



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April 2023

Period start date To

Period end date 31st March 2024

Charity name: Abbey Fields Community Centre

Charity registration number: 1110668

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To provide good recreational and meeting facilities for local residents and other organisations that are compatible with other local halls in terms of facilities, quality and charge levels.</p> <p>We remain financially independent.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We have provided three halls, kitchens, toilets and a meeting room, along with other facilities for a wide range of local community-based organisations during the year. These included:</p> <ul style="list-style-type: none">Art ClubsDancing with ParkinsonsWinchcombe Film SocietyGreet & Todington WIHappenstance Morris DancersPatchwork QuiltingPilates ClassesSlimming WorldCotswold Tango classesTea DancesExercise ClassesYoga ClassesWinchcombe U3AWinchcombe ProbusWinchcombe Arts & Music FestivalWinchcombe Community ChoirWinchcombe Gardening ClubWinchcombe History SocietyWinchcombe Walking FestivalWinchcombe Town Council meetings <p>We provide an office for our local Police Force, a further office for Tewkesbury Borough Council who give information and advice to local residents.</p> <p>In addition, we have provided, free of charge, an outdoor area at the rear of our</p>

		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).
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	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.
Policy on social investment including program related investment	Para 1.38	The Trustees ensure that cleaning and decoration of the premises is maintained to a high standard and employ the services of a cleaner. The Centre Manager, supported by Trustees, makes regular checks on the premises to inform an ongoing report action list.
Contribution made by volunteers	Para 1.38	A significant number of day to day maintenance jobs are carried out on a voluntary basis by the former Chair of Trustees.
Other		

Achievements and Performance

	SORP reference	
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Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>We have continued to provide good quality hall and meeting facilities for a wide range of users throughout the year including:</p> <p>Statutory Fire Checks Boiler Maintenance Repairs to damaged chairs and regular checks on chair and table feet. Restoration and maintenance of all wood block flooring areas. Improvements to IT Network, Centre website and embedded booking system. Annual PAT testing pf all electrical apparatus. Maintenance of external garden areas. Ongoing programme internal and external redecoration of all buildings. Preservation of large main front fence. Provision of new kitchen items such as kettles, cutlery, drinking mugs and glasses.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We are self financing and since inception in 2005 have not required financial support from Winchcombe Town Council (who own the premises). Our current reserve funding stands in excess of £60,000 and we intend to maintain this level to cater for unforeseen problems such as boiler replacement, solar panel/inverter/battery replacement and additions, major roofing and flooring repairs, along with improvements to the building fabric etc.
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our funding is generated primarily by the rental that we charge our users. In addition, we have a valuable income (c. 20% of total income) 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 investment to the insulation of the various buildings. The work cost around £75,000 and was largely 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 137,000 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. We have recently upgraded the quality of insulation in all of our buildings to offset the dramatic increase in utility charges and will be looking to install additional solar power generation and battery
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		storage to move closer to carbon neutrality. Since the centre's opening we have invested over £100,000 in environmental improvements.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	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 including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election by the Trustees or appointment by Winchcombe Town Council.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>We have a Risk Assessment policy with regular reviews.</p> <p>Regular independent fire checks are carried out by representatives of the local Fire Authority and all smoke alarms are regularly tested.</p> <p>We review all safety notices and maintain first-aid boxes in all halls and keep accident report books.</p> <p>Our booking form has full details of all fire exit arrangements and we ensure that these exits always conform to acceptable fire prevention standards.</p> <p>The Trustees meet on a quarterly basis and review all aspects of the running and control of the Centre.</p> <p>We have a paid Manager who deals with all booking arrangements and supervises day to day activities.</p>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	

Other		
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Reference and Administrative details

Charity name	Abbey Fields Community Centre - Winchcombe
Other name the charity uses	
Registered charity number	1110668
Charity's principal address	Back Lane Winchcombe Gloucestershire 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	Paul Clark	Chair		
2	Lynne Smith	Treasurer		
3	Annie Brooks	Secretary		
4	Angela Bradburn			
5	Richard Sharp			
6	Sue Sturgeon	Vice-Chair		
7	Tim Petchey			
8	Pippa Bowyer			
9				
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17				
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20				

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s) Paul Clark

Lynne Smith (Treasurer)

Position (eg Secretary, Chair,
Chair, etc)

Date 12th January 2025


The Trustees of Abbey Fields Community Centre
Registered Charity Number 1110668

Balance Sheet as at 31st March 2024

<u>Current Assets</u>	2024 £	2023 £
Debtors	107	835
Lloyds Bank Account	3620	4771
Coventry Building Society	72903	56672
Creditors falling due within one year	55	244
<u>Net Assets</u>		
<u>Funds of the Charity</u>		
Unrestricted Income Funds	76575.4	62034

These financial statements were approved by the Board of Trustees and authorised
for issue on 3rd December and are signed on behalf of the Board by:


P Clark (Chair)


L Smith (Treasurer)



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

Abbey Fields Community Centre

On accounts for the year
ended

31st March 2024

Charity no
(if any)

1110668

Set out on pages

3 - 4

(remember 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 DD / MM / YYYY.

