

**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 2024**

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:

**School Uniform Exchange.** In partnership with Seaton Sluice 1<sup>st</sup> School, we now provide facilities for pre-loved school uniforms to be exchanged during school holidays

**Foodshare.** We continue to receive surplus food from the village Co-op and the corner shop. These donations are passed on to Blyth Food Bank, if in date, or used in our weekly Cafe and Luncheon Club. We produced over one thousand lunches during the year. We have a Community Fridge, funded by Lakes & Dales Co-op, in our boiler house, which we use for surplus donations.

During the school holidays Volunteers provided 25 hot lunches for the Sports Club. These are funded by Seaton Valley Parish Council

**Carpet Bowls.** During the year we were pleased to introduce Carpet Bowls to 6-10 adults from the North East Deaf Awareness Group.

**ETOS (Education other than at School).** Room 11 is now being used 2/3 times a week for ETOS. Jackson is tutored by two teachers and one carer weekly during term time. Jackson had to have a constant oxygen supply, and is making great improvements

**Library and Warm Hub.** With Carol, the paid Librarian, and our four excellent volunteers we have brought the library back to life. We now average 100 weekly visits from residents, a weekly story time for under 9's and lots of children's craft sessions are being provided. Many new book donations are made by residents and the Residents' Association has funded the purchase of new children's books. Local childminders have found this access brilliant for their charges during the winter months and are delighted with the increased access. The library is open 10am to 5.00pm Monday, Wednesday and Friday and we encourage self-service when Volunteers are not available.

**Insulation.** A large part of our energy conservation measures has been completed. The external insulation to the gable end of rooms 11/12 & 6/7, lowering ceilings, and external insulation to flat roofs has made a considerable difference to our comfort levels. We are monitoring our energy consumption monthly.

**Census.** We completed a census of our regular Clubs in November, but we are still analysing the data.

**Photography Project.** In partnership with Tynemouth Photography Club, our activities are being photographed throughout a whole year. We hope to have a display during Volunteers week in June 2024

**Kings Award for Volunteers.** On 26<sup>th</sup> January 2024 the Management Committee were invited to Alnwick Castle to receive the Kings Award for Volunteering. This was the equivalent to an MBE and was the highlight of the year.

#### **Priorities for the coming year**

1. Upgrade the Fire Alarm and CCTV systems
2. Install an overhead projector in rooms 6/7. (Funded by donations from clubs and residents)
3. Redecorate the Main Hall, Kitchen, lobby and toilets
4. Identify more energy saving measures, particularly for the Main Hall
5. Secure funds to install new front gates, designed by the Art Club
6. Investigate Gift Aid procedures
7. Celebrate the Community Centres Kings Award for Volunteers, and DEFRA energy savings Award in Volunteers week with an Open Day Celebration
8. Celebrate 30-year anniversary of the library opening in the Centre
9. Recruit new, younger members to strengthen the Management Committee

## **Seaton Sluice Community Association Reserves Policy**

On 31<sup>st</sup> January 2024 unrestricted reserves amounted to £142,387  
We have set £76,000 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 2025 when our end of year accounts will be due

At the 2024 year-end the balance 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 2025

### **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 2024

	<u>2024</u>			<u>2023</u>
	Unrestricted	Restricted	Total	Total
<b>Income From:</b>				
Activities to further our Objects:				
Activities, Grants Received etc	44,640	8,650	53,290	65,847
Investment Income:				
Bank Interest Received	1,415	-	1,415	187
	<u>46,055</u>	<u>8,650</u>	<u>54,705</u>	<u>66,034</u>
<b>Expenditure On:</b>				
Operating Expenditure	<u>49,709</u>	<u>-</u>	<u>49,709</u>	<u>49,820</u>
<b>Net Movement In F</b>	- 3,654	8,650	4,996	16,214
Funds Brought Forward	<u>146,041</u>	<u>4,350</u>	<u>150,391</u>	<u>137,177</u>
Funds Carried Forward	<u>142,387</u>	<u>13,000</u>	<u>155,387</u>	<u>153,391</u>

**Seaton Sluice Community Association**

Company Number: 06996853

**Balance Sheet**

As at 31 January 2024

	2024			2023
	Unrestricted	Restricted	Total	Total
<b>Tangible Fixed Assets</b>	55,183		55,183	56,563
<b>Current Assets</b>				
Bank Deposit Account	106,058		106,058	100,089
Bank Current Account	6,894		6,894	9,869
	112,952		112,952	109,958
<b>Creditors:</b>				
Amount payable within one year	300		300	250
<b>Net Current Assets</b>	112,652		112,652	109,708
<b>Total Assets less Current Liabilities</b>	167,835		167,835	166,271
<b>Total Funds</b>				
Accumulated Reserves	167,835		167,835	166,271

For the year ended 31 January 2024 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 6th August 2024 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 2024

	2024			2023
	Unrestricted	Restricted	Total	Total
<b>Income From:</b>				
Activities, Grants Received etc	44,640	8,650	53,290	65,847
Bank Interest Received	1,415	-	1,415	187
	<u>46,055</u>	<u>8,650</u>	<u>54,705</u>	<u>66,034</u>
<b>Expenditure On:</b>				
Honoraria	-	-	-	
Repairs, Cleaning, Caretaking	29,477		29,477	23,357
Administration, Telephone etc	1,494		1,494	465
Project Costs etc	-	-	-	
Heating, Lighting and Water	4,936		4,936	3,938
Rent, Rates and Insurance	2,638		2,638	3,491
Bank Charges	173		173	95
Subscriptions, Licences etc	868		868	
Sundry Expenses	1,319		1,319	16,270
Improvements	7,124		7,124	574
Accountants Fees	300		300	250
Depreciation Freehold Property	1,380		1,380	1,380
	<u>49,709</u>	<u>-</u>	<u>49,709</u>	<u>49,820</u>
<b>Net Movement In Funds:</b>	-	3,654	8,650	4,996
Funds Brought Forward	<u>146,041</u>	<u>4,350</u>	<u>150,391</u>	<u>137,177</u>
Funds Carried Forward	<u>142,387</u>	<u>13,000</u>	<u>155,387</u>	<u>153,391</u>

## **Seaton Sluice Community Association**

### **Notes to the Accounts For Year Ended 31 January 2024**

#### **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 ROAD, 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:
  - o Income from our Activities is recognised on an Accruals basis.
  
  - o 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.
  - o Investment income is included when receivable.
  - o 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>2024</u>	<u>2023</u>
Depreciation of Tangible Fixed Assets	1,380	1,380

## 6 Tangible Fixed Assets (Unrestricted)

### Cost

At 1 February 2023 and at 31 January 2024

£  
68,980

### Depreciation

At 1 February 2023

12,417

Charge for year

1,380

At 31 January 2024

13,797

### Net Book Value

At 31 January 2024

55,183

## 7 Creditors: amounts falling due within one year

	<u>2024</u>	<u>2023</u>
Accrued Charges	300	250

## 8 Analysis of Restricted Funds

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

The Committee is developing a Reserves Policy