

Cotford St Luke Community Association

AGM Thursday 7th October 2021

General Management Report

The Community Association has endured the restrictions imposed by the Covid situation. The Community Centre was closed for a long period of time and then had limited usage as the restrictions were lifted bit by bit.

Some regular users have returned (namely Pilates and Badminton) and there have been a few private bookings. To encourage more users, the hire rates for the halls are offered at a special rate that will be reviewed in the new year. This has been made possible by some lockdown grants that were received to offset loss of income.

Over the past twelve months several upgrade projects were undertaken. Acoustic panels have been installed in the community hall with good effect. Outside maintenance was completed including new guttering being fitted and a fresh coat of paint to the walls and windows resulting in the current smart appearance, set off by the new sign.

In terms of managing the hall bookings we trialled an online booking system to streamline the whole booking system. The system was found to have some setbacks and so some alternatives are being considered.

For the future there are several projects under consideration:

- Internal decoration and maintenance which will be ongoing
- Providing some art panels for the foyer, the corridor walls, and the community hall
- Developing the patio area with picnic tables and a covered area that may or may not include the grassed area at the back.
- We are joining with the school administration to consider installing a defibrillator station at the Centre.

The management committee is in talks with the Parish Council to review the operation of the Community Association as we are operating with an absolute minimum of committee members which is proving very difficult and with the anticipated loss of our secretary Caroline will be untenable.

It has been decided to create a paid, part-time position for the role of Community Halls Booking Manager. The initial contract will be for a twelve-month period with the opportunity to develop the role through marketing and promoting the facilities to improve bookings.

A job description is being put together and the post will be advertised in the near future.

I would like to finish by thanking both Angela (Treasurer and Bookings) and Caroline (Secretary), for all their work and support in keeping the Community Association and the Community Centre operational.

Peter G. Davies

Acting Chair.

payments

No:	Date Payee	chq no	Total	Admin	Sch Hall charges	Cleaning	Sanitary disposal	Security
1	09/04/21 the gutter doctor	926	5520.00					
2	19/04/21 Fine decorating	927	4285.00					
3	20/04/21 Somerset CC	928	248.85					
4	13/05/21 Michael Adams	929	290.00					
5	21/05/21 Signs Express	930	240.00					
6	25/05/21 Fine decorating	931	4285.00					
7	10/06/21 On Tap Plumbing	932	320.00					
8	10/06/21 PHS	933	234.42				234.42	
9	09/07/21 EDF	934	173.29					
10	27/07/21 Cotford Cleaning	935	237.60			237.60		
11	28/07/21 Ball Fire Protection	936	24.00					
12	17/08/21 Cotford Cleaning	937	216.00			216.00		
13	11/09/21 Water2business	106	91.91					
14	24/09/21 Cotford Cleaning	107	252.00			252.00		
15	24/09/21 EDF	108	148.67					
16	29/09/21 Omerod Electrical	109	647.77					
17	10/11/21 Asda (AJL)	938	45.00					
18	10/11/21 CSL Primary school	940	169.95		169.95			
19	29/07/02 Cotford Cleaning	941	324.00			324.00		
20	13/12/21 CSL Primary school	943	235.96		235.96			
21	04/01/22 NBB Furniture	BACS	1260.00					
22	04/01/22 Quantock Cleaning	BACS	360.00			360.00		
23	05/01/22 Quantock Cleaning	BACS	387.00			387.00		
24	05/01/22 EDF	BACS	250.91					
25	12/01/22 Quantock Cleaning	BACS	324.00			324.00		
26	21/01/22 CSL Primary school	944	99.00		99.00			
27	31/01/22 SEF Cleaning	BACS	145.00			145.00		
28	09/02/22 Quantock Cleaning	BACS	288.00			288.00		
29	10/02/22 Adrian Dyke	BACS	265.00					
30	10/02/22 Wickes (AJL)	BACS	14.13					
	16/02/22 Sky Connect	DD	41.45					
31	22/02/22 EDF	BACS	146.04					
32	28/02/22 Water2business	BACS	225.78					
	02/03/22 Sky Connect	DD	29.94					
33	03/03/22 CSL Primary school	945	69.30		69.30			
34	09/03/22 CSL Primary school	946	117.15		117.15			
	30/03/22 Sky Connect	DD	29.94					
35	31/03/22 CSL Primary school	BACS	77.55		77.55			
36	08/04/22 Quantock Cleaning	BACS	288			288.00		
			22407.61	0.00	768.91	2821.60	234.42	0.00

payments

refurbishments	Repairs and maintenance	Utilities	Equipment	Fire prevention	sds
5520.00					
4285.00					
	248.85				
290.00					240.00
4285.00					
	320.00				
		173.29			
				24.00	
		91.91			
		148.67			
	647.77				
			45.00		
1260.00					
		250.91			
	265.00				
					14.13
		41.45			
		146.04			
		225.78			
		29.94			
		29.94			
15640.00	1481.62	1137.93	45.00	24.00	254.13

