

# Kings Cliffe Community Hive

England & Wales · Charity number 1134410

## Details

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**Other names** UNDERGROUND YOUTH CLUB, Underground Centre

**Status** Registered

**Legal form** Other

**Registered** 2010-02-19

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Kings Cliffe Active  
1 Kingsmead  
Station Road  
Kings Cliffe  
Peterborough  
PE8 6YH

**Phone** 07950125442

**Email** [hello@kccommunityhive.org.uk](mailto:hello@kccommunityhive.org.uk)

**Website** <https://kccommunityhive.wordpress.com/>

## Activities

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**Objects:** THE CHARITY'S OBJECTS ("THE OBJECTS") ARE TO ADVANCE THE EDUCATION OF ANYONE UNDER THE AGE OF 18 YEARS OLD THROUGH THEIR LEISURE-TIME ACTIVITIES TO HELP THEM ACHIEVE THEIR PHYSICAL AND MENTAL WELLBEING SO THAT THEY MAY GROW TO FULL MATURITY AS INDIVIDUALS AND MEMBERS OF SOCIETY AND THAT THEIR CONDITIONS OF LIFE MAY BE IMPROVED

**Activities:** Provision of recreational/educational facilities for 0-18 year olds and their families within the catchment area of Kings Cliffe. Provision includes Youth Club Sessions in the evening and sessions for younger children with parents during the day.

## Classification

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- **How:** Provides Services
- **What:** Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People

## Geography

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- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL.
- Northamptonshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2024-12-31	£41,046	£44,130	-	-
2023-08-31	£15,640	£37,090	-	-
2022-08-31	£41,705	£30,612	-	-
2021-08-31	£28,789	£26,894	-	-
2020-08-31	£44,643	£35,611	-	-

## Trustees

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Name	Role	Appointed
Charles Tomlinson		2023-03-16
Jeanne Atkinson		2019-01-01
Nicolette Ann Woore		2023-06-08
Stephen Andrew Hiller		2020-12-09

**Kings Cliffe Community Hive**

England & Wales - Charity number 1134410

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# Accounts

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UNDERGROUND CENTRE/KC COMMUNITY HIVE

# ANNUAL REPORT 2023-24



Prepared by the  
**LEADERSHIP GROUP**



[hello@kccommunityhive.org.uk](mailto:hello@kccommunityhive.org.uk)



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# LETTER FROM THE CHAIR OF TRUSTEES



**NIKKI WOORE**



We are pleased to present our Annual Report for 2023–2024—a year of significant transition and continued growth.

Following several flooding incidents at our previous premises, The Underground, we made the decision to relocate to Kings Cliffe Active (KCA). This move marked not just a change in location, but also a fresh chapter in our story. With the relocation came a rebranding of our charity, now proudly known as **Kings Cliffe Community Hive**.

In March 2024, Dawn stepped down as Administrator. We would like to extend our sincere thanks to her for her dedicated support over the past few years.

After Easter, we relaunched our services at KCA with renewed energy and focus. We introduced a Stay and Play group for parents/guardians with children aged 0–4 and reintroduced our Youth Club for children aged 4–11. To better serve our community, we aligned the Youth Club’s timing with the end of the KCA-based after-school club, allowing for a smooth transition between the two. Additionally, we began offering hot meal options at Youth Club—a change that has been warmly received by both children and parents.

In April, our Youth Worker, Teagan, began her maternity leave. We welcomed Georgie Atkinson as a temporary replacement, who ran both the Youth Club and our Summer Camp in August. As attendance at the Summer Camp was lower than anticipated, we are reviewing the format for next year.

A highlight of the year was our much-loved Annual Duck Race, which once again brought the village together in a day full of fun and community spirit. It was also a very successful fundraising event, helping to support our ongoing work.

In September, Georgie moved on to pursue a teaching career. We thank her sincerely for her hard work and enthusiasm during her time with us.

Throughout these changes, our Manager, Lee, has provided outstanding leadership. Lee oversaw our relocation, rebranding, website redesign, as well as the day-to-day administration. He also managed our grant applications, securing a total of £26,684.86, with thanks to donors including Augean, the National Lottery Community Fund, Cliffe fest CIC and Kings Cliffe Parish Council to name a few.

Due to challenges in recruiting a new temporary Youth Worker, Lee stepped in to lead Youth Club sessions. Attendance remains strong, and feedback from children has been overwhelmingly positive—especially in appreciation of the larger space and enhanced facilities available at KCA.

We would like to thank Kings Cliffe Active for their continued partnership, Lee and our dedicated volunteers for their tireless efforts, and of course, our fellow Trustees for their guidance and support.

We look forward to continued growth, new opportunities, and deeper community impact in 2024–2025.



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# CHARITY OVERVIEW

## VISION

To create a safe, inclusive, and supportive community where all children and young people regardless of background, ability, or circumstance—can thrive emotionally, socially, and personally.

Kings Cliffe Community Hive (KCCH) envisions a future where every young person in our rural community has equal access to opportunities, trusted relationships, and tailored support that empowers them to reach their full potential and feel a strong sense of belonging.

## MISSION

- To provide high-quality, inclusive services and opportunities that support the emotional wellbeing, personal development, and social connection of children, young people, and families in Kings Cliffe and surrounding rural communities.
- Through youth clubs, counselling, mentoring, and community-led activities, Kings Cliffe Community Hive (KCCH) aims to create safe spaces, build trusted relationships, and respond directly to the evolving needs of young people—ensuring no one is left isolated or unsupported.



# TREASURER'S REPORT



**JEANNE ATKINSON**

## Treasurer's Report for the Year Ending 31st December 2024

I am pleased to present the financial report for the Underground Centre / KC Community Hive for the period 1st September 2023 to 31st December 2024.

### Income

The total income for the year was £40,760.61, a significant increase compared to £15,640.32 in the previous year. The breakdown of our income sources is as follows:

Grants: £26,684.86 (up from £1,560 last year)  
Activities & Events: £8,586.05 (down from £10,475.13)  
Donations: £5,040 (up from £2,528)  
Other Income: £449.70 (down from £1,077.19)  
Gift Aid: No Gift Aid income recorded this year (last year: £0)

It is important to note that no restricted income was received this year, compared to £1,560 last year.

### Expenditure

Total payments for the year amounted to £44,012.96, an increase from £37,089.71 the previous year. Key areas of expenditure include:

Organisational Costs: £37,231.43 (up from £27,803.08)  
Premises/Rent: £4,819.47 (up from £2,878.52)  
Activities & Events: £1,414.69 (down from £3,131.78)  
Purchases: £97.37 (down from £173)  
Other Payments: £450 (up from £337.29)  
Note: An additional rent payment was recorded separately as £2,766.04 last year.

Of the total payments, £5,194.65 were attributed to restricted funds, compared to £10,559.35 in the previous year.

### Overall Financial Position

The charity recorded a net deficit of £3,252.35 for the year. However, the financial position remains stable with a healthy reserve:

Cash Funds brought forward: £33,826.07  
Cash Funds carried forward: £30,573.72  
Restricted funds at year end: £0

### Conclusion

While we faced a shortfall this year, the charity remains financially resilient due to prudent management. Our ability to attract substantial grant funding demonstrates the continued relevance and support for our work in the community. We will continue to monitor our expenditure closely and seek new funding opportunities to ensure long-term sustainability.

