



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	April	2022		31st	March	2023

## Section A Reference and administration details

**Charity name** Abbey Fields Community Centre - Winchcombe

**Other names charity is known by**

**Registered charity number (if any)** 1110668

**Charity's principal address**

Back Lane  
Winchcombe  
Gloucestershire  
**Postcode** GL54 5QJ

### 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	John Gerrard	Chair		
2	Paul Clark	Treasurer		
3	Annie Brooks	Secretary		
4	Janet Bell			
5	Pippa Bowyer			
6	Tim Petchey			
7	Sue Sturgeon	V. Chair		
8	Mark Paddison			
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## 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)	The Charity was established by Winchcombe Town Council in 2005. It has 8 Trustees 5 of whom are local residents and 3 of whom are Town Council nominees.
Trustee selection methods (eg. appointed by, elected by)	Election by the Trustees or appointment by Winchcombe Town Council

### 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.

We have a Risk Assessment policy with regular reviews.

Regular independent fire checks are carried out by representatives of the local Fire Authority and all smoke alarms are regularly tested.

We review all safety notices and maintain first-aid boxes in all halls and keep accident report books.

Our booking form has full details of all fire exit arrangements and we ensure that these exits always conform to acceptable fire prevention standards.

The Trustees meet on a bi-monthly basis and review all aspects of the running and control of the Centre.

We have a paid Bookings Clerk who deals with all booking arrangements.

We also have a paid bookkeeper, who deals with day to day accounts.

## Section C Objectives and activities

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

To provide good recreational and meeting facilities for local residents and organisations that are compatible with other local halls in terms of facilities, quality and charge levels.  
We remain financially independent.

**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)**

We have provided three halls, kitchens, toilets, a meeting room and other facilities for a wide range of local Community based organisations during the year. These included:

Art Club,  
Boogie Beat,  
Dance with Parkinsons  
Drama workshops,  
Film Club  
Gardening Club  
Greet W.I,  
Homeopathy,  
Knit and Natter Group  
Music, Theatre and film group  
Mini-Supastrickers,  
Morris Dancers  
Patchwork Quilting  
Pilates classes  
Probus ( 2 groups)  
Quilters,  
Scottish Country dancing,  
Slimming World,  
Patchwork Quilting  
Tangent Club  
Tango classes,  
Tea Dances,  
Townswomen's Guild  
U3A,  
Various exercise classes,  
Winchcombe Arts Festival.  
Winchcombe Community Choir  
Winchcombe Garden Club  
Winchcombe History Society  
Winchcombe Town Council meetings,  
Winchcombe Walking Festival  
Yoga groups, ( 4 No.)

We provide an office and facilities for our local Police Force and a further office for our Local Authority, Tewkesbury Borough Council, who give information and advice to local residents.

In addition, we have provided, free of charge, an outdoor area at the rear of our premises to facilitate a "Forest School" play area for those young children who attend the Playgroup located on our premises. ( but not owned or controlled by us)

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

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

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

Other than a £10,000 donation given to our Town Council in 2016 to help cover the cost of major external drainage and surfacing improvements at the Centre we do not make any grants to other bodies.

The Trustees ensure that cleaning and decoration of the premises is maintained to a high standard and employ the services of a cleaner. One particular Trustee has specific responsibility for carrying out a detailed monthly check of the entire premises and submits a full report and action list.

A significant number of day to day maintenance jobs are carried out voluntarily by the Trustees.

## Section D

## Achievements and performance

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

We have continued to provide good quality hall and meeting facilities for a wide range of users throughout the year Including:

Statutory Fire checks

Boiler maintenance

Repairs to damaged chairs and regular checks on chair and table feet.

Restoration of all wood block flooring areas

Improvements to I.T network and associated Website .

Annual statutory testing of all Electrical apparatus.

Maintenance of external garden areas.

Complete redecoration of interior of main hall and exterior of Cleeve Room.

Preservation of large main front fence.

Provision of new kitchen items such as kettles, teaspoons and drinking mugs

## Section E

## Financial review

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

We are self financing and since inception in 2005 have not required any financial support from Winchcombe Town Council ( who own the premises ). Our current reserve funding stands at £ 60,000 and we intend to maintain this level to cater for unforeseen problems such as boiler replacement, Solar Panel / Inverter replacement, major roofing repairs and / or improvements to building fabric etc

### 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.

Our funding is generated primarily by the rental that we charge our users. In addition we have a valuable income derived each year from the electricity generated by our 54 solar panels that were installed in 2011 as part of a major investment in improving the sustainability of our premises. This scheme involved the replacement of all old windows and the installation of modern energy efficient PVC double glazing, and major improvements to the insulation of our various buildings. The work cost around £75,000 and was covered by grants received from a variety of local charitable sources together with some internal funding from our own reserves. The solar panels have generated over 128,000 Kwh of power since installation. More recently we have replaced our aged gas fired boiler in the main building with a new, highly efficient modern version. Each year we ensure that all of our facilities are carefully maintained for the benefit of our users. In the last year we have greatly Improved our insulation in all buildings to offset the dramatic increase in utility charges and will be looking to install additional Solar generation linked to battery storage to eventually be carbon neutral. Since start up in 2005 we have invested over £100,000 in environmental improvements.

## 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)

John Gerrard (Chair)	Paul Clark (Treasurer)

<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	18 <sup>th</sup> January 2024	

**THE TRUSTEES OF ABBEYFIELDS COMMUNITY CENTRE**  
**REGISTERED CHARITY NUMBER 1110668**

**BALANCE SHEET AS AT 31st MARCH 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b><u>Current Assets</u></b>		
Debtors	835	439
LloydsBankAccount	4771	13525
Coventry Building Society	<u>56672</u>	<u>60670</u>
	62278	74634
Creditors falling due within one year	244	820
<b>NET ASSETS</b>	<b>62034</b>	<b>73814</b>
<b><u>Funds of the Charity</u></b>		
Unrestricted Income Funds	62034	73814

These financial statements were approved by the board of trustees and authorised for issue on 28<sup>th</sup> November 2023 and are signed on behalf of the board by:

.....

J.G. Gerrard

.....

P. Clark





CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Report to the trustees

Charity Name

Abbey Fields Community Centre

### On accounts for the year ended

31<sup>st</sup> March 2023

Charity no  
(if any)

1110668

### Set out on pages

1 - 8

(Continuation to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2023**

### Responsibilities and basis of report

As the charity's trustees, 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

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

~~the accounting records were not kept in accordance with section 130 of the Charities Act; or  
the accounts did not accord with the accounting records; or  
the accounts did 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.

\* Please delete the words in the brackets if they do not apply.

Signed:

*L. Smith*

Date:

20 / 01 / 24

Name:

LYNNE SMITH

Relevant professional  
qualification(s) or body (if  
any):

AAT