



Trustees' Annual Report for the period

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

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.

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

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)

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.

Summary of the main achievements of the charity during the year

We've experienced a difficult year with huge jumps in utility and maintenance costs, and the withdrawal of the £10K annual rent subsidy thanks to Croydon Council's dire financial situation.

The increase in costs has resulted in a very small and much reduced operating surplus in Financial Year ending 31 March 2023, and is going to present significant financial challenge for the Centre in the year ahead, with a break-even position being the best we can hope for.

We raised 2023 hire fees to all hirers in an attempt to attempt to offset the hit to our costs, and we will need to raise them again in 2024. In an attempt to further bear down on costs, following the installation of LED lighting throughout the building last year, we have also installed WiFi controlled smart radiator valves throughout the building. Unfortunately these have not proved effective to date and have caused a number of operational difficulties.

We have had the upper hall south wall re-plastered and redecorated, following the completion of works by the Council to address the ingress of damp. Unfortunately, whilst the problem is better than it was, it is not completely solved, and we continue to work with the Council to try to get further remedial works carried out.

Unfortunately, at the end of FY 2022/23 we had a night time break-in by vandals who caused a very significant amount of damage to many doors throughout the building. It has taken several months working with the Council and their contractors to get all the necessary repairs and replacements carried out, and some items are still outstanding.

Despite these problems, our levels of usage remain good, and we saw a sizeable increase in both regular and occasional lettings fees in Financial Year ending 31 March 2023 – only in small part down to the increase in hire charges. We have also seen some improvement in utilisation of the upstairs hall over the last year, although we have lost one of our regular groups (pole fitness) who were using that space for classes. However, the Centre is well-used overall and our future looks fairly secure as we near the end of negotiations with Croydon Council on the terms of a new, 25-year lease to follow on from the expiry of our current lease in 2026.

We look forward to better times ahead, with the new lease finalised, utility prices dropping back to more manageable levels, and the chance to finally pursue a programme of significant improvements to the Centre and its facilities.

Section E

Financial review

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 24 January 2024

Couldson Community Centre Association
Reg No: 1117130
Receipts and Payments
Y/e 31 March 2023

	Unrestricted funds
Receipts	
Lettings	71,075.00
Grants	7,125.00
Bank Interest	335.21
Total	<u>78,535.21</u>
Asset and Investment Sales	
Total Receipts	<u>78,535.21</u>
Payments	
Rent	9,460.00
Cleaning	8,265.78
Water Rates	650.99
Gas	4,395.99
Electricity	11,355.08
Admin	11,314.79
Insurance	446.02
Repairs and decoration	5,939.41
Postage & Stationery	217.05
Refuse	2,716.56
Equipment	1,259.55
Broadband	337.43
Tree surgery	
Gardening	1,287.75
Website	516.25
Consumables	1,535.93
Licences	198.67
Installation LED lighting	4,893.84
Plumbing services	3,365.00
Locksmith	244.70
Redevelopment plan	6,600.00
Sundries	257.32
Total	<u>75,258.11</u>
Purchases	
Total Payments	<u>75,258.11</u>
Net Receipts/(Payments)	<u>3,277.10</u>
Cash Funds 31/3/ 2022	<u>£164,515.40</u>
Cash Funds This Yr/end	<u>167,792.50</u>

Last year

£61,385.20

£30,875.00

11.33

£92,271.53**Nil**

£92,271.53

£10,000.00

£8,379.32

£486.70

£4,531.47

£5,967.45

£7,944.54

£394.88

£7,216.97

£130.06

£2,014.88

£244.77

£375.51

£1,728.00

£1,030.00

£286.80

£2,154.23

£276.04

£573.96

£443.50**£54,179.08****741.25**

£54,920.33

£37,351.20**127,164.20**

£164,515.40



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 2023

**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 (other than that disclosed below *)

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: CAVines

Date: 22 January 2024

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.