I would like to thank our staff, volunteers, and supporters for their ongoing dedication and contributions throughout the year.



# FINANCIAL HIGHLIGHTS



Name	Underground Centre/KC Community Hive
Charity number	1134410

## FINANCIAL STATEMENT

For the period from **01/09/23** to **31/12/24**

### Section A Receipts and Payments

Receipts	Total	Last year	Payments	Total	Last year
	£	£		£	£
Donations	£ 5,040.00	£ 2,528.00	Organisational costs	£ 37,231.43	£ 27,803.08
Grants	£ 26,684.86	£ 1,560.00	Premises/Rent	£ 4,819.47	£ 2,878.52
Activities & Events	£ 8,586.05	£ 10,475.13	Activities & Events	£ 1,531.99	£ 3,131.78
Gift Aid		£ -	Rent		£ 2,766.04
Other Income	£ 734.70	£ 1,077.19	Purchases	£ 97.37	£ 173.00
			Other Payments	£ 450.00	£ 337.29
<b>Total Receipts</b>	<b>£ 41,045.61</b>	<b>£ 15,640.32</b>	<b>Total Payments</b>	<b>£ 44,130.26</b>	<b>£ 37,089.71</b>

<b>A3</b> <i>Restricted funds included in total</i>	£ -	£ 1,560.00	<b>A4</b> <i>Restricted funds included in total payments</i>	£ 5,194.65	£ 10,559.35
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<b>Total Receipts less Total Payments (Surplus/Deficit for the year)</b>	<b>£ (3,084.65)</b>
<b>A5</b> Total cash funds brought forward from last year (equals last year's total at B1)	<b>£ 33,943.37</b>
<b>A6</b> Total cash funds carried forward at this year end	<b>£ 30,858.72</b>
<b>A7</b> Total restricted funds at year end included in total cash funds above	<b>£0.00</b>

**The main purposes of the Underground Centre/KC Community Hive are to:**  
 Advance the education of anyone under the age of 18 years old through their leisure-time activities to help them achieve their physical and mental wellbeing so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

# FINANCIAL HIGHLIGHTS

Charity no. 1134410	Underground Centre/KC Community Hive
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## Section B Statement of assets and liabilities at the year end

B1 Cash funds		Total	Last year										
		£	£										
B1.1	Final bank balance as per Account Book, including uncleared items	£ 30,858.72	£ 33,826.07										
B1.2	<b>Reconciliation of final bank balance from Account Book to bank statement</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Bank statement total at year end</td> <td style="text-align: right;">£30,858.72</td> </tr> <tr> <td>Plus amounts paid in to bank but not cleared</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Less cheques written but not cleared</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Less any cheques still uncleared from last year</td> <td style="text-align: right;">-</td> </tr> <tr> <td><b>Total (should equal balance at B1.1)</b></td> <td style="text-align: right;"><b>30,858.72</b></td> </tr> </table>	Bank statement total at year end	£30,858.72	Plus amounts paid in to bank but not cleared	-	Less cheques written but not cleared	-	Less any cheques still uncleared from last year	-	<b>Total (should equal balance at B1.1)</b>	<b>30,858.72</b>		
Bank statement total at year end	£30,858.72												
Plus amounts paid in to bank but not cleared	-												
Less cheques written but not cleared	-												
Less any cheques still uncleared from last year	-												
<b>Total (should equal balance at B1.1)</b>	<b>30,858.72</b>												
B1.3	Savings / deposit account balance - N/A	-	-										
B1.4	Cash in hand	-	£ 117.30										
B1.5													
<b>Total cash funds</b>		<b>£ 30,858.72</b>	<b>£ 33,943.37</b>										

B2 Investments (if any)	-	-
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B3 Other monetary assets (e.g. any money owed to the Underground)	-	-
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B4 Other assets held e.g. equipment	Value (optional)*	Original cost (optional)*
N/A		

\* cost / value should only be completed if meaningful information is available

B5 Liabilities	Date due (optional)*	Amount due (optional)*
Payments due immediately but not paid, or due at a future date, e.g. loans		
N/A		

\* amount / date due should only be completed if meaningful information available

<b>Signed on behalf of all the trustees</b>		
Signature	Name	Date of approval
	NICOLETTE MOORE	29th May 2025 Chairperson
	JEANNE ATKINSON	29/5/2025 Treasurer

# WHAT'S BEEN GOING ON?!



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# THANK YOU TO OUR SUPPORTERS & VOLUNTEERS!



KC Community Hive

## OUR TRUSTEES OF 2023/24

JEANNE ATKINSON  
STEPHEN HILLIER  
CHARLIE TOMLINSON  
NIKKI WOORE

## OUR STAFF OF 2023/24

TEAGAN HENSON  
GEORGIE ATKINSON-MILNE  
LEE O'CONNOR  
DAWN HETHERINGTON  
TRACEY SMITH

## OUR VOLUNTEERS OF 2023/24

TILLY DUELL  
ILONA GILL  
MILLIE KELLY

## OUR SUPPORTERS

KC Active Trustees  
Kings Cliffe Parish Council  
Kevin Howard  
Gino's Ice cream  
Oundle Fire Brigade  
PSCO Arthur  
Augean  
North Northants County Council  
Buckles Solicitors  
National Lottery Community Fund  
Cliffe fest CIC  
Simon Fairhall  
JAS Engineering  
Simon Close  
Close Motor Company  
Rockingham Forest Holiday Park  
Neal Lattimore  
Active Performance Kings Cliffe  
Aspinalls Window Cleaning  
Smurfit Westrock  
Handmade by Stacey  
Kings Cliffe Endowed Primary School

## All of our Duck Race volunteers!

And absolutely everyone who supports  
our little rural charity!



THANK  
YOU



COMMUNITY  
FUND



hello@kccommunityhive.org.uk



@kccommunityhive



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KC Community Hive

## REGISTERED CHARITY

### **Kings Cliffe Community Hive (KCCH)**

C/O KC Active  
Kings Mead  
Station Road  
Kings Cliffe  
PE8 6YH

**Charity Number:** 1134410

**Email:** [hello@kccommunityhive.org.uk](mailto:hello@kccommunityhive.org.uk)

**Telephone:** 07950125442

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Name **Underground Centre/KC Community Hive**  
 Charity number **1134410**

**FINANCIAL STATEMENT**

For the period from **01/09/23** to **31/12/24**

**Section A Receipts and Payments**

Receipts	Total	Last year	Payments	Total	Last year
	£	£		£	£
Donations	£ 5,040.00	£ 2,528.00	Organisational costs	£ 37,231.43	£ 27,803.08
Grants	£ 26,684.86	£ 1,560.00	Premises/Rent	£ 4,819.47	£ 2,878.52
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Gift Aid		£ -	Rent		£ 2,766.04
Other Income	£ 734.70	£ 1,077.19	Purchases	£ 97.37	£ 173.00
			Other Payments	£ 450.00	£ 337.29
<b>Total Receipts</b>	<b>£ 41,045.61</b>	<b>£ 15,640.32</b>	<b>Total Payments</b>	<b>£ 44,130.26</b>	<b>£ 37,089.71</b>

