

ANGMERING COMMUNITY CENTRE AGM MINUTES

Tuesday 10th October 2023

TRUSTEE'S PRESENT:

Dudley Wensley JP, Chair; Tony Cross, Vice Chair; Arthur Trehwella, Treasurer; Eric Holmes; Annie Harris; Kevin Strong; Sylvia Verrinder; Trevor Bowles; Lucy Sunray, Secretary.

PUBLIC PRESENT:

Deborah Urquhart, County Councillor

Alan Evans, Angmering Parish Council

Bryan Stephens, U3A

Brenda & Ian Pears, Angmering Short Mat Bowls

Colin Cornwell, Shall We Dance

Steve Horn, Hirer

1. Apologies

Amanda Scarsbrook; Emilia Trigg; Nick Cooper; Mike Watson; Andy Cooper.

2. Minutes of the 2022 Annual General Meeting

The minutes of the 2022 Annual General Meeting were signed by DW.

3. Matters Arising

None

4. Chairman's Report

First, may I thank you all for coming. Our new constitution calls for a minimum of one general meeting a year, although there may be others, and gives the trustees an opportunity to report to you, our stakeholders.

Those here this evening are the members of the board of trustees, representatives of the users of this centre and the democratically elected representatives of the

community in the persons of the county councillor, a district councillor and a member of the parish council. You are all most welcome.

This is my first report as chairman of trustees and I welcome the opportunity to thank my fellow trustees for the time and energy that they devote to the centre. Which time is given freely and without pay.

It is an opportunity to inform you all of the new structure of your centre staffing team. Lucy Sunray is the centre manager, and she is supported by Louisa Hughes as administrator. Our premises officer is Dennis Newcombe, and he is responsible for the general upkeep and security of the building. The centre is kept beautiful clean thanks to Lisa Grindley. The staff team have proved to be dedicated to their work and there have been many incidences of them going above and beyond the call of duty in providing a facility of which we can as a community be proud. I would like our thanks to the staff to be noted in the minutes.

The centre has recently been completely redecorated in accordance with our lease from the Angmering Parish Council by a local company Cloud 9. you may still detect the smell of the new paint. The hall floor has also in the past few weeks been repaired and revarnished. We always where possible used local companies for any work on the building.

The sound system in this main hall was the original one from some years ago and a new one is just about to be installed to ensure that our hirers have the benefit of a 'fit for purpose' sound system and in order to attract new hirers. The hall also has an UpToDate projector and screen.

Although regrettably we lost some of our regular customers in the aftermath of covid when many groups found themselves no longer viable, we have been able to attract new business and are now actively seeking new business opportunities and that is the responsibility of the centre manager supported by the team of trustees. We already for example have a wedding reception booked for 2024.

In order for the community centre to be able to provide facilities for the community of Angmering in the future we really do need to increase income by attracting new business. We work hard to keep costs to a minimum, but we must increase revenue.

During the summer holiday I regret to have to report, we had incidents of anti-social behaviour on the roof and in the car park. New additional CCTV coverage has been installed and the police assure us that they will 'keep an eye'. We are always conscious of course of the fact that we are located in the middle of a residential area and do our best at all time to be good neighbours and hope that this works both ways.

5. Financial Accounts 2022/2023

Please see attached financial reports for the end of year accounts.

6. Any Other Business

Questions from the public:

Steve Horn would like it noted how well the hall floor has been repaired. It was a trip hazard previously with protruding lips but now fully restored and great to dance on.

Steve Horn also informed the AGM that he conducts Street Safe talks, and he would be happy to offer them to the public/our customers free of charge. DW and Alan Evans expressed interest, and this will be pursued by both ACCA and APC.

Alan Evans asked the Board if they could explain why the AGM invitations stipulated how many people could attend from various groups and hirers. DW explained that this was not the case, anyone and everyone was welcome to attend, it was that each group only received one vote if there were any voting matters.

The meeting was closed.

