

Seaton Sluice Community Association

Company Number : 06996853

Registered Charity : 1134674

Seaton Sluice Community Centre

Albert Road, Seaton Sluice, Whitley Bay, Tyne & Wear NE26 4QX

Annual report and Accounts

To 31 January 2023

We present our Annual Report with the accounts of the Company to year end of January 2023

Reference and Administrative Details

We are a company limited by guarantee, not having a share capital, and are a Registered Charity, No 1134674. Our Company Registration number is 06996853. All Directors of the Company are also Trustees of the Charity and those in office this year were:

Directors/Trustees (Elected Committee members as of AGM Nov 2022)

Ken Patterson	Chair	Liz Vuyk	Bookings Officer
Joyce Brown	Vice Chair	Don Atha	Maintenance Officer
Alison Thomas	Treasurer	Jean Carlton	Trustee
Claire Mitchell	Caretaker	Beverley Charlton	Trustee
Cathy Patterson	Craft Club Rep		

Objects and Activities

Our objects are to promote the leisure, education and wellbeing opportunities for people in the village and surrounding areas. We work in partnership with group leaders, local authorities and voluntary and other authorities, to provide facilities for social welfare recreation and leisure time, by maintaining safe, welcoming and affordable room for rental for a wide range of clubs and activities. Our 53 regular activities include Art, singing, music, photography, creative crafts groups, exercise and dance for all ages and abilities, and other social and emotional support groups.

Structure, Governance and Management:

Governing Documents: Having operated as a Community Centre since 1974 we were incorporated on 29 August 2009 and are now governed by a Memorandum and Articles of Association.

Recruitment and Appointment of Directors/Trustees: Directors/Trustees are appointed annually at the AGM, and we aim to reflect the diversity of the recipients of our services. New Directors/Trustees are encouraged to use the skills they bring to the benefit of the Association and are provided with induction and ongoing training as required. They are made aware of Charity Commission publications and other useful networking and training opportunities.

Risk Management

We have assessed, and regularly review, the risks to which we and our centre users are exposed. Our Policies and Procedures aim to mitigate and reduce such risks. Centre hirers are provided with information and sign Risk Assessment Policies. No major risks have been identified. Financial risk management includes the setting and regular review of our Reserves Policy, to ensure that we maintain sufficient reserves to sustain operation should income-generating activities be curtailed. We also insure ourselves against loss of income in our Annual Insurance Policy.

Key achievements throughout the year have included:

- Completed Food Hygiene training, delayed due to Covid
- Ceilings have been lowered to reduce our carbon footprint and energy bills
- LED light panels installed to improve the light for craft groups in more rooms
- Policies updated to ensure we meet our requirements, including Environmental Policy
- Refurbished the wooden floor in the Library and added thermal blinds to retain heat
- Started a Warm Hub for people to drop in, for warmth to combat social isolation
- Delivered a range of Jubilee Celebratory events
- Implemented a Trustee Code of Conduct signed by all

Partnership working

- We work closely with our local Co-op store on a food share scheme and surplus fresh food is given to us on Mon and Thur. This is redistributed locally or used for soups for the cafe
- Worked closely with Seaton Sluice & Old Hartley Residents Association (SS&OHRA) improve the environment around the village
- Promoted and supported the Post Office to open one day a week
- Continued reduced rental for new, or low attendance groups, to encourage their continuity as they recruit new members
- Offered a wider range of warm, well-lit rooms due to the lowered ceilings and new lights
- This enabled Nicola Gauld Dance School to engage 100 children age 3 to 16yrs each week
- We now recycle batteries, crisp packets, spectacles, ink cartridges, stamps, dress jewellery

Priorities for the coming years: Our Development plan prioritises required works

- Secure funds for, and deliver a Coronation Celebratory event for village residents
- Secure Youth workers to engage young people to reduce risk of antisocial behaviour
- Further develop our action plan to implement our Environmental Policy
- Pitch and insulate the flat roofs in the Main Building and Main Hall kitchen
- Seek funds for more lightweight chairs as many centre users are older or frail
- Train a range of volunteers to support reception and running of the centre and our projects
- Support the Food Bank and other donation appeals