<b>A3</b> <i>Restricted funds included in total</i>	£ -	£ 1,560.00	<b>A4</b> <i>Restricted funds included in total payments</i>	£ 5,194.65	£ 10,559.35
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**Total Receipts less Total Payments (Surplus/Deficit for the year)**

£	<b>(3,084.65)</b>
£	<b>33,943.37</b>
£	<b>30,858.72</b>

**A5** Total cash funds brought forward from last year (*equals last year's total at B1*)

**A6** Total cash funds carried forward at this year end

**A7** Total restricted funds at year end included in total cash funds above

<b>£0.00</b>
--------------

**The main purposes of the Underground Centre/KC Community Hive are to:**

Advance the education of anyone under the age of 18 years old through their leisure-time activities to help them achieve their physical and mental wellbeing so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

**Section B**

**Statement of assets and liabilities at the year end**

**B1 Cash funds**

Total

Last year

£

£

<b>B1.1</b>	Final bank balance as per Account Book, including uncleared items	£ 30,858.72	£ 33,826.07
<b>B1.2</b>	<i>Reconciliation of final bank balance from Account Book to bank statement</i>		
	Bank statement total at year end	£30,858.72	
	Plus amounts paid in to bank but not cleared	-	
	Less cheques written but not cleared	-	
	Less any cheques still uncleared from last year	-	
	<b>Total (should equal balance at B1.1)</b>	<b>30,858.72</b>	
<b>B1.3</b>	Savings / deposit account balance - N/A	-	-
<b>B1.4</b>	Cash in hand	-	£ 117.30
<b>B1.5</b>			
	<b>Total cash funds</b>	<b>£ 30,858.72</b>	<b>£ 33,943.37</b>

<b>B2 Investments (if any)</b>	-	-
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<b>B3 Other monetary assets (e.g. any money owed to the Underground)</b>	-	-
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<b>B4 Other assets held</b> e.g. equipment	Value (optional)*	Original cost (optional)*
N/A		

\* cost / value should only be completed if meaningful information is available

<b>B5 Liabilities</b> Payments due immediately but not paid, or due at a future date, e.g. loans	Date due (optional)*	Amount due (optional)*
N/A		

\* amount / date due should only be completed if meaningful information available

<b>Signed on behalf of all the trustees</b>		
Signature	Name	Date of approval
	NICOLETTE MOORE	29 <sup>th</sup> May 2025
	JEANNE ATKINSON	29/5/2025
		Chairperson Treasurer

**Independent Examiner's Report to the Trustees of Kings Cliffe Community Hive (formerly Underground Centre) Charity number 1134410**

I report to the charity trustees on my examination of the receipts and payments accounts of the charity for the period ended 31 December 2024 which are set out on pages 1 to 2.

**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 charity's accounts carried out under section 145 of the 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**

I have completed my examination. I confirm that no material 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 charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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: Robert Pluck FCCA

Address: Folksworth, Cambridgeshire

Date: 3 September 2025

**Kings Cliffe Community Hive**

England & Wales - Charity number 1134410

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# Accounts

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**Underground Youth Centre**  
**Memorial Hall, Church Walk, King's Cliffe,**  
**Peterborough. PE8 6XD**  
**01780 470125**  
**Registered Charity Number - 1134410**

**Annual Report - 1 September 2021 to 31 August 2022**

**List of Trustees**

Eve Copeland  
Jeanne Atkinson  
Stephen Hiller

**Structure, Governance and Management**

The Constitution was revised and adopted in March 2021 and agreed by the Charity Commission in 2022.

**Summary of the objects**

The Charity's objects ("the objects") are to advance the education of anyone under the age of 18 years old through their leisure-time activities to help them achieve their physical and mental wellbeing so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

**Main activities in relation to these objects**

The focus of the Centre shall be for children and young people aged 0-18 within a local radius of King's Cliffe. The use of the facilities of the Centre for any other purpose shall be at the Manager's discretion upon prior approval of the Management Committee.

## Summary

Following a challenging couple of years for Underground, we have made huge strides in getting the doors open again, which the community have supported and welcomed.

Covid restrictions were followed, and even though they have all been eased now, we still maintain some of the safety aspects to keep the families and their children safe.

The refurbishment of the Underground was completed, and the storage unit emptied. We are thankful to the storage company for their help during this testing time.

We have been fortunate enough to have the Village Hall put measures in place in the hope that this won't happen again. Toys that were could be salvaged were disinfected or disposed of. Generosity of the local community saw donations of many things from a fridge to toys – which we are very grateful for.

We also offered free sessions to a Ukrainian refugee family who have extended their gratitude for the warm welcome and space that has been provided. It has been a lifeline to them, enabling them to make friends within the community and finding support.

Currently 3 groups being run per week during term time

- Monday – Tiddlers
- Tuesday – Warmington Messy Play
- Thursday – Underground Messy Play

All groups are enjoyed with positive feedback being received. Messy Play groups averaging 15 children per session.

We have seen the return of our Children's theme-based events. Most of these have been sold out events with positive feedback received from all who attended.

In the last 12 months we have enjoyed, Lunch with Santa 2021, Breakfast with the Bunny and a very successful Summer Club.

We also managed to hold our-in person (as opposed to virtual) Duck Race, whilst on a slightly smaller scale than previous years it was a great success raising £1914.77.

## Fundraising/Grant activities

**Duck Race.** We were delighted to be able to get back on the water and very pleased that we have fundraised we think close to £2,000 for the charity. Events like this do not happen without a lot of support – Andrew Howard for access to the Hills and Holes and the Parish Council for the use of Matings Green; James from JLT scaffolding for the finish line; Kevin Howard for doing (and the Club for use of) their BBQ; KC Players for the stage and Lucy's Pop Choir from Peterborough and John Pythian for their performances and Will Holroyd for the PA. And absolutely all our volunteers on the day – Katy, Kate, Marie and Martin, Trinnie, Gareth, Edward, Mike and Gill, Latty, the Rainbows for their help with duck selling and of course the Duck.

We have been successful in securing £2,100 of North Northamptonshire Council Community Funding 2021/22 to install purpose-built off the ground storage units which will ensure all materials remain unscathed and protected from future floodwaters. And £18,755 to support the re-establishment of the Youth Club, including a number of enrichment activities from the People's Postcode Trust, a grant giving charity funded entirely by players of People's Postcode Lottery.

## **People**

We are very pleased to welcome Simon Fairhall to the Underground Teams as our Fundraising and Events Coordinator who joined us on 1 March 2022.

## **Outlook for the next 12 months**

We look forward to continuing to provide groups, activities and events to all our young people, particularly the growth of the Youth Clubs delivered by our new Youth Worker.

Support and commitment for our young people and their families from our team, volunteers, and the local community will remain our mission.

## **Jeanne Atkinson**

### **November 2022 (Report for 1 September 2021 to 31 August 2022)**

## **Financial Report**

The year started with a healthy balance of c£43k, including £35k reserves due to grants received for the flood damage and COVID and reduced running costs the previous year.

In April 2022, three groups restarted with attendees using a 'cashless' booking system/payment platform set up to enable the charity to have a more efficient and effective way of measuring attendee numbers and income groups. It is also used for the bookable fundraising events where cash is now the exception rather than the norm. The Duck Race is a community non-bookable fundraising event.

