,563</u>
Net gains on investments	-	-	-	-
	<u>(15,950)</u>	<u>(744)</u>	<u>(16,694)</u>	<u>(50,617)</u>
<b>Net expenditure</b>	<u>(15,950)</u>	<u>(744)</u>	<u>(16,694)</u>	<u>(50,617)</u>
<b>Net expenditure before other gains/(losses)</b>	<u>(15,950)</u>	<u>(744)</u>	<u>(16,694)</u>	<u>(50,617)</u>
Other Gains	-	-	-	-
<b>Net movement in funds</b>	<u>(15,950)</u>	<u>(744)</u>	<u>(16,694)</u>	<u>(50,617)</u>
<b>Reconciliation of funds:</b>				
Total funds brought forward	200,490	13,198	213,688	264,305
<b>Total funds carried forward</b>	<u>184,540</u>	<u>12,454</u>	<u>196,994</u>	<u>213,688</u>