Seaton Sluice Community Association Reserves Policy

On 31st January 2023 funds carried forward amounted to £150,670

We have set £76,000 total as designated reserve funds:

Our unrestricted reserves are:

1. £35,000 as a general fund equivalent to 12 months operating costs
2. £25,000 as a refurbishment/repair fund
3. £3,000 as an emergency maintenance fund

Our restricted reserves are:

4. £3,000 from the liquidation of Seaton Valley Partnership. Restricted to the employment of a Centre Manager in 5 to 7 years, when we no longer have volunteers to run the centre. We aim to add to this pot each year
5. £10,000 from the liquidation of Seaton Valley Partnership. This is held in trust for the development of Youth Work in Seaton Valley

This is viewed as the best balance between the prudent management of the resources under our trust and the best use of the charity's resources to deliver its aims.

This policy will be reviewed in January 2024 when our end of year accounts will be due

At the 2023 year-end this would leave a balance of £11,234 which would be used as follows:

- a) agreed capital costs - ie purchase & installation of data projector and associated sound equipment, new cutlery and crockery, exterior shed and gardening equipment.
- b) to enable us to reduce the hire charges by 50% for eligible organisations and individuals from the agreed current levels of £60 for the main hall for a session (4-5 hrs), £30 children's parties, and £30 for the supper room for one-off bookings. Longer booking commitments (weekly, monthly, bi-monthly etc) would be negotiated.

This is viewed as the best balance between the prudent management of the resources under our trust and the best use of the charity's resources to deliver its aims.

This policy will be reviewed in January 2023

Financial Risk Management details

Three officers of the charity are listed as signatories on the bank accounts with two of the three required to approve cheques, on-line transactions and setting up of direct debits. An annual review of our charity's accounts is carried out by an independent person with the requisite ability and practical experience to carry out a competent examination.

We prepare our accounts on an accruals basis in accordance with (CC17) - SORP FRS 102 for charitable companies with a gross income of less than £250,000.

Seaton Sluice Community Association

Statement of Financial Activities (Including Income and Expenditure Account) For Year Ended 31 January 2023

	2023			2022
	Unrestricted	Restricted	Total	Total
Income From:				
Activities to further our Objects:				
Activities, Grants Received etc	64,497	1,350	65,847	52,700
Investment Income:				
Bank Interest Received	187	0	187	6
	<u>64,684</u>	<u>1,350</u>	<u>66,034</u>	<u>52,706</u>
Expenditure On:				
Operating Expenditure	<u>48,191</u>	<u>0</u>	<u>48,191</u>	<u>38,794</u>
Net Movement In Funds:	16,493	1,350	17,843	13,912
Funds Brought Forward	<u>134,177</u>	<u>3,000</u>	<u>137,177</u>	<u>120,265</u>
Funds Carried Forward	<u>150,670</u>	<u>4,350</u>	<u>155,020</u>	<u>134,177</u>

Seaton Sluice Community Association

Company Number: 06996853

Balance Sheet

As at 31 January 2023

	2023			2022
	Unrestricted	Restricted	Total	Total
Tangible Fixed Assets	56,563		56,563	57,943
Current Assets				
Bank Deposit Account	100,089		100,089	67,099
Bank Current Account	9,869		9,869	9,385
	109,958		109,958	76,484
Creditors:				
Amount payable within one year	250		250	250
Net Current Assets	109,708		109,708	76,234
Total Assets less Current Liabilities	166,271		166,271	134,177
Total Funds				
Accumulated Reserves	166,271		166,271	134,177

For the year ended 31 January 2023 the company was entitled to exemption from audit under Section 477 (2) of the Companies Act 2006 relating to small companies regime.