In September 2021 we appointed a Fundraising and Events Officer followed by a Children's Worker in November of that year; both employed on a part-time contract.

A grant of £18,755, was received in August 2022 for a Youth Worker who joins the team in September 2022 (as noted above).

The overall position is that, in real terms (excluding the above grant which will be used in 2022-2023), the charity account is down by just over £7.5k for the year. This was expected as the Trustees knew it will take time to increase the visibility of the charity and footfall through the doors again after being off grid for two years.

The principal source of funding is through grants followed by donations and fundraising. We must continue to focus our efforts on increasing our grant funding and donations to, not only provide a more stable income stream and be less reliant on resource-heavy fundraising events, but it will enable staff to focus wholeheartedly on the great services we offer.

**Jeanne Atkinson**

**Chair of Trustees**

**November 2022**

Note: enter figures manually for last year and in any other cells that are not filled automatically if applicable to the Underground Centre

Name

Underground Centre

Charity number (if registered)

1134410

**FINANCIAL STATEMENT**

For the period

from 01/09/21

to 31/08/22

**Section A**

**Receipts and Payments**

Receipts	Total £	Last year £	Payments	Total £	Last year £
Donations	8,988.28	8,816.47	Organisational costs	18,751.85	25,129.75
Grants	30,855.00	16,801.29	Premises	5,416.94	1,407.20
Activities & Events	1,742.55	315.04	Activities & Events	3,472.04	325.45
Gift Aid	-	1,019.00	Rent	2,971.40	
Other Income	139.32	1,836.86	Purchases	-	
Interest	-	-	Other Payments	-	
Paid into current account					
<b>Total Receipts</b>	<b>41,705.15</b>	<b>26,788.66</b>	<b>Total Payments</b>	<b>30,612.23</b>	<b>26,862.40</b>

A3 Restricted funds included in total receipts	20,855.00	A4 Restricted funds included in total payments	750.00
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**Total Receipts less Total Payments (Surplus/Deficit for the year)**

11,092.92

A5 Total cash funds brought forward from last year (equals last year's total at B7)

44,023.24

A6 Total cash funds carried forward at this year end

55,116.16

A7 Total restricted funds at year end included in total cash funds above

£20,855.00

The main purposes of the Underground Centre are to:  
Advance the education of anyone under the age of 18 years old through their leisure-time activities to help them achieve their physical and mental wellbeing so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

Charity no. 1134410

Underground Centre

**Section B Statement of assets and liabilities at the year end**

**B1 Cash funds**

Total Last year

B1.1 Final bank balance as per Account Book, including uncleared items £ 55,158.16 £ 44,023.24

**B1.2 Reconciliation of final bank balance from Account Book to bank statement**

Bank statement total at year end	55,158.16
Plus amounts paid in to bank but not cleared	-
Less cheques written but not cleared	-
Less any cheques still uncleared from last year	-
<b>Total (should equal balance at B1.1)</b>	<b>55,158.16</b>

B1.3 Savings / deposit account balance - N/A

B1.4 Cash in hand 117.30 159.30

B1.5 **Total cash funds** **55,275.46** **44,182.54**

**B2 Investments (if any)**

-

**B3 Other monetary assets (e.g. any money owed to the Underground)**

-

**B4 Other assets held**

e.g. equipment

Value (optional)\* Original cost (optional)\*

N/A		

\* cost / value should only be completed if meaningful information is available

**B5 Liabilities**

Payments due immediately but not paid, or due at a future date, e.g. loans

Date due (optional)\* Amount due (optional)\*

N/A		

\* amount / date due should only be completed if meaningful information available

**Signed on behalf of all the trustees**

Signature		
Name	Date of approval	Chairperson
		Treasurer

Independent financial examiner's initials:

Charity no. 1134410

Underground Centre

**Section C**

**Notes to the financial statement**

C1 N/A

**C2 Details of restricted funds**

*Complete this section if the Underground had any restricted funds during the year*

Name or description of restricted fund:	Receipts	Payments	Any balance
	£ this year	£ this year	£ held at year end
Ladies Cicle - furniture of last year £750	-	750.00	2,100.00
Storage system	2,100.00		18,755.00
Youth Worker	18,755.00	-	18,755.00
<b>Total</b>	<b>20,855.00</b>	<b>750.00</b>	<b>20,855.00</b>

**C3 Further details of Underground activities / fundraising / other**

*Include additional details that would be helpful to other readers of the financial statement*

Activities & events (description)	Receipts		Payments	
	£ this year	£ this year	£ this year	£ this year
KC Tiddlers		385.63		253.16
KC Messy Play		534.04		295.53
Warrington Messy Play		822.88		351.60
<b>Total Underground activities</b>		<b>1,742.55</b>		<b>900.29</b>
<b>Fundraising (description)</b>				
Breakfast with Bunny		148.03		231.08
Duck Race		2,763.45		1,868.68
Lunch with Santa		359.63		230.60
Summer Camp (ticket sales received after year-end)		-		181.39
<b>Total fundraising</b>		<b>3,291.11</b>		<b>2,511.75</b>
<b>Grants &amp; donations</b>				
Regular donations		520.86		-
Virgin money		431.27		-
Other donations		3,725.04		-
Grants - unrestricted		10,000.00		-
Grants - restricted		20,855.00		-
<b>Total grants &amp; donations</b>		<b>35,532.17</b>		<b>-</b>
<b>Other income / expenditure</b>				
Transfer from one charity bank a/c to another balances out - £15K				
<b>Total other income / expenditure</b>		<b>-</b>		<b>-</b>

Independent financial examiner's initials:

**INDEPENDENT FINANCIAL EXAMINER'S REPORT**

To the Trustees of the  
Charity number (if registered)

Underground Centre
1194410

I report on the Receipts and Payments Accounts set out on the attached Financial Statement pages 1-3 for the Underground Centre for the year ended 31 August 2022.

**Respective responsibilities of trustees and examiner**

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

**Independent Examiner's Statement**

In connection with my examination no matter has come to my attention, (other than disclosed below\*):

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

Signed:

Date: 14/12/22

Name:

ROBERT PLUCK FCCA

Address:

FOLKSWORTH, CAMBRIDGESHIRE



## **Appendix A**

### **Underground Centre**

#### **Resolutions adopted, agreed by the Charity Commission and signed from September 2021 to August 2022**

As amended by resolution dated 1st November 2021 (trustees to include a clause under section 11 in the Constitution to postpone the AGM in special circumstances) – Appendix B

As amended by resolution dated 16<sup>th</sup> November (adoption of current objects) – Appendix C

As amended by resolution dated 21<sup>st</sup> February 2022 (adoption of all administrative changes)  
– Appendix D

## Appendix B

### Underground Centre

As amended by resolution dated 1st November 2021 (trustees to include a clause under section 11 in the Constitution to postpone the AGM in special circumstances)



### Resolution to make an amendment to the Constitution – Section 11

#### Board of Trustees

Jeanne Atkinson  
Eve Copeland  
Stephen Hiller

The above members of the Board of Trustees for the Underground Centre have resolved that the following addition is made to the Constitution's, Section 11:-

#### **Addition**

The Trustees have the power to postpone the AGM under special circumstances as they deem fit for a period of no longer than nine months after the year end.

