

# THE CHRISTOPHER CENTRE

## Trustees' Report

For the year ended 31 March 2022

### **Administrative Information**

The Christopher Centre is a company limited by guarantee, registration no: 6173167 and registered with the Charity Commission no. 1120942.

Registered office:

The Christopher Centre, 10 Gainsborough Street, Sudbury, Suffolk CO10 2EU

#### ***Trustees***

Robin Hodgkinson (Chairperson) (SAVO CIC)

Jennifer Wilkins

Kathleen Leigh

David Lowe (Treasurer)

Karoline Wells

Susan Ayres

Dave Sullivan (appointed December 2021)

Jesse Carter (appointed March 2022)

#### ***Manager***

Teresa Bishop

#### ***Administrator***

Helen Martin

#### ***Company Secretary***

David Lowe

#### ***Cleaner***

Gregory Bishop

#### ***Volunteers***

***Receptionists:*** Jane Benton, Sarah Dovell, Belinda Green, Collette Harrop, Sue Howting, Jenny Ince, Jennie Wilkins and Lizzie Alexander.

***Volunteer Handyman:*** Niall Hennessay  
Michael Francis

***Volunteer Gardener:*** Lee Young

## **Structure, Governance & Management**

### **1. Nature of governing document**

The activities of *The Christopher Centre* are governed by a Memorandum and Articles of Association that were incorporated by Companies House on 20 March 2007 and approved by the Charity Commission on 21 September 2007.

### **2. Recruitment and appointment of trustees**

The trustees and staff are always on the lookout for potential new trustees who can bring their skills and expertise to assist in the organisation's governance. Potential trustees have access to both the chair and the manager to discuss their involvement. When recruited, new trustees are inducted through meetings and an induction pack, which not only covers information about the organisation but their roles and responsibilities as trustees.

### **3. Review of the financial position**

Total income for 2021/2 was £50,428 a decrease of £13,245 on the previous year largely due to a decrease in grants.

Expenditure for 2021/2 was £60,172, an increase of £21,433 on 2020/21. This was in part due to the purchase of a new boiler which cost £5,500.

The net result was a decrease of £9,744 in the fund balances carried forward of £32,798.

### **4. Financial Management**

The Christopher Centre accounts are managed by a Treasurer who is one of the trustees.

Bank accounts continue to be held at the Sudbury branch of Barclays Bank. All cheques require two signatories. The signatories are Robin Hodgkinson (Chair) and Jennie Wilkins, in addition to the Treasurer.

The systems of internal control include written reports submitted by the Treasurer at the quarterly trustees' meetings. Also, consideration of the financial results and forecasting of possible funding shortfalls are discussed in detail at trustee meetings.

### **5. Reserve Policy**

The Christopher Centre has built up a reserve for possible redundancies (£3,000) and a maintenance contingency fund of £226. There is also a general reserve fund of £27,335. This is because some of the grant money and donations received in 2021/2 includes money that is due to be spent in 2022/3. Being an old Grade 2 listed building, the trustees consider the maintenance contingency fund a necessity and strive to build the fund up each year, where possible. In some years this is not possible when essential repairs and maintenance are necessary.

## 6. Risk analysis and plan

There are a number of areas that the Trustees consider as potential risks. These are as follows:

- a. The Christopher Centre Building - being an old building there is always a risk of the need for major structural repairs.
- b. The Christopher Centre Users - losing potential hirers of office accommodation and meeting rooms always remains a risk. Organisations' and people's circumstances change and this is obviously out of our hands. The Trustees ensure that rents and meeting room charges are kept at a competitive level to avoid losing users who might otherwise remain. However, office users who do decide to vacate the accommodation, are required to give three months' notice of their intention and this provides a reasonable window of opportunity to find a replacement.
- c. The Current Pandemic and Future Pandemics - the pandemic and Lockdown has meant that activities in the building had to be curtailed at certain times of the year. Although Lockdown restrictions have been lifted, there is no guarantee that the Government may impose further lockdowns in the future.
- d. Energy costs - we wait to see what impact the huge rises in energy costs will have on the building and the Christopher Centre's finances. Hopefully, having a new boiler, which should be more efficient, will mitigate some of the effects that price increases will have.