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 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 (~~other than that disclosed below*~~) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

I Tucker

Date:

10/11/24

Name:

Ian Tucker

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

CIMA

Address:

Ashton House, 9 Neata Farm
Market Lane, Greet GL54 5BL

Disclosure

Give here brief details of any items that the examiner wishes to disclose.

The Trustees of Abbey Fields Community Centre
Registered Charity Number 1110668

Balance Sheet as at 31st March 2024

<u>Current Assets</u>	2024 £	2023 £
Debtors	107	835
Lloyds Bank Account	3,620	4,771
Coventry Building Society	72,903	56,672
Creditors falling due within one year	55	244
<u>Net Assets</u>		
<u>Funds of the Charity</u>		
Unrestricted Income Funds	76,575	62,034

Year End Mar 2024	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
INCOME												
Hall Bookings	2821.75	2635.00	3653.16	2068.00	1212.50	2739.00	3580.23	200.00	3304.00	3053.88	641.00	1623.63
PATA								296.54			534.45	830.99
Glos Police	218.75	218.75	218.75	218.75	218.75	218.75	218.75	218.75	218.75	218.75	218.75	218.75
EDF Energy Refund									445.37			2625.00
Smartest Energy Refund												445.37
OVO Energy FIT										1546.08		1546.08
Coventry Building Society								5,000.00				5,868.06
HSBC											492.12	5,000.00
TOTAL INCOME	3,040.50	2,853.75	3,871.91	2,286.75	1,431.25	2,957.75	3,798.98	5,715.29	3,988.12	4,818.71	1,886.32	7,710.44
EXPENDITURE												
Salaries												
C Sen	222.24	222.24	222.24	413.76	318.00	318.00	318.00	318.00	318.00	318.00	318.00	3624.48
J Hyatt	447.40	447.20	447.20	53.28	447.40	447.20	447.20	447.20	447.20	447.40	447.20	5367
Autela Payroll Services							54.58		54.58			162.44
Utilities												
EDF	220.00	220.00	220.00	220.00	220.00	220.00	220.00	3.00	3.00	3.00	122.00	1793.00
Smartest	487.00		369.00	369.00	369.00	513.00	513.00					2620.00
Total Energies	736.10	129.79	15.81	138.47			45.96	72.51	213.10	650.9	247.16	2457.09
Octopus Energy					233.03							233.03
British Gas									246.71	230.38	359.13	1107.86
Water (Everflow)	84.87	72.97	121.75	112.78	78.91	87.63	22.26	157.92	99.34	44.75	96.41	98.37
Telephone (Talk Mobile)	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	1077.96
Broadband (BT)	53.99	53.99	53.99	53.99	53.99	53.99	53.99	53.99	53.99	53.99	53.99	90.00
Cleaning Supplies		267.95	23.82				205.79					647.88
Insurance				692.90								0.00
Premises Licence					180.00							497.56
Hallmaster Booking System									238.80			692.90
Maplerock Design										288.00		180.00
Maintenance												
P&R Heating	417.30		150.00									238.80
Boiler Service				78.00								288.00
PAT Testing						120.00				84.00		417.30
Dishwasher Repairs								326.00				150.00
Plumbing Repairs												162.00
Window Cleaning							250.00		170.00			120.00
Gardener											180.00	446.00
Door Repairs											180.00	250.00
Table Magnets											37.20	170.00
Door Lock Replacements											37.20	180.00
Fire Safety Check											640.22	37.20
Misc Expenses	79.16	329.61	0.00	59.99	81.40	0.00	189.99	6.99	83.89	326.25	492.12	640.22
Invoice Refunds											186.00	984.24
Deposit Refunds	100.00	100.00		200.00	200.00		41.00	200.00	300.00	100.00		1397.28
Transfer to CBS								5,000.00	300.00		300.00	241.00
TOTAL EXPENDITURE	2,438.26	2,268.55	1,631.31	2,846.87	2,189.23	1,767.32	2,369.27	6,593.11	7,236.11	7,674.17	2,509.51	8,049.53
Variance	602.24	585.20	2,240.60	- 560.12	- 757.98	1,190.43	1,429.71	- 877.82	- 3,267.99	- 2,855.46	- 623.19	- 339.09
												- 3,233.47
Coventry Building Society												
Balance	56,672.31											
Interest	1,230.69											
Totals	62,903.00	67,903.00	62,903.00	72,903.00	62,903.00	67,903.00	62,903.00	67,903.00	62,903.00	67,903.00	62,903.00	72,903.00