

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	4	2020		31	03	2021

Section A Reference and administration details

Charity name

The Forest Row Centre

Other names charity is known by

The Forest Row Community Association

Registered charity number (if any)

1120133

Charity's principal address

The Forest Row Centre

241 Lodge Lane

Collier Row

Postcode

RM5 2LD

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	Peter Taylor			
2	Sharon Lee			
3	John Stanfield			
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15				
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17				
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19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Peter Taylor	
Sharon Lee	
John Stanfield	

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)

Trust

Trustee selection methods
(eg. appointed by, elected by)

Appointed by the Committee

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

To promote the inhabitants of the area of benefit without distinction.

To provide facilities for recreational and educational needs.

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)

The charity provides meeting rooms, halls, multi-use games area and football pitches for various leisure activities including dance, judo, and fitness.

The centre is also a centre of excellence for Essex County Football Association who provide coaching course, first aid and safeguarding.

We also have a OFSTED regulated preschool.

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.

Summary of the main achievements of the charity during the year

This year was a very difficult year for the Forest Row Centre, as with many other Charities.

We were closed to the public due to the COVID-19 pandemic, and staff furloughed.

It was a year spent applying for grants, and the grants we secured barely covered our rent, and so our reserves were unfortunately depleted.

We managed to reduce costs where we could, but extra costs were incurred in signage, cleaning and PPE.

Due to furlough we managed to retain our two caretakers.

We look forward to a time where we can once more invite our full functions back and believe our committee did everything they could this year to keep the Centre from closing.

Section E Financial review

Brief statement of the charity's policy on reserves

We would normally hold a reserve of £15,000 to enable any necessary business repairs. However due to the losses during the pandemic we were unable to do this.

Details of any funds materially in deficit

N/A

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)



Full name(s)

Tina Hill

Position (eg Secretary, Chair, etc)

Chair

Date

31/1/22

FOREST ROW COMMUNITY ASSOCIATION
REGISTERED CHARITY NO. 1120133

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED: **31 March 2021**

INCOME

Takings	23,110	
Less Refunds	<u>-10,853</u>	12,257

OTHER INCOME

Council Grants		50,493
JRS Grants		<u>18,872</u>
		81,622

EXPENDITURE

Supplies	783	
Vending Machine Rental	156	
Wages	36,131	
Pension Contributions	1,702	
Rent	19,845	
Water Rates	5,446	
Insurance	508	
Light and Heat	12,079	
Telephone	859	
Stationery	62	
Computer Expenses	160	
Accountancy	400	
Professional Fees	699	
Subscriptions and Licence Fees	193	
Repairs, Renewals and Maintenance	11,911	
Rubbish Disposal	2,095	
Bank Charges	88	
Donation	100	
Sundry Expenses	339	
	<u></u>	93,556

NET INCOME/(EXPENDITURE) FOR THE YEAR

-£11,934

FOREST ROW COMMUNITY ASSOCIATION
REGISTERED CHARITY NO. 1129133

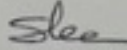
CERTIFICATE

YEAR ENDED: **31 March 2021**

I approve the attached Income and Expenditure account and Balance Sheet showing net Income/(Expenditure) of -£11,934

I confirm that I have made available all relevant records and information for their preparation.

Signed:



Name:

SHARON LEE (Charity Trustee)

Date:

31-Jan-22