Profit and Loss

Angmering Community Centre Association For the month ended 31 March 2023

	MAR 2023	FEB 2023	JAN 2023	DEC 2022	YEAR TO DATE
Turnover					
Art Donations	25.00	-	-	-	45.00
Books & Puzzles	50.50	-	35.00	20.00	129.00
Cafe and Ice creams	69.80	-	39.50	46.40	247.70
Fits payment	689.92	-	-	2,149.30	8,010.18
Grants	-	-	-	-	357.50
Hall hire	9,193.00	6,295.08	2,424.50	6,090.07	62,449.01
Interest Income	165.12	58.54	55.61	45.50	793.00
Pizza Van	-	-	-	240.00	1,110.00
Total Turnover	10,193.34	6,353.62	2,554.61	8,591.27	73,141.39
Gross Profit	10,193.34	6,353.62	2,554.61	8,591.27	73,141.39
Administrative Costs					
Audit & Accountancy fees	8.40	8.40	-	-	226.80
Bank Fees	13.96	5.70	10.17	30.55	120.68
Cleaning	502.19	-	135.47	260.60	2,158.96
Council Tax	-	-	-	-	985.60
Depreciation Expense	109.40	103.93	103.94	103.93	913.40
Equipment	8.99	-	-	-	669.16
Expenses	22.25	10.80	28.64	32.40	273.81
General Expenses	589.79	84.97	49.00	68.64	2,103.30
Insurance	87.36	98.64	159.36	87.36	1,009.25
IT Software and Consumables	30.00	-	-	-	30.00
Light, Power, Heating	4,138.37	-	5,337.41	-	15,689.27
PAYE Income tax/NIC	412.02	433.34	414.47	359.57	4,480.06
Payroll Services	168.00	-	84.00	84.00	1,008.00
Pensions Costs	71.10	66.18	63.19	65.21	743.98
Printing & Stationery	314.00	3.00	63.27	82.74	964.69
Repairs & Maintenance	1,080.00	250.80	-	363.00	3,467.70
Replacing old lights with LEDs	-	-	2,449.22	-	2,449.22
Salaries	3,914.31	3,868.49	3,792.17	3,533.77	42,778.01
Staff Training	-	-	-	210.00	505.00
Telephone & Internet	73.43	75.32	72.28	74.53	890.45
Water	279.43	-	345.29	-	1,106.84
Website Costs	35.00	70.00	-	-	1,212.88
Total Administrative Costs	11,858.00	5,079.57	13,107.88	5,356.30	83,787.06
Operating Profit	(1,664.66)	1,274.05	(10,553.27)	3,234.97	(10,645.67)
Profit on Ordinary Activities Before Taxation	(1,664.66)	1,274.05	(10,553.27)	3,234.97	(10,645.67)
Profit after Taxation	(1,664.66)	1,274.05	(10,553.27)	3,234.97	(10,645.67)

Balance Sheet

Angmering Community Centre Association As at 31 March 2023

	31 MAR 2023	28 FEB 2023	31 JAN 2023
Fixed Assets			
Tangible Assets			
Central area bench and seating	1,414.40	1,441.60	1,468.80
Dish washer	2,575.00	2,626.50	2,678.00
iPad	322.53	-	-
Outside table and chairs	619.88	632.28	644.68
Pickleball markings	718.67	731.50	744.33
Total Tangible Assets	5,650.48	5,431.88	5,535.81
Total Fixed Assets	5,650.48	5,431.88	5,535.81
Current Assets			
Cash at bank and in hand			
CAF/Flagstone Saving Platform	80,302.65	-	-
Cambridge & Counties 95 day notice account	84,566.19	84,566.19	84,566.19
HSBC Current Account	13,120.14	52,131.81	50,749.39
HSBC Deposit Account	30,287.84	70,232.73	70,174.19
Petty Cash	5.89	11.87	39.85
Total Cash at bank and in hand	208,282.71	206,942.60	205,529.62
Accounts Receivable	915.00	-	-
Total Current Assets	209,197.71	206,942.60	205,529.62
Creditors: amounts falling due within one year			
Accounts Payable	4,173.37	35.00	-
Total Creditors: amounts falling due within one year	4,173.37	35.00	-
Net Current Assets (Liabilities)	205,024.34	206,907.60	205,529.62
Total Assets less Current Liabilities	210,674.82	212,339.48	211,065.43
Net Assets	210,674.82	212,339.48	211,065.43
Capital and Reserves			
Bal brought fwd	84,309.12	84,309.12	84,309.12
Bank transfers	137,011.37	137,011.37	137,011.37
Current Year Earnings	(10,645.67)	(8,981.01)	(10,255.06)
Total Capital and Reserves	210,674.82	212,339.48	211,065.43

ANGMERING COMMUNITY CENTRE ASSOCIATION

Registered Charity No. 1125150

Accounts for the year ended Friday, March 31, 2023

**Alan R Moyse
Chartered Accountant
12 Shepherds Croft
Brighton BN1 5JF**

OCIATION

|

ANGMERING COMMUNITY CENTRE ASSOCIATION
Accounts for the year ended 31 March 2023

BALANCE SHEET at 31 March 2023

	2023	
	£	£
Fixed Assets (see note 4)		
Computer Equipment	772	
Other	4,536	
	<hr/>	5,308
Current Assets		
Cash at Bank		
Unrestricted funds	104,354	
Restricted funds	103,923	
	<hr/>	
	208,277	
Sundry Debtors (see note 5)	2,692	
	<hr/>	210,969
		<hr/>
		216,277
Less: Current Liabilities		
Accrued expenses due within one year		(6,193)
		<hr/>
Net Current Assets		<u>210,084</u>
Funds of the Charity		
Unrestricted Funds (see note 3)		
Balance brought forward	128,182	
Add; Transfer from Restricted Funds	103,923	
Less: Net (deficit) income for year	(22,021)	
	<hr/>	210,084
Restricted Funds (see note 3)		
Balance brought forward	103,923	
Less: Transfer to Unrestricted Funds	(103,923)	
	<hr/>	-
		<hr/>
		<u>210,084</u>
.....	
Trustee		Trustee

