

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	1	4	2021		31	03	2022

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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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 another a very difficult year for the Forest Row Centre, trying to recover from post lockdown financial issues.

Some grants were received but the grants we secured barely covered our rent, and so our reserves were unfortunately depleted more.

We were also challenged by maintenance of our heating system, which required significant funding.

In addition we were surprised with the need to replace roller shutters, which we discovered were installed into the building by our landlord the London Borough of Havering during the build, without complying to regulations, but because of the terms of the lease we were responsible for that cost – despite trying to argue for some financial assistance.

This took over £10k out of our budget for the year.

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)

Ex-Chair (Advisor)

Date

23/1/23

FOREST ROW COMMUNITY ASSOCIATION
REGISTERED CHARITY NO. 1120133

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED: **31 March 2022**

INCOME

Takings	102,877	
Less Refunds	<u>-2,626</u>	
		100,251

OTHER INCOME

Council Grants		22,000
JRS Grants		<u>3,652</u>
		125,903

EXPENDITURE

Supplies	7,680	
Vending Machine Rental	208	
Wages	43,402	
Pension Contributions	2,085	
Rent	24,000	
Water Rates	6,071	
Insurance	508	
Light and Heat	17,143	
Telephone	1,008	
Printing and Stationery	265	
Advertising	144	
Accountancy	400	
Professional Fees	660	
Subscriptions and Licence Fees	679	
Repairs, Renewals and Maintenance	20,273	
Rubbish Disposal	2,072	
Clothing	126	
Bank Charges	84	
Sundry Expenses	1,260	
	<u> </u>	128,068

NET INCOME/(EXPENDITURE) FOR THE YEAR

-£2,165

FOREST ROW COMMUNITY ASSOCIATION
REGISTERED CHARITY NO. 1120133

CERTIFICATE

YEAR ENDED: **31 March 2022**

I approve the attached Income and Expenditure account showing net Income/(Expenditure) of -£2,165

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

Signed:

Name: (Charity Trustee)

Date: 04-Jan-23