



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	April	2019		31	March	2021

Section A Reference and administration details

Charity name Coulsdon Community Centre Association

Other names charity is known by

Registered charity number (if any) 1117130

Charity's principal address

Coulsdon Community Centre
 Chipstead Valley Road
 Coulsdon, Surrey.
Postcode CR5 3BE

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	Richard Lloyd	Chair		The AGM of the association
2	Paul Ford			
3	Steve North			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

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)

Janice Pratley, part-time administrator, Coulsdon Community Centre

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)	Association
Trustee selection methods (eg. appointed by, elected by)	Elected by Annual General Meeting of the Association

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.

Section C Objectives and activities

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

Coulsdon Community Centre Association exists to manage the buildings and facilities of Coulsdon Community Centre for purposes of education, training, sport, recreation, arts, culture and community development.

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)

Provision, management and development of good quality and flexible facilities for use by local community groups for arts, sport, educational and social activities

Additional details of objectives and activities (Optional information)

The association is managed by volunteers, principally by the three trustees, supported by other elected committee members. And with the support of a paid part-time administrator who also manages the day-to-day affairs of the community centre related to lettings, cleaning, maintenance, utilities, accounts and so on.

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

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

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Unfortunately, for almost the entire financial year 2020/21, the Centre was partially or entirely closed due to the Covid-19 pandemic and its attendant lockdowns and restrictions. The year involved putting in place a great many measures relating to enhanced cleaning, sanitation and social distancing. And a programme of continual communication with all our user groups, trying to help them negotiate the ever-changing government rules and regulations relating to the pandemic – in particular, understanding which activities and groups were allowed to continue and in what form, and which were not. Eight months on from the end of the 2020/21 financial year, we've managed to get the Centre back up and running to something resembling its previous capacity – although some groups and individuals were, alas, lost along the way, and have not returned. We have however picked up a couple of new user groups, and party and event bookings have sky rocketed since the end of lockdowns.

Despite the significant hit to the Centre's income from the collapse of lettings (and credits issued to regular hirers who had paid in advance), accessing Government Covid grants to the tune of £15K helped offset the damage to a large degree. These have helped the Association weather the storm on a more or less even keel – in part because, with only skeleton usage of the Centre, cleaning, utilities and admin costs were commensurately reduced.

Meanwhile, the planned relocation of the Centre – a process that's taken five years of hard work and negotiations – also ended in disappointment. Following the demise of the council's development company, Brick by Brick Ltd, the council at first indicated its intention to press ahead with the relocation of the community centre to the Malcolm Road site. But over the last several months it has emerged that the site is now going to be sold to the NHS as a dialysis centre, and the likelihood appears to be that the community centre will remain where it is, with the promise of a new long lease being granted. Assurances have been given that there is no intention of trying to get rid of the community centre – and thankfully we have a degree of legal protection, with almost 5 years remaining on our existing lease. At the time of writing, the situation remains fluid, so we will see how events finally play out. The current trustees continue to work very hard behind the scenes with the council and with our local councillors to achieve clarity and ensure a positive outcome for the Centre and all its users.

The council's dire financial situation has meant that many essential maintenance issues and repairs have not taken place, although after a great deal of badgering, some work has finally taken place to address the ingress of damp to the upper south-west corner of the building (causing unsightly erupting décor at

the southern end of the upstairs hall and stairwell). The council failed however, to repair / replace multiple doors throughout the building, damaged by a series of break-ins at the end of 2019. The Association therefore paid directly for these doors to be repaired and / or replaced.

The council's financial meltdown has also meant the withdrawal of the £10K annual rent subsidy, which will provide an additional financial challenge for the years ahead.

Brief statement of the charity's policy on reserves

The Association operates a modest reserve account. Monies from this account are periodically used to fund improvement projects agreed by the general committee of the Association. Given the uncertain economic times however, high fluctuations in utility prices, our liabilities for redecoration under the terms of our lease, and the varying nature of our income, based on hire charges for the Centre (which cannot be guaranteed) we are planning to continue ringfencing a significant operational reserve against contingencies. The amount will be agreed and reviewed quarterly by the general committee of the Association.

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.

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)	Richard Lloyd	
Full name(s)	Richard Lloyd	
Position (eg Secretary, Chair, etc)	Chairman and Trustee	
Date	03 January 2022	

Baird Community Centre
Balance Sheet
Year Ended 31 March 2021

	03/31/2021	03/31/2020
Current account	54,713.55	43,242.10
Reserve account	72,410.51	72,285.53
Petty cash	40.14	40.14
	<u>127,164.20</u>	<u>115,567.77</u>
Opening reserves	115,567.77	102,765.54
Surplus for the year	<u>11,596.43</u>	<u>12,802.23</u>
Closing reserves	<u>127,164.20</u>	<u>115,567.77</u>

Coulsdon Community Centre
Year ended 31 March 2021
Income and Expense Account

Income

Letting Fees - regular
Letting fees - one offs
Bank Interest
Grant covid
Grant rent

Expenses

Caretaking/ Cleaning
Rent
Net admin
Gas
Electricity
Water Rates
Insurance
Postage & Stationery
Refuse
Consumables
Equipment / furnishings
Broadband
Repairs and decoration

Repairs to double glazing
Gardening
Website
Licences
Covid signage etc
Keys
Refunds
Sundries

Surplus after operating costs

**Year ended 31 March
2021**

**Year ended
310320**

26,929.96		54,972.00	
		1,747.50	
124.98		433.22	
15,286.00			
10,000.00		10,000.00	
<hr/>		<hr/>	
	52,340.94		67,152.72

7,806.81		14,076.93	
10,000.00		10,000.00	
5,423.62		9,956.95	
4,307.86		4,309.77	
3,634.09		4,603.54	
-2,700.00		3,298.14	
382.29		375.2	
324.96		8.72	
1,866.52		1,902.34	
1,419.56		1,506.13	
246.69		477.15	
416.56		391.56	
2,065.93		2,453.95	
2,972.40			
722.5		315	
256		256	
74.99		69.99	
562.86			
170			
362.5			
428.37	40,744.51	349.12	54,350.49
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11,596.43

12,802.23



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Coulsdon Community Centre Association

**On accounts for the year
ended**

31 March 2021

**Charity no
(if any)**

1117130

Set out on pages

No additional sheets

(remember to include the page numbers of additional sheets)

**Respective
responsibilities of
trustees and examiner**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

**Independent
examiner's statement**

- In the course of my examination, no matter has come to my attention
1. which gives me reasonable cause to believe that in, any material respect, the trustees have not met the requirements to ensure that:
 - proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
 2. to which, in my opinion, 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:

Date:

30/11/2021

Name:

Catherine Vines

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

Institute of Chartered Accountants England and Wales (9136617)

Address:

5 Mariette Way

Wallington Surrey SM6 9NL

Only complete if the examiner needs to highlight material problems.

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