Date:

2022	
£	£
790	
-	
<hr/>	790
116,218	
103,923	
<hr/>	
220,141	
11,384	
<hr/>	231,525
	<hr/>
	232,315
	(210)
	<hr/>
	<u>232,105</u>
119,373	
-	
8,809	
<hr/>	128,182
103,923	
-	
<hr/>	103,923
	<hr/>
	<u>232,105</u>

ANGMERING COMMUNITY CENTRE ASSOCIATION
Accounts for the year ended 31 March 2023

INCOME AND EXPENDITURE ACCOUNT for the year ended 31 March 2023

2023

£

Income

Hire Fees and Sundry Income	57,898
Room & Equipment Hire - NHS	-
Other Grants	357
Other Income - Solar Panels	2,836
Donations	-
Interest on Deposit Accounts	3,153
	<hr/>
	64,244

Expenditure

Wages, Salaries & Caretaking	48,089
Payroll Services	1,008
Lighting & Heating	17,489
Telephone & Internet	891
Insurance	922
Rates & Water	2,092
Printing, Stationery & Computer	2,170
Repairs & Maintenance	7,749
Training	509
Cleaning and hygiene	2,153
Legal and professional	-
Audit and Accountancy	220
Sundry Expenses	1,494
Depreciation of Fixed Assets	1,479
	<hr/>
	86,265

Net (deficit) Income for year (22,021)

2022

£

8,279
59,400
371
5,171
1,000
1,800

76,021

39,121
1,105
6,763
790
887
996
2,811
6,311
543
6,513
192
210
707
263

67,212

8,809

ANGMERING COMMUNITY CENTRE ASSOCIATION
Accounts for the year ended 31 March 2022

Notes to the Accounts

1 Basis of accounting

These accounts have been prepared on the basis of historical cost in accordance with Accounting and Reporting by Charities: Financial Reporting Standard 102 (the FRSSE) - effective 01 January 2015, and with the Charities Act 2006.

2 Accounting policies

Recognition of income

These are included in the Income and Expenditure Account when the charity is entitled to the resources.

Grants and donations

These are only included in the Income and Expenditure Account when the charity has unconditional entitlement to them.

Liability recognition

These are recorded as soon as there is a legal obligation committing the charity to the resources.

3 Restricted Funds

Previous years' accounts have shown a split of funds between unrestricted funds. The restricted funds have remained static for all recent years for which records are still accessible. Documentation is not available to establish the original restrictions. The Trustees have therefore agreed to merge the restricted funds into the unrestricted funds in the belief that no further information will emerge about the restrictions.

4 Fixed Assets	2023
Cost	£
Brought forward at 01 April 2022	1,053
Additions in year	5,997
Carried forward at 31 March 2023	<u>7,050</u>
Depreciation	
Brought forward at 01 April 2022	263
Depreciation for year	1,479
Carried forward at 31 March 2023	<u>1,742</u>
Net book value at 31 March 2023	<u><u>5,308</u></u>
5 Sundry Debtors	2023
	£
Interest Receivable accrued	1,777
Hire Fee Debtors	915
Solar Panel Debtors	-
	<u><u>2,692</u></u>

accordance with
for Smaller Entities
11.

he Centre becomes

nen the Centre has

ng the Centre to pay out

icted and restricted
or which accounting
sh the nature or purpose
ge the funds, in the

2022

£

-

1,053

1,053

-

263

263

790

2022

£

-

6,213

5,171

11,384

ANGMERING COMMUNITY CENTRE ASSOCIATION
Accounts for the year ended 31 March 2023

Independent Examiner's Report
To the Trustees of the Angmering Community Centre Association

I report on the accounts of the Angmering Community Centre Association, which pages 1 to 3

Respective responsibilities of trustees and examiner

The centre's trustees are responsible for the preparation of the accounts. The trust that an audit is not required for this year under section 154 of the Charities Act independent examination is appropriate.

It is my responsibility to:

- * examine the accounts (under section 145 of the 2011 Act)
- * to follow the procedures laid down in the General Directions given Commission (under section 145(5)(b) of the 2011 Act)
- * to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given Commission. An examination includes a review of the accounting records kept by a comparison of the accounts presented with those records. It also includes considering unusual items or disclosures in the accounts, and seeking explanations from you concerning any such matters. The procedures undertaken do not provide all the would be required in an audit, and consequently I do not express an audit opinion given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect requirements
 - * to keep accounting records in accordance with section 130 of the 2011 Act;
 - * to prepare accounts which accord with the accounting records and accounting requirements of the 2011 Act;
 - have not been met ; or
- (2) to which, in my opinion, attention should be drawn in order to enable understanding of the accounts to be reached.

Alan R Moyse
Chartered Accountant

12 Shepherds Croft
Brighton BN1 5JF

###

are set out on

stees consider
2011, and that an

by the Charity

by the Charity
by the charity and
sideration of any
as trustees
evidence that
on the view

ect the

2011 Act; and
comply with the

a proper