The resolution was passed unanimously by all members of the Board of Trustees at a Trustee meeting held on 1<sup>st</sup> November 2021.

Signed .....

A handwritten signature in black ink, appearing to be "J. Atkinson", written over a dotted line.

Date .....

1/11/21

## Appendix C

### Underground Centre

As amended by resolution dated 16<sup>th</sup> November 2021 (adoption of current objects)

## Resolution to make an amendment to the Constitution



UNDERGROUND

### Board of Trustees

Jeanne Atkinson  
Eve Copeland  
Stephen Hiller

The above members of the Board of Trustees for the Underground Centre have resolved that the following amendment may be made to the Constitution's Charitable Objects:-

#### **Change to the Charitable Objects**

##### **From:**

The Charity's objects ("the objects") are to further the development and education of boys and young men and girls and young women through their leisure-time activities so as to help them achieve their physical, mental and spiritual potential so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

##### **To:**

The Charity's objects ("the objects") are to advance the education of anyone under the age of 18 years old through their leisure-time activities to help them achieve their physical and mental wellbeing so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

The resolution was passed unanimously by all members of the Board of Trustees at a Trustee meeting held on 16<sup>th</sup> November 2021.

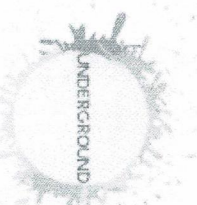
Signed .....  .....

Date ..... 17/11/21 .....

## Appendix D

### Underground Centre

As amended by resolution dated 21<sup>st</sup> February 2022 (adoption of all administrative changes)



### Resolution for the adopted March 2015 Constitution changes (excluding the objects)

#### Board of Trustees

Jeanne Atkinson  
Eve Copeland  
Stephen Hiller

The above members of the Board of Trustees for the Underground Centre have resolved to formally sign off the changes made and adopted in the updated March 2021 Constitution (excluding the Objects), and to agree the further resolutions updating the March 2021 Constitution already agreed by the Trustees and acknowledged by the Charity Commission:-

#### Changes

Attached is the document setting out the changes (administrative only) comparing the 2009 Constitution to the March 2021 Constitution which was sent to the Charity Commission on 3 February 2021.

The Charity Commission advised that these changes are administrative only and do not require consent of the Commission but require a signed resolution.

In addition to the March 2021 constitution the Commission agreed the following resolutions:

- The resolution dated 1<sup>st</sup> March 2021 was for a change to the charity name
- The resolution dated 1<sup>st</sup> November 2021 was for the trustees to include a clause under section 11 in the Constitution to postpone the AGM in special circumstances.

The resolution was passed unanimously by all members of the Board of Trustees at a Trustee meeting held on 21 February 2022.

Signed *Flora Reed* *SA* *SA*

Date *21-02-2022*

**Kings Cliffe Community Hive**

England & Wales - Charity number 1134410

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# Accounts

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**Underground Youth Centre  
Memorial Hall, Church Walk, King's Cliffe,  
Peterborough. PE8 6XD  
01780 470125  
Registered Charity Number - 1134410**

**Annual Report - 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021**

**List of Trustees**

Eve Copeland

Jeanne Atkinson

Stephen Hiller

Piers Dacombe (retired during the year)

**Structure, Governance and Management**

The Constitution was revised and adopted in March 2021

**Summary of the objects**

The Objective of our organisation is to further develop boys and young men and girls and young women through their leisure-time activities, to help them achieve their physical, mental and spiritual potential and grow to full maturity as individuals, positive members of society and to ensure the conditions of their lives may be improved.

**Main activities in relation to these objects**

The focus of the Centre shall be for children and young people aged 0-18 within a local radius of King's Cliffe. The use of the facilities of the Centre for any other purpose shall be at the Manager's discretion upon prior approval of the Management Committee.

## **Summary**

We started our financial year still amidst the Covid pandemic, however we were hopeful of opening up to our children and families towards the end of the calendar year. Unfortunately, we sustained severe flooding in December 2020 which closed our doors again for the foreseeable future. Our wonderful community rallied around us and we owe a huge thanks to the many who helped us in clearing out the Underground, washing and sanitising all items that could be salvaged and storing toys and equipment in their garages and homes. We also took on a storage unit at Eastern Lodge Storage in Wittering, who very kindly allowed us free usage for 6 months. We cannot thank our community enough for their assistance, transport and moral support. We really couldn't have done it without them.

The Underground required extensive refurbishment after a long period of drying out. Our landlords (the Village Hall) were very helpful in liaising with their insurers organising the refurbishment.

## **Performance**

Due to the pandemic and flooding we haven't been able to operate apart from a few Tiddler sessions at KC Active.

We again held a virtual Duck Race and thank all those who supported us.

## **GDPR**

During the clear out of the Underground after the flooding, we had a minor data breach.

A small number of registration forms from 2016 were found by a member of the public in a filing cabinet that had been put out for waste collection. Despite our checks, these papers escaped our attention.

The forms were held safely by the member of the public, were not shared and were returned to us responsibly.

We immediately consulted a GDPR specialist, completed an assessment with the ICO, concluding the data breach was low risk and did not need to be formally reported to the ICO.

## **People**

We were sad to say goodbye to Katy Weeks who set up and ran the Underground for 13 years. She has inspired and supported many families during this time and is well-respected in the community. Dawn Hetherington joined us as Administrator in January and brings a wealth of experience to run the 'back office'.

## **Outlook for the next 12 months**

We look forward to being able to open our doors again once the refurbishment of the Underground is complete and continue our fundraising efforts and, with continued hard work, we hope to be able to minimise the financial impacts of COVID-19.

Support and commitment for our young people and their families from our team, volunteers, and the local community will remain our mission.

**Jeanne Atkinson**

**February 2022 (Report for 1 September 2020 to 31 August 2021)**

## **Financial results**

We are pleased to announce no losses for the last financial year. Despite holding very few groups, the overheads and running costs of the Underground Centre continued but we have been able to maintain the balance of accounts by way of the Government Furlough Scheme fundraising and grants and our regular supporters.

We received £1,837 in Insurance monies for the flood, various donations in response to our losses of furniture and equipment due to the flood (some of which is ring fenced) and £625 from our virtual Duck Race.

Our current reserves put us in a strong position for the coming year to enable us to come back better and stronger from a turbulent couple of years.

Our main income continues to come from fundraising events, charitable donations, and grants, and we must continue to strive to raise the necessary funds each year to offer great services.