The members have not required the company to obtain an audit in accordance with Section 476 of the Companies Act 2006. The directors acknowledge their responsibilities for:

- ensuring the company keeps accounting records which comply with Section 386; and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Section 393, which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts are prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Approved by the Management Committee on __19th May 2023__ and signed on its behalf by:

A Thomas, Director

Seaton Sluice Community Association

Detailed Statement of Financial Activities (Including Income and Expenditure Account) For Year Ended 31 January 2023

	2023			2022
	Unrestricted	Restricted	Total	Total
Income From:				
Activities, Grants Received etc	64,497	1,350	65,847	52,700
Bank Interest Received	187	0	187	6
	<u>64,684</u>	<u>1,350</u>	<u>66,034</u>	<u>52,700</u>
Expenditure On:				
Honoraria				
Repairs, Cleaning, Caretaking	23,357		23,357	7,670
Administration, Telephone etc	465		465	1,199
Project Costs etc				1,516
Heating, Lighting and Water	3,938		3,938	4,009
Rent, Rates and Insurance	3,491		3,491	2,349
Bank Charges	95		95	26
Subscriptions, Licences etc				1,798
Sundry Expenses	16,270		16,270	587
Improvements	574		574	17,661
Accountants Fees	250		250	600
Depreciation Freehold Property	1,380		1,380	1380
	<u>48,191</u>	<u>0</u>	<u>48,191</u>	<u>38,794</u>
Net Movement In Funds:	16,493	1,350	17,843	13,912
Funds Brought Forward	<u>134,177</u>	<u>3,000</u>	<u>134,177</u>	<u>120,265</u>
Funds Carried Forward	<u>150,670</u>	<u>4,350</u>	<u>152,020</u>	<u>134,177</u>

Seaton Sluice Community Association

Notes to the Accounts For Year Ended 31 January 2023

1 Statutory information

Seaton Sluice Community Association is a private company, limited by guarantee, registered in England and Wales, registration number 06996853. The registered office is SEATON SLUICE COMMUNITY CENTRE ALBERT RO, SEATON SLUICE, WHITLEY BAY, TYNE AND WEAR, NE26 4QX.

2 Accounting Policies

- The accounts have been prepared in accordance with the provisions of FRS 102 in UK and Republic of Ireland for Small Entities and with Accounting and Reporting for Charities (Charities SORP – FRS102)
- As we meet the definition of a public benefit entity, assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated.
- The principal accounting policies adopted in the preparation of the financial statements have remained unchanged from the previous year, and also have been consistently applied within the same accounts.
- Unrestricted funds are available for use at the discretion of the Directors/Trustees in furtherance of our general objectives. Restricted funds are subjected to restrictions on their expenditure imposed by the donor.
- All Income is included in the Statement of Financial Activities when we are entitled to the Income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:
 - Income from our Activities is recognised on an Accruals basis.
 - Income received by way of Grants and Donations is included in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by ourselves, are recognised when we become unconditionally entitled to the grant. Grants related to the performance and specific deliverables are accounted for when as we earn the right to consideration by our performance.
 - Investment income is included when receivable.
 - The value of services provided by volunteers has not been included in these accounts.
- Expenditure is recognised on an accruals basis, including VAT. It comprises those costs incurred in the delivery of our activities and services. It includes both costs that can be allocated to such activities and those costs of an indirect nature necessary to support them.
- Depreciation is provided on a straight line basis at the following annual rate in order to write off each asset over its estimated useful life:

Freehold Property – 2%
- The accounts are presented in £ sterling.

3 Taxation

As a registered charity, we have no liability to taxation

4 Members

The company is limited by guarantee and the liability of each member is limited to £1. There are eight members of the company.

5 Net Movement in Funds

This is stated after charging:

	<u>2023</u>	<u>2022</u>
Depreciation of Tangible Fixed Assets	1,380	1,380

6 Tangible Fixed Assets (Unrestricted)

Cost

At 1 February 2022 and at 31 January 2023

£
68,980

Depreciation

At 1 February 2022

11,037

Charge for year

1,380

At 31 January 2023

12,417

Net Book Value

At 31 January 2022

56,563

7 Creditors: amounts falling due within one year

	<u>2023</u>	<u>2022</u>
Accrued Charges	250	350

8 Analysis of Restricted Funds

We have restricted £1,350 to be used to develop youth work in the centre

The Committee has developed a Reserves Policy