## 7. Funding

The running of the Christopher Centre is financed from renting out office space and casual hire of rooms for meetings and community activities and the occasional donation or grant. During 2021/2 We had a number of grants and donations to help us through the tail end and aftermath of the Pandemic. We again received a Covid grant from Babergh District Council to counter the effects of the Omicron variant.

A number of donations were also received totalling £1,007. These include £200 from Dave Sullivan (in memory of Mike Norton) plus additional donations from Michael Williams, Jane Bentley and Miriam Toosey.

We received a General Grant of £4,000 from Babergh District Council General Payments.

We also received a number of Restricted Grants including: £100 from Martyn Chaper; £500 from Sudbury Freeman's Trust; £1,000 from Sudbury Municipal Charities; £2,385 and £3,355 from Suffolk County Council PORS; £120 from Ciaravolo; £50 from Martyn Preceptory; £115 from Babergh Lodge; £500 from Stour Valley Lodge; £1,000 from Sudbury Rotary; and £750 from Sudbury Freeman's Trust.

We are very grateful to all our benefactors for their support and encouragement.

## **8. Objectives and Activities**

The Christopher Centre's objects are primarily for the benefit of the inhabitants of the district of Babergh and surrounding areas (in practice, the Sudbury district) to:

- provide premises for the use of local and community groups, advance education through the provision of advice, advocacy, guidance, training, resources and associated activities
- facilitate and encourage opportunities for local and community groups to come together to identify charitable need, express views on matters of local interest and to establish projects or policies to meet these needs. This includes running its own activities such as drop-ins, a community choir, a vegan supper club, arts and crafts activities.
- develop the capacity and skills of said inhabitants in such ways as is thought fit, and particularly to enhance voluntary participation within the area of benefit
- develop and promote community services for said inhabitants who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack or availability of adequate and safe public services
- improve or assist in the improvement of the physical and social environment in an effort to enhance the quality of life for said inhabitants.

The Christopher Centre has continued to fulfil its objects in a number of ways:

- by providing office space within the building for affordable and reasonable rents for a number of different voluntary and community groups
- by providing rooms available for hire by voluntary, community and statutory local groups
- by offering space free of charge within the reception area for local groups and services to promote their work, display leaflets and posters etc
- by utilising volunteers as reception staff who have a good knowledge of the local area and who can therefore offer information about local activities.
- by looking at ways of supporting or setting up community groups to help people who are disadvantaged or vulnerable to provide them with opportunities to learn new skills, make friends and build their confidence and self-esteem.

## **9. Meeting the Principles of Public Benefit**

The Christopher Centre has continued to fulfil its objects in a number of ways:

- through its facilities, activities and information services which are open to all voluntary and community groups, The Christopher Centre provides services which help local groups to meet, exchange information and develop their own services to a wide variety of people within the local community. It also develops its own services to help vulnerable and isolated members of the community through activities such as the Monday morning Drop-in Coffee and Chat, the Monday lunchtime Community Lunches, the Community Choir, monthly Community Markets etc.

- it provides a community resource which members of the public can visit to find out information about local groups, events and services.
- The Christopher Centre is a Grade 2 listed building and the staff, volunteers and trustee board are therefore maintaining and preserving an important piece of Sudbury heritage, ensuring that any improvements and refurbishments made are in keeping with local heritage regulations.

## **10. Achievements & Performance**

Despite the year starting with continued Lockdown restrictions with both some easing and then some further restrictions due to the Omicron variant, bookings and activities continued to flourish during the year. We welcomed a number of new groups to the building including a number of University of Third Age classes, Oddfellows and Speech Therapy Clinics; in addition, the Diabetic Eye Clinic increased the length of its hirings.

Because many of our activities are set up to help those who are most vulnerable and isolated in the community or who suffer from mental health issues, these continued throughout the year. These included the very successful drop-in coffee mornings on a Monday morning which was followed by delicious lunches, often attracting up to thirty people, once restrictions were eased. The Community Singers, Vegan Suppers and the Cinema Club (particularly for the more elderly members of the community) continued to attract more people.