**Jeanne Atkinson**  
**Chair of Trustees**  
**February 2022**

Name Underground Centre  
 Charity number (if registered) 1134418

**FINANCIAL STATEMENT**

For the period from 01/09/20 to 31/08/21

**Section A Receipts and Payments**

Receipts	Total £	Last year £	Payments	Total £	Last year £
Donations	8,836.47	8,271.88	Organisational costs	26,128.75	23,681.11
Grants	10,801.29	25,223.30	Prizes	1,007.20	7,087.79
Activities & Events	315.24	7,485.45	Activities & Events	257.45	4,072.00
Gift Aid	1,270.00		Donations Made	-	
Other Income	1,838.41	428.00	Party Cash Withdrawn	-	
Interest			Other Payments	-	
Profit on closed account					
<b>Total Receipts</b>	<b>23,761.41</b>	<b>44,895.34</b>	<b>Total Payments</b>	<b>28,094.40</b>	<b>35,011.47</b>

A5 Restricted funds included in total receipts	10,801.29	A6 Restricted funds included in total payments	78,021.28
--	-----------	--	-----------

Total Receipts less Total Payments (Surplus/Deficit for the year)	1,894.24
A5 Total cash funds brought forward from last year (equals last year's total or 0/1)	42,129.08
A6 Total cash funds carried forward at this year end	44,923.24
A7 Total restricted funds at year end included in total cash funds above	6750.00

The main purposes of the Underground Centre are to:  
 Advise the education of anyone under the age of 16 years old through their leisure-time activities to help them achieve their physical and mental wellbeing so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

Charity no. 1134418 Underground Centre

**Section B Statement of assets and liabilities at the year end**

B1 Cash funds	Total £	Last year £
B1.1 Final bank balances as per Account Book, including unclaimed items	44,923.24	42,129.08
B1.2 Reconciliation of final bank balances from Account Book to bank statement		
Bank statement total at year end	44,923.24	
Plus amounts paid in to bank but not cleared	-	
Less cheques written but not cleared	-	
Less any cheques still unclaimed from last year	-	
Total (should equal balance at B1.1)	44,923.24	
B1.3 Savings / deposit account balances - Nil	-	-
B1.4 Cash in hand	100.00	100.00
B1.5		
<b>Total cash funds</b>	<b>44,923.24</b>	<b>42,400.00</b>

B2 Investments (if any)	-	-
B3 Other necessary assets (e.g. any money owed to the Underground)	-	-

B4 Other assets held e.g. equipment	Value (estimated)	Original cost (optional)
Nil		

\* Cash / value should only be completed if examples information is available

B5 Liabilities	Date due (optional)	Amount due (optional)
Payments due immediately but not paid or due at a future date, e.g. bank		
Nil		

\* Amount / date due should only be completed if examples information is available

Signed on behalf of all the trustees

Signature	Name	Date of approval	Chairperson
	J.J. ATKINSON	28/2/22	
			Treasurer

## INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of the

Underground Centre

Charity number (if registered)

1134410

I report on the Receipts and Payments Accounts set out on the attached Financial Statement pages 1-3 for the Underground Centre for the year ended 31 August 2021.

### Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- 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 by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### 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, the requirements:
  - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*R Pluck*

Date:

*26/01/22*

Name:

*ROBERT PLUCK FLCA*

Address:

*Folksworth, Cambridgeshire*

## **Appendix A**

### **Underground Centre**



### **Resolutions adopted, agreed by the Charity Commission and signed from September 2020 to March 2022**

#### **Constitution adopted 20 July 2009**

As amended by resolution dated 1<sup>st</sup> March 2021 (Change to charity name)  
As amended by resolution dated 1<sup>st</sup> November 2021 (trustees to include a clause under section 11 in the Constitution to postpone the AGM in special circumstances)  
As amended by resolution dated 16<sup>th</sup> November (adoption of current objects)  
As amended by resolution dated 21<sup>ST</sup> February 2022 (adoption of all administrative changes)

## Appendix B



# Underground Centre

As amended by resolution dated 1<sup>st</sup> March 2021 (Change to charity name)



Memorial Hall, Church Walk, King's Cliffe,  
Peterborough. PE8 6XD  
01780 470125

undergroundcentre@hotmail.co.uk  
Registered Charity Number 1134410

### **Resolution to make an amendment to the charity name listed with the Charities Commission in line with our Constitution**

#### **Board of Trustees**

Jeanne Atkinson  
Eve Copeland  
Stephen Hiller  
Piers Dacombe

The above members of the Board of Trustees for the Underground Youth Club have resolved that the following amendment may be made:

#### **Change to the name of the Charity**

The new name of the Charity shall be:-

#### **Underground Centre**

The resolution was passed unanimously by all members of the Board of Trustees at a virtual Extraordinary Meeting held on March 1<sup>st</sup> 2021.

Signed:  .....

Position: Chair of Trustees

Date: 01/03/21

# Appendix C



## Underground Centre

As amended by resolution dated 1st November 2021 (trustees to include a clause under section 11 in the Constitution to postpone the AGM in special circumstances)



### Resolution to make an amendment to the Constitution – Section 11

#### Board of Trustees

Jeanne Atkinson  
Eve Copeland  
Stephen Hiller

The above members of the Board of Trustees for the Underground Centre have resolved that the following addition is made to the Constitution's, Section 11:-

#### Addition

The Trustees have the power to postpone the AGM under special circumstances as they deem fit for a period of no longer than nine months after the year end.

The resolution was passed unanimously by all members of the Board of Trustees at a Trustee meeting held on 1<sup>st</sup> November 2021.

Signed ..... 

Date ..... 1/11/21

# Appendix D



## Underground Centre

As amended by resolution dated 16<sup>th</sup> November (adoption of current objects)

### Resolution to make an amendment to the Constitution



**Board of Trustees**

Jeanne Atkinson  
Eve Copeland  
Stephen Hillier

The above members of the Board of Trustees for the Underground Centre have resolved that the following amendment may be made to the Constitution's Charitable Objects:-

**Change to the Charitable Objects**


**From:**

The Charity's objects ("the objects") are to further the development and education of boys and young men and girls and young women through their leisure-time activities so as to help them achieve their physical, mental and spiritual potential so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

**To:**

The Charity's objects ("the objects") are to advance the education of anyone under the age of 18 years old through their leisure-time activities to help them achieve their physical and mental wellbeing so that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

The resolution was passed unanimously by all members of the Board of Trustees at a Trustee meeting held on 16<sup>th</sup> November 2021.

Signed .....  .....

Date ..... 17/11/21 .....

## Appendix E



# Underground Centre

As amended by resolution dated 21<sup>ST</sup> February 2022 (adoption of all administrative changes)

### Resolution for the adopted March 2015 Constitution changes (excluding the objects)



**Board of Trustees**  
Jeanne Atkinson  
Eve Copeland  
Stephen Hiller

The above members of the Board of Trustees for the Underground Centre have resolved to formally sign off the changes made and adopted in the updated March 2021 Constitution (excluding the Objects), and to agree the further resolutions updating the March 2021 Constitution already agreed by the Trustees and acknowledged by the Charity Commission:-

#### Changes




Attached is the document setting out the changes (administrative only) comparing the 2009 Constitution to the March 2021 Constitution which was sent to the Charity Commission on 3 February 2021.

The Charity Commission advised that these changes are administrative only and do not require consent of the Commission but require a signed resolution.

In addition to the March 2021 constitution the Commission agreed the following resolutions:

- The resolution dated 1<sup>st</sup> March 2021 was for a change to the charity name
- The resolution dated 1<sup>st</sup> November 2021 was for the trustees to include a clause under section 11 in the Constitution to postpone the AGM in special circumstances.

The resolution was passed unanimously by all members of the Board of Trustees at a Trustee meeting held on 21 February 2022.

