

CHALFONT ST. PETER COMMUNITY CENTRE

England & Wales · Charity number 1137306

Details

Status Registered

Legal form Charitable company

Company number [07297219](#)

Registered 2010-08-06

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

Contact

Address Chalfont St. Peter Community Centre
Gravel Hill
Chalfont St. Peter
Gerrards Cross
SL9 9QX

Phone 01753885778

Email info@cspcc.org.uk

Website CSPCC.org.uk

Activities

Objects: A PROMOTE THE BENEFIT OF THE INHABITANTS OF THE PARISH OF CHALFONT ST PETER AND THE SURROUNDING NEIGHBOURHOOD (HEREINAFTER CALLED 'THE AREA OF BENEFIT') WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE LOCAL AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECTS OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS B ESTABLISH, OR SECURE THE ESTABLISHMENT OF, A COMMUNITY CENTRE (HEREINAFTER CALLED 'THE CENTRE') AND TO MAINTAIN AND MANAGE THE SAME WHETHER ALONE OR IN COOPERATION WITH ANY LOCAL AUTHORITY OR OTHER PERSON OR BODY) IN FURTHERANCE OF THESE OBJECTS C PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED

Activities: Community Centre / Hiring of Rooms

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, Arts/culture/heritage/science, Amateur Sport
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** THE PARISH OF CHALFONT ST PETER
- Buckinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£106,396	£108,938	-	-
2024-08-31	£109,673	£122,536	-	-
2023-08-31	£122,528	£107,121	-	-
2022-08-31	£109,048	£95,121	-	-
2021-08-31	£99,187	£77,279	-	-

Trustees

Name	Role	Appointed
DAVID FRANK BURBIDGE	Chair	
Anthony Joseph Xavier Micallef		2018-10-30
Christopher John Vldar		2025-06-24
Gurdip Singh Kalley		2024-10-29
JOHN WERTHEIM		2013-09-05
KAREN DICKSON		2017-10-31
Linda Margaret Smith		2015-06-30
Manjit Singh Johal		2023-11-28
Rev WENDY GRAHAM		2011-07-12

CHALFONT ST. PETER COMMUNITY CENTRE

England & Wales - Charity number 1137306

Accounts

CHALFONT ST. PETER COMMUNITY CENTRE

Company No. 7297219 Charity No. 1137306

Annual Report of the Directors for the year ended 31 August 2025

Structure, Governance and Management.

The Company is registered with Companies House as No. 7297219 and with the Charity Commission as No. 1137306.

Address

The Company's address and registered office is:
Gravel Hill,
Chalfont St. Peter,
Bucks. SL9 9QX

Telephone: 01753 885778

E-mail: info@cspcc.org.uk

Website: www.cspcc.org.uk

Twitter: [@ChalfontCCentre](https://twitter.com/ChalfontCCentre)

Instagram: [chalfontstpetercommunitycentre](https://www.instagram.com/chalfontstpetercommunitycentre)

Facebook: [Chalfont St Peter Community Centre](https://www.facebook.com/ChalfontStPeterCommunityCentre)

Constitution

With effect from 1st September 2010 the Company took over the business, assets and liabilities of Chalfont St. Peter Community Association (CSPCA), registered Charity no. 300239 which has been dissolved.

The Company is governed by its Articles of Association. The original memorandum and articles were dated 2nd June 2010 and were amended on 31st May 2011 to accommodate Chiltern District Council's right to appoint a director. Standing Orders were approved by the board on 27th September 2011, setting out the term of office of directors and for the appointment of officers.

Directors remain in office from the time of their appointment until the next Annual General Meeting and are eligible for reappointment.

Officers comprise the Chairman, the Vice Chairman, the Treasurer, and such other posts as may be agreed by the directors and shall be appointed at the Annual General Meeting of the company and shall serve until the following Annual General Meeting.

Limited by Guarantee

The Company is limited by guarantee in the amount of £10 per member.

Membership

Membership of the Association is of four types:

1. Individual members being persons aged 18 and above,
 - (i) who live within the area of benefit who are full members,
 - (ii) who live outside the area of benefit who are associate members
2. Junior members, being persons under the age of 18,

3. Affiliated members being organisations operating solely or partly within the area of benefit who wish to support the Company's objectives.
 4. Statutory Authority members in whose administrative area the area of benefit lies. The area of benefit is the parish of Chalfont St. Peter and the surrounding neighbourhood to include Buckingham Council and the parish of Gerrards Cross.
- Unlike the old Association the Company does not require persons using the Centre under the auspices of Affiliated members to become members but asks the Affiliate to include a per capita amount as part of its Affiliated membership fee. Such users remain eligible to apply for Individual membership in their own right if they so wish.

There are currently 8 Individual Members, 15 Affiliated members and 2 Statutory Authority members.

A not-for-profit user body may become an Affiliated member and is eligible to nominate their representative for appointment as a director. Affiliates also enjoy various privileges including discounted room hire rates.

Board and Management

The general management of the company is vested in its board of directors. It is present practice to hold two director's meetings each quarter followed by a general meeting to ensure fullest involvement of members especially Affiliated members.