We also continued, when possible, with our monthly fundraising Community Markets, although to adhere to COVID restrictions these were reduced in size. We were able to programme community markets until January which saw a variety of stall holders selling their wares, particularly local food products; whilst Teresa in the kitchen provided mouth-watering snacks and lunches during the day. The kitchen also provided take away lunches once a month (mainly curries and chilli dishes) and these proved very popular with around 50 - 60 orders per month.

During the year we purchased a gazebo which certainly helped with the Saturday monthly community markets as it meant that people could eat outside in the courtyard. The gazebo proved very resilient during the winter storms and high winds with minimal damage caused. During the year the major maintenance item was a new boiler for the building. We were told that the old boiler would last about ten years and almost to the day it finally gave up the ghost! Hopefully, the new boiler should be more efficient

At the beginning of 2022 Teresa and Helen, our loyal and very proficient staff members, indicated that they would be retiring at the end of March. Words cannot express how highly they were held in regard by the trustees, the volunteers and by local groups. They were very much the driving force behind all the community events initiated over the past few years. We will not be saying a total goodbye to Teresa however, as she will still be involved with the Monday drop-ins and lunches, the vegan suppers and the Community Singers.

Gregory Bishop has continued to give an excellent service in ensuring that the building is smart and tidy and our volunteer receptionists, gardeners and handymen have helped to ensure the smooth running of the building.

We are delighted to welcome Linda Adams and Kathy Lee-Rimmer as our new Centre Co-ordinators. They worked alongside Teresa and Helen during the latter part of March to ensure a smooth handover.

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## 11. Future Plans

As I write this report, Linda and Kathy are settling into their new posts. In the coming months they will no doubt be putting their stamp on the building and starting some new activities. One project, that has been on the cards for a while, is the possibility of creating a Man Shed at the Christopher Centre using the old cart lodge. This idea has got a long way to go before it becomes a reality, but initial meetings are being held with interested parties.

Many thanks must go to the wonderful work undertaken by our volunteer receptionists and others who have continued to provide a great service at times when the building has been open.

I would finally pay tribute to my fellow trustees, who have discharged their duties and responsibilities as trustees and directors with pragmatism and good sense. Thanks must also go to Adrian Walters and the Sudbury Common Lands Trustees for their help during the year and also to those who have donated money or given grants to The Christopher Centre.

A handwritten signature in blue ink, reading 'Robin Hodgkinson'.

Robin Hodgkinson  
Chairperson

21<sup>st</sup> September 2022

#### **Independent Examiner's Report to the Trustees of The Christopher Centre**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 8 to 11.

#### **Responsibilities and basis of report**

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

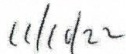
Signed:



Name: Nick Farr FCA  
Moore Green

Address: 22 Friars Street  
Sudbury, Suffolk CO10 2AA

Date:



**The Christopher Centre**  
(Registered Charity No: 1120942)

**Statement of Financial Activities for the Year ended 31 March 2022**

	Notes	Unrestricted Funds	Restricted Funds	2022	2021
<b>Income &amp; Expenditure</b>					
<b>Incoming Resources</b>					
Voluntary income	2a	1,007		1,007	2,456
Activities for generating funds	2b	-		-	-
Income from investments	2c	3		3	7
Charitable activities	2d	39,543	9,875	49,418	61,210
Other incoming resources	2e		-	-	-
<b>Total Incoming resources</b>		<u>40,553</u>	<u>9,875</u>	<u>50,428</u>	<u>63,673</u>
<b>Resources Expended</b>					
Cost of generating voluntary income	3a	-	-	-	-
Fund raising trading costs	3b	-	-	-	-
Charitable activities	3c	46,873	12,833	59,706	38,193
Governance costs	3d	466	-	466	546
<b>Total Resources Expended</b>		<u>47,339</u>	<u>12,833</u>	<u>60,172</u>	<u>38,739</u>
<b>Net movement in funds for the Year</b>		(6,786)	(2,958)	(9,744)	24,934
Fund Balances Brought Forward		34,141	8,401	42,542	17,608
<b>Fund balances carried forward</b>		<u>27,355</u>	<u>5,443</u>	<u>32,798</u>	<u>42,542</u>



# The Christopher Centre

(Registered Charity No: 1120942)