Signed   

Date 21-02-2022

**Kings Cliffe Community Hive**

England & Wales - Charity number 1134410

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# Accounts

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Underground Youth Centre  
Memorial Hall, Church Walk, King's Cliffe,  
Peterborough. PE8 6XD  
01780 470125  
Registered Charity Number - 1134410

Annual Report - 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020

**List of Trustees**

Eve Copeland

Richard Michael Luff (retired during the year)

Jeanne Atkinson

Rupert Hellard (appointed during the year- retired at AGM due to re-location)

**Structure, Governance and Management**

Constitution revised in March 2021 – See appendix A

**Summary of the objects**

The objective of our organisation is to provide activities and services to 0-18 year old's and their families/guardians. To provide a venue for the direct benefit of the young community, through the development of their physical and mental wellbeing. To provide a safe space to address issues surrounding rural isolation.

**Main activities in relation to these objects**

Provision of recreational and educational facilities for 0-18 year olds and their families within the catchment area of the Prince William School. Provision includes youth club sessions in the evening and sessions for younger children with parents during the day.

# **Chairperson's Report**

## **Summary**

We started the year well and on a sure financial footing. We opened a new CREATE session in Kings Cliffe and Messy Play at Warmington. Our events continued throughout the Autumn and we added a new fundraising Wine Tasting event which was a great success.

We were looking forward to the new year after a bright redecoration programme in January, but unfortunately our optimism and enthusiasm was short lived with the arrival of Covid-19, we closed our doors in March 2019 and have yet to re-open.

## **Progress against Vision and Strategy**

During our open months we offered activities in Kings Cliffe and the surrounding community and have maintained our strong reputation in all these areas.

## **Performance**

We held a virtual Duck Race in July which, whilst not as profitable as previous years, was well supported by the local community.

Unfortunately, due to COVID-19 restrictions we were unable to build on the success of last year's summer camp.

In the months we were open, we have received constant support from our volunteers, and we are truly grateful of the way people continue to devote so much of their own time to deliver the events for our young people.

## **People**

During the months we were open Katy and her team continued to undertake inspiring work for our young people and their families.

## **Outlook for the next 12 months**

We look forward to being able to open our doors again and continue our fundraising efforts and, with continued hard work, we hope to be able to minimise the financial impacts of COVID-19. We are hoping to make some improvements to the Underground venue and will be discussing these with our landlord.

Our support and commitment for our young people and their families from our team, volunteers, and the local community will remain our mission.

**Jeanne Atkinson**  
**May 2021**

## Development Manager Report

Whilst Underground undoubtedly suffered tremendous losses due to COVID-19 in the latter half of this reporting period, the earlier part of the year was one of new ventures for the charity whilst continuing to deliver our ongoing timetable of activities and services.

Across the year, our volunteer teams have continued to be committed and dependable in helping us to deliver our programme of activities and services to 0-18's and their families. We welcomed a new cohort of teenage helpers and they have been an asset to us at youth club and with events.

Underground has continued to provide a venue to the Health Visitor and Social Services plus a weekly Rainbows group.

In September 2019 we launched a new CREATE session for Reception to Yr 2 children. This club was designed to be a bridge between our pre-school Messy Play and Youth Club and has been an overwhelming success with big attendances and positive feedback.

October 2019 saw us develop a new Messy Play session in Warmington. Following in the success of our Messy Play at King's Cliffe our Warmington session was well received by parents and children in the Oundle area with good attendance, new volunteers, and a growing relationship with the village.

October saw us deliver our annual Halloween Snacktacular event to 54 children. This event continues to be much loved and the teenage helpers who are always invaluable at this time proved to be a huge asset to us.

November saw us deliver an evening of Wine Tasting as a fundraising event. This was a new event in our schedule and was so popular that it will now become a regular feature in our fundraising calendar. The event proved popular across age groups and was a good way for us to involve sections of the community that would not normally engage with Underground activities.

In December we started the month with our annual Lunch with Santa event. Thanks to a donation from the Ladies Round Table, we expanded the event to include a magician, and this gave an extra boost to an already popular event for children aged 0-6 years.

January 2020 saw us close the Centre in King's Cliffe temporarily for re-decoration. This was undertaken by the local community service volunteers' team and they proved to be a great help to us.

Sadly, March saw us close the doors to groups and activities due to the COVID-19 pandemic but our attention turned to fundraising activities and we have continued to be supported by our local community with grants and donations.

We look forward to being able to resume our activities and continue with our development over the coming year.

Katy Weeks  
Development Manager

## **Financial results**

We are pleased to report a year of generating a surplus of funds despite the issues experienced as a result of the COVID-19 pandemic.

Given our current reserves, we are now reviewing how these additional funds can be invested into the setting and where we can make changes to our budgets going forward.

Our principal source of funds continues to come from charitable donations and fundraising, and we must continue to work hard to raise the necessary funds each year to continue to offer our great services. During the year we have been in receipt of the Government Furlough scheme whilst our activities were unable to operate.

**Jeanne Atkinson**  
**Chair of Trustees**  
**May 2021**

# Underground Youth Centre

Registered Charity Number – 1134410

## Financial Statements for the year ended 31<sup>st</sup> August 2020

<u>Receipts</u>	2020 £	2019 £
Youth Club activities	4,307	7,908
Fund raising activities	3,181	14,981
Grants	28,333	8,000
Local Council Contributions	0	2,000
Donations	8,397	11,421
Other income	425	1,074
<b>Total Receipts</b>	<b>44,643</b>	<b>45,384</b>
<u>Payments</u>		
General payments	3,339	5,093
Premises	6,894	7,005
Staffing costs	22,859	16,932
Fundraising costs	1,334	3,498
Other organisational costs	1,185	952
<b>Total Payments</b>	<b>35,611</b>	<b>33,480</b>
Surplus for the year	9,032	11,904
Balance brought forward	33,461	21,557
Balance carried forward	42,493	33,461
<u>Statement of Assets</u>	2020 £	2019 £
Cash at bank	42,129	32,367
Cash in hand	364	1,094
<b>Total assets</b>	<b>42,493</b>	<b>33,461</b>

Approved by the Trustees on 29/3/21..... and signed on their behalf by:



.....  
Jeanne Atkinson (Chair)

## **Independent examiners report to the trustees of Underground Youth Centre**

I report on the accounts for the year ended 31 August 2020 which are set out on page 5.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

### **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, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Richard Dixon FCCA

Sawtry  
Huntingdon  
Cambs

# Appendix A

## Underground Centre Constitution



### 1. Name

The name of the organization shall be the Underground Centre (the "Centre"), or such other name as the Management Committee may from time to time decide and with approval of the Charity Commission.

### 2. Objects

To provide activities and services to 0-18 year old's and their families/guardians. To provide a venue for the direct benefit of the young community, through the development of their physical and mental wellbeing. To provide a safe space to address issues surrounding rural isolation.