receipts

date	name	re-imbursment grants	hall hire	Pilates 1	pilates2	Karate
26/04/21	SWT	8000.00				
04/05/21	SWT	185.00				
22/06/21	SWT		75.00			
12/07/21	SWT	1000.00				
29/07/21	C Betty		30.00			
03/08/21	CSL Parish Council	10000.00				
04/08/21	CSL Parish Council	4380.00				
04/08/21	N Davis		27.50			
10/08/21	Premier Sports		90.75			
13/08/21	Susanna Sinclair		65.63	65.63		
13/08/21	Susanna Sinclair		10.50	10.50		
13/08/21	Susanna Sinclair		21.00	21.00		
13/08/21	Susanna Sinclair		26.25	26.25		
31/08/21	Emily Granger		7.05			
10/09/21	Lydia Singer		37.50			
27/09/21	Cotford Badminton		66.00			
27/09/21	Cotford Badminton		57.75			
27/09/21	Cotford Badminton		66.00			
27/09/21	Cotford Badminton		66.00			
27/09/21	Cotford Badminton		49.50			
27/09/21	Cotford Badminton		82.50			
04/10/21	AO Sports		107.25			
14/10/21	Claire Hall		37.13		37.13	
18/10/21	Becky Coles		45.00			
19/10/21	Nicky Davis		45.00			
22/10/21	CSL Primary school		350.00			
03/11/21	Susanna Sinclair		59.06	59.06		
03/11/21	Susanna Sinclair		21.00	21.00		
04/11/21	Emma Derrick		45.00			
04/11/21	Cotford Badminton		66.00			
04/11/21	Shuttlecocks		66.00			
08/11/21	AO Sports		90.75			
08/11/21	Claire Hall		37.13		37.13	
12/11/21	Emily Granger		28.20			
30/11/21	Shuttlecocks		66.00			
30/11/21	Cotford Badminton		82.50			
03/12/21	Train with premier		152.25			
08/12/21	Claire Hall		49.50		49.50	
13/12/21	Susanna Sinclair		35.44	35.44		
31/12/21	Shuttlecocks		82.50			
31/12/21	Cotford Badminton		49.50			
04/01/22	J Smith		37.50			
10/01/22	A Livisey		57.38			
13/01/22	Susanna Sinclair		35.44	35.44		
24/01/22	Claire Hall		24.75		24.75	
24/01/22	L Symons		57.38			
01/02/22	Cotford Badminton		80.00			
01/02/22	Shuttlecocks		80.00			
03/02/22	Remus Management		14.00			
03/02/22	SWT	2667.00				
08/02/22	Claire Hall		44.55		44.55	
01/03/22	Claire Hall		59.40		59.40	

receipts

02/03/22 Susanna Sinclair				70.88	70.88			
02/03/22 CSL Parish Council				157.50				
28/03/22 Sam John				60.00				
29/03/22 CSL Primary school				173.26				
30/03/22 AO Sports				99.00				
31/03/22 Susanna Pilates				28.35	28.35			
31/03/22 Claire Pilates				74.25			74.25	
31/03/22 Cotford Badders				74.25				
31/03/22 The Shuttlecocks				99.00				
31/03/22 Premier Ed - Charlie Walshe				66.00				
31/03/22 Nicky Jenks Dance				85.05				
	30004.08	14380.00	11852.00	3772.08	373.55	326.71	0.00	

receipts								
Kettle Bells	Nicky Jenks Dance	SWT	Premier Sports	Badminton	CSL PC	CSL Primary school	Private	meeting
		75.00					30.00	
							27.50	
			90.75					
							7.05	
							37.50	
				66.00				
				57.75				
				66.00				
				66.00				
				49.50				
				82.50				
			107.25					
							45.00	
							45.00	
						350.00		
							45.00	
				66.00				
				66.00				
			90.75					
							28.20	
				66.00				
				82.50				
			152.25					
				82.50				
				49.50				
							37.50	
							57.38	
							57.38	
				80.00				
				80.00				
								14.00

					157.50				
							173.26	60.00	
			99.00						
				74.25					
				99.00					
			66.00						
0.00	85.05								
	85.05	75.00	606.00	1133.50	157.50	523.26	477.51		14.00

COVID
support

8000.00
185.00

1000.00

2667.00

11852.00

COTFORD ST LUKE COMMUNITY ASSOCIATION**Receipts and Payments Account for the Year ended 31 March 2022**

	£	£	Y/e 31 March 2021	£	£
Income:					
Hall Hire	3772.08		115.00		
Covid support grants	11852.00		20469.00		
Re-imbursments re decorating	14380.00				
Bank Interest	0.65	30004.73	1.35	20585.35	
Expenditure:					
Large Hall charges	768.91		100.00		
Cleaning	2821.60		594.00		
Sanitary disposal	234.42		213.35		
Security	0.00		0.00		
Re-furbishment	15640.00		0.00		
Care-taking, maintenance & repairs	1481.62		19.87		
Rates and Utilities	1137.93		1223.76		
Stationery	0.00		0.00		
Fire prevention	24.00		24.00		
Equipment	45.00		49.53		
Sundries	254.13		0		
		22407.61		2224.51	
Excess of income over expenditure		7597.12		18360.84	
Opening balance		24933.34		6572.50	
current closing balance		<u>32530.46</u>		<u>24933.34</u>	
Represented by:					
Bank Account (current)	1602.83		18351.88		
No 2 Account	367.25		1021.73		
Reserve Account	30560.38	<u>32530.46</u>	5559.73	<u>24933.34</u>	

Angela Lamb – Treasurer
31 March 2022

Bank reconciliation

current balance	1538.18
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Add: Creditors

Susanna Pilates	28.35	
Cotford Badders	74.25	
The Shuttlecocks	99.00	
Premier - Charlie Walshe	66.00	
Nicky Jenks	85.05	352.65
		<u>1890.83</u>

Less:Debtors

Quantock cleaning	288.00
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	<u>288.00</u>
Balance carried forward	<u>1602.83</u>



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
Colford St Luke Community Association

On accounts for the year
ended

31st March 2022

Charity no
(if any)

Set out on pages

1

(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 31st March 2022.

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:

Date:

12 6 22

Name:

Rodney T Latham

Relevant professional
qualification(s) or body

Chartered Institute of Public Finance & Accountancy