## BALANCE SHEET as at 31 MARCH 2022

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Tangible assets	12	-	-
		<hr/>	<hr/>
<b>Current Assets</b>			
Bank Current Account		6,156	10,538
Tracker Account		27,132	32,628
Petty Cash		151	17
Prepayments		13	13
Debtors		-	-
		<hr/>	<hr/>
		33,452	43,196
<b>Current Liabilities</b>			
Creditors		-	-
Accruals		654	654
		<hr/>	<hr/>
		654	654
<b>Net Assets</b>		<hr/>	<hr/>
		32,798	42,542
		<hr/>	<hr/>
Represented by			
<b>Funds</b>			
Unrestricted (General)		27,355	34,141
Restricted		5,443	8,401
		<hr/>	<hr/>
		32,798	42,542
		<hr/>	<hr/>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102. The Financial

Standard applicable in the UK and Republic of Ireland.

For the year ended 31st March 2022, the company was entitled to exemption from audit under section 477 Companies Act 2006 relating to small companies.

### Directors' responsibilities:

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements

 Chairman

21<sup>st</sup> September 2022

**The Christopher Centre**  
(Registered Charity No: 1120942)

**Notes to the accounts for the year ended 31st March 2022**

**1 Accounting Policies**

- a. The accounts are prepared under the historical cost convention and in accordance with applicable accounting standards.
- b. Income is not anticipated, but recognised in the Statement of Financial Activities only when it is received. Grants and donations are credited to income in the year to which they relate.
- c. Full provision is made for all known liabilities (expenses and losses) whether the amount is known with certainty or is a best estimate in the light of the information available.
- d. Only fixed assets under five years of age are capitalised and depreciation is calculated on a straight-line basis from the year of purchase so as to reduce their value to nil at the end of five years. Computer equipment is depreciated over three years.

<b>2 Incoming Resources</b>	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
a. Voluntary income				
Donations	1007		1007	2456
b. Activities for generating funds				
Fund raising	0			0
c. Income from investments				
Bank interest	3		3	7
d. Charitable activities				
Grants	4000	9875	13875	37854
Other income	430		430	0
Rent & user charges	32865		32865	21659
e. Christopher Centre activities	2248		2248	1697
f. Other incoming resources	0	0		0
<b>Total Incoming Resources</b>	<b>40553</b>	<b>9875</b>	<b>50428</b>	<b>63673</b>

**3 Resources Expended**

a. Cost of generating voluntary income		0		0
b. Fund raising trading costs	0	0		0
c. Charitable activities				
Salaries	11810		11810	11023
Christopher Centre activities	2021		2021	2128
Restricted Grant	0	12833	12833	3953
Council tax & waste	1852		1852	1594
Rent & Insurance	16096		16096	12482
Stationery & postage	546		546	246
Advertising	601		601	0
Telephone	828		828	809
Volunteer expenses & Companies				
House	514		514	153
Repairs & maintenance	6225		6225	1352
Gas, electric & water	4424		4424	3721
Furniture & equipment	245		245	170
Cleaning	738		738	329
Other admin	466		466	233
	<b>46366</b>	<b>12833</b>	<b>59199</b>	<b>38193</b>

d Governance costs				
Independent examination	972	0	972	546
Company House	0			0
	<u>972</u>	<u>0</u>	<u>972</u>	<u>546</u>
Total Resources Expended	<u>47338</u>	<u>12833</u>	<u>60171</u>	<u>38739</u>

#### 4 Donations

Donations received from private individuals, local businesses and charitable trusts. The amount does not include any Gift Aid tax refunds.

#### 5 Lease

The 21 year lease for the Christopher Centre expired 4<sup>th</sup> July 2014 and has been extended for a further 10 years with 3 yearly reviews. The current cost of the lease is now £14,000 per annum, Paid quarterly with building insurance payments to the trustees of *the Sudbury Common Lands Charity*.

#### 6 Tracker Accounts

The tracker account is an interest earning account with Barclays Bank.

#### 7 Accruals

Expenses received after the year end which related to goods received or expenses incurred during the year ended 31.3.22

#### 8 Trustee Remuneration & Related Party Transactions

No member of the Trustee Board received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (20189- nil).