### 3. Powers

In furtherance of the Objects but not otherwise the Management Committee may exercise the following powers:

- 3.1 to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities;
- 3.2 to buy, take on lease or in exchange any property necessary for the achievement of the Objects and to maintain and equip it for use;
- 3.3 subject to any consents required by law, to sell, lease or dispose of all or any part of the property of the Centre;
- 3.4 to pay outside agencies, contractors and individuals to provide services that shall further the Objects of the Centre, subject to agreement of a contract with that agency, contractor or individual;
- 3.5 to ensure that the activities of the Centre comply and are carried out in accordance with current legislation, codes of best practice, and all other rules and regulations as may be enacted from time to time;
- 3.6 to engage volunteers and make payment towards their approved expenses;
- 3.7 to arrange all insurances;
- 3.8 to write policies and procedures as required, reviewing them annually to ensure up to date governance and compliance;
- 3.9 to co-operate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the Objects and to exchange information and advice with them;
- 3.10 to support any charitable trusts, associations or institutions formed for all or any of the Objects; and
- 3.11 to do all lawful things as shall further the Objects of the Centre.

### 4. Membership and Scope

The focus of the Centre shall be for children and young people aged 0-18 within a local radius of King's Cliffe. The use of the facilities of the Centre for any other purpose shall be at the Manager's discretion upon prior approval of the Management Committee.

### 5. Volunteers

Sessions may be led by volunteers and sessional workers, under the Manager's supervision.

### 6. Board of Trustees

There shall be a Board of Trustees, consisting of a minimum of three Trustees, who shall elect a Chairperson. The Board of Trustees shall form part of the Management Committee. The Board of Trustees will meet a minimum of four occasions per annum, one of which

may be the AGM. The Board of Trustees shall elect further Trustees in its discretion, after prior consultation with the Management Committee. These minutes shall not be made available for public inspection due to the confidentiality of the meetings.

## 7. Management Committee

Subject to the matters set out below, the Centre and its property shall be administered and managed in accordance with this constitution by the Management Committee. The Management Committee shall report to the Board of Trustees of the Centre.

- 7.1 The Management Committee shall consist of a minimum of a Chairperson, Treasurer, Secretary/Administrator and at least three members of the Board of Trustees.
- 7.2 The proceedings of a quorate Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

## 8. Determination of Membership of the Management Committee

A member of the Management Committee shall cease to hold office if he or she:

- 8.1 becomes incapable by reason of mental disorder which prevents them from carrying out their responsibilities;
- 8.2 is absent without prior notification to the Management Committee from all their meetings held within a period of six (6) months and the Management Committee, after having asked for explanation, resolve that his or her office be vacated;
- 8.3 resigns his/her post by giving three months' notice of resignation to the Secretary/Administrator, but only if at least three members of the management committee remain in office when the notice of resignation is to take effect;
- 8.4 becomes subject to a conflict of material interest; or
- 8.5 is informed in writing that the Board of Trustees (by vote) feel it is appropriate that he or she should cease to hold office.

## 9. Meetings and Proceedings of the Management Committee

- 9.1 The Management Committee shall hold meetings as follows:
  - (a) An *Annual General Meeting* every 12 months, and within three months after the end of the financial year.
  - (b) At least *three Ordinary Meetings* each year, and any greater number as they may from time to time agree.
  - (c) A *Special Meeting* may be called at any time by the Chairperson or by *any three* members of the Management Committee upon not less than *seven* days' notice being given to the other members of the Management Committee of the matters to be discussed. Such notice period may be shortened if all members of the Management Committee agree to hold the Special Meeting at shorter notice. All notices must be given in writing or by email.
- 9.2 The Chairperson shall act as Chairperson at meetings of the Management Committee. If the Chairperson is absent from any meeting, the members of the Management Committee present shall choose one of their number to be temporary Chairperson of that meeting before any other business is transacted.
- 9.3 There shall be a quorum when at least *one-third* of the members of the Management Committee for the time being or *three* members of the Management Committee, whichever is the greater, are present at the meeting.
- 9.4 The Management Committee shall keep minutes, in files kept for the purpose, of the proceedings at meetings of the Management Committee and

any sub-committee. These minutes shall be available for public inspection unless the Board of Trustees determine otherwise.

- 9.5 The Management Committee from time to time make or alter the byelaws of the Centre. Any such addition or alteration to the byelaws must be laid before the next annual general meeting of the Centre for ratification. No byelaw, rule, standing order or other regulation may be made which is inconsistent with this constitution.
- 9.6 The Management Committee may appoint one or more advisory or sub-committees consisting of one or more members of the Management Committee for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the next scheduled meeting of the Management Committee.
- 9.7 The Management Committee shall ensure that at all times the Centre and its members shall comply with all legal requirements in force from time to time and any rules appertaining to the conduct of the activities being undertaken.

## **10. Finance**

- 10.1 An account shall be opened in the name of the Centre with a bank or building society.
- 10.2 Signatories must be 2 members of the Board of Trustees or Management Committee. All cheques and bank transfers for a sum of over £100 must be authorised by no less than 2 signatories. Large sums may not be broken into multiple sums of less than £100.
- 10.3 Cheques and bank transfers paying employees' salaries may be authorised by one member of the Board of Trustees providing payments are in line with the contract of employment.
- 10.4 The Centre's financial year shall run from 1<sup>st</sup> September to 31<sup>st</sup> August.
- 10.5 The Treasurer shall keep accurate records of all monies belonging to the Centre, reporting on current balances or extraordinary expenditure/income to meetings of the Management Committee. The accounts shall be presented at the Annual General Meeting by the Treasurer for final approval.
- 10.6 All monies raised shall be used for the purpose of meeting the Objects of Centre.
- 10.7 The annual financial statement shall be independently examined by someone of suitable capability in accordance with the requirements of the Charity Commission.

## **11. Annual General Meetings (AGM)**

- 11.1 The Annual General Meeting shall be held during the three months after the end of the financial year.
- 11.2 Annual General Meetings shall be called by the Management Committee. The Secretary/Administrator shall give not less than twenty-one (21) days' notice to all members of the Management Committee and 14 days' notice to the village of King's Cliffe.
- 11.3 The business of the AGM shall be:
  - (a) To receive the annual report of the Management Committee;

- (b) To receive the accounts of the Centre for the preceding financial year; and
- (c) To elect members of the Management Committee, and its Chairperson, Treasurer and Secretary/Administrator.

**12. Voting**

12.1 Every member of the Management Committee shall have one vote on any resolution on which he or she is entitled to vote. Every resolution shall be decided by a majority of votes by those present and entitled to vote on the question but in the case of a tied vote the Chairperson of the meeting shall have a second opportunity to vote.

**13. Alterations to the Constitution**

13.1 Any proposal to alter this constitution must be given in writing to the Secretary/Administrator not less than 28 days before the date of the meeting at which it will be considered.

13.2 Any alterations shall require the approval of a simple majority of the Trustees present and voting at a Trustees' Meeting.

**14. Dissolution**

If the Board of Trustees by a simple majority decide at any time on the grounds of expenditure or otherwise that it is necessary to dissolve the Centre, it should call a meeting with the Management Committee. After considering views expressed by the Management Committee, the Trustees shall have the power to dissolve the Centre and dispose of any assets after the settling of any debts, to a similar organization or group. The Charity Commission shall be informed as appropriate.

This constitution was adopted at a meeting of the Trustees held on:

26<sup>th</sup> March 2021

Signed: .....

(Chairperson)

Signed: .....

(Secretary/Administrator)

## STRUCTURE CHART

Board of Trustees  
(min 3 people)

Management Committee  
Board of Trustees, Secretary/Administrator, Treasurer, Development Manager

Other Employees

Service Users of the Underground Centre  
0-18 year olds and their families/guardians