The following persons served as directors during the year were:

David Frank Burbidge	Chairman
Karen Dickson	Vice Chairman
Manjit Singh Johal	Treasurer
Wendy Elizabeth Graham	Trustee
Cecil John Wertheim	Trustee
Anthony Micallef	Trustee
Gurdip Singh Kalley	Trustee
Linda Smith	Trustee
Karen Dickson	Trustee / Bucks Council Representative
Christopher Vlader	Trustee / Parish Council Representative. Appointed 24/06/25
Jonathan Rush	Resigned 11/02/2025

All except the Statutory Authority members retire at the AGM and are eligible to offer themselves for re-appointment.

The present Chairman, Deputy Chairman and Treasurer are willing to stand again for office. Members and nominees of Affiliates willing to stand for these offices should complete this form. If there is more than one person willing to stand for these offices an election may be necessary

The company has two-part time employees, Mrs Jennifer Everitt, Administrator and Mrs. Carol Birkenshaw as Deputy Administrator. Mrs Everitt attends meetings of the company and of the directors.

Officers

Officers of the company comprise the Chairman, the Vice Chairman and the Treasurer. The present Chairman and Deputy Chairman are willing to stand again for office.

Bankers the Company's principal banker is HSBC PLC, 1 Corn Market, High Wycombe, Bucks, HP11 2AY, all local branches have closed. Funds are also deposited with The Yorkshire Building Society.

Independent Examiner

The Independent Examiner is Mr Jeffrey Coteman – 11a Denham Walk, Chalfont St Peter, Bucks.

Solicitor

When required, the Company consults BP Collins, 20 Station Road, Gerrards Cross, SL9 8EL.

Objectives.

The objects of the Company are to:

1. Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organizations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;

2. Establish, or secure the establishment of, a Community Centre and maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects.

3. Promote such other charitable purposes as may from time to time be determined.
The Company shall be non-party in politics and non-sectarian in religion.

Title's

Lease

The core of the present Community Centre was constructed in 1960-62, on land leased from the then Amersham Rural District Council. Over the years, various extensions and outbuildings were added. Under the terms of the lease, the land and all the buildings on it reverted to the ownership of Chiltern District Council in February 2004. Company. A new 99 year lease with Buckinghamshire Council has been negotiated, providing security of tenure to February 2025. The lease is in its final stages and awaiting formal signing.

The lease was transferred from the Official Custodian of Charities (where it was held on behalf of the Association) to the Company on 9th August 2011 and is registered with the Land Registry under Title number BM300748.

Premises Licence.

The Company holds the Premises Licence (formerly held by Chalfont St. Peter Community Association) for the Centre authorising the performance of plays, music and dance and the retail sale of alcohol. The Centre no longer has a Designated Premises Supervisor (DPS) holding a Personal Licence. The trustees have therefore agreed that temporary event notices (TENS) will be applied for as and when required, and that hirers are responsible for obtaining their own licences where applicable.

Occupational Licences

The lease permits the Company to issue occupational licences to various bodies for those buildings or parts of the premises exclusively occupied by them. Individual licences must be disclosed to Buckinghamshire Council as required by the lease. They are renewable annually. The current licensees, are Apex Physiotherapy, Chalfont St. Peter Garden Club and St. Peter Players

Review of Operations – Centre Users.

During the year, there were 2,373 bookings at the Centre by approximately 63 different organisations and groups. Activities continue to be wide-ranging, including bridge, fine arts, drama, sports, dance, fitness, education, and private functions. A number of these organisations have been regular users of the Centre since its early days.

The Centre's own Activities

There was no Craft Fair's or Quiz Night's during the year.
The Coffee Morning continues to be run by the centre.

Chairman's Report –

Thank you all for attending. It is good to see such a good attendance You will have seen Manjit's report to the Charities Commission, but I would like to add my own comments

The past year has been exciting but difficult. Following the departure of Mrs Daughtry I am glad to say bookings have gradually risen. It is also good to see new members on the committee which is leading to more post action particularly regarding the redevelopment of the Centre which Gurdip will be talking about later. On the down side there was the vandalism of the skylights but this also had a positive side because we saw Gurdip, Manjit and Alan upon the roof making sure there was no water damage to the inside of the Centre (they banned me from going on the roof) and later Tony demolished the steps which had been used to access the roof.

I would also like to thank the Parish Council and Chalfont's U3A for giving us support throughout the year. The Parish Council covered the expense of replacing two of our doors with fire doors and have made contributions to the cost of replacing the curtains. The U3A as well as giving us technical support when required have also been running fundraising events again to help with the cost of providing new curtains.

I am looking forward to the year ahead with optimism because I am sure with the new committee we are going to make progress on all fronts.

There is however one important unknown on the horizon and that is Martyn's Law (Terrorism (Protection of Premises) Act 2025) The aim is to protect the public from terrorist attacks by ensuring venues plan and prepare appropriately. The requirements are not yet legally enforceable. There will be a phased rollout, expected to begin in late 2026 or early 2027. This allows organisations time to prepare. Guidance and detailed regulations are still being finalised by the Home Office. We will just have to wait and see what extra steps we will have to take to comply with these laws.

Rent from Apex Physiotherapy in the Misbourne Suite amounted to **£8760** (£7,800) remaining an important contribution to Centre's income. The occupational lease was renewed with effect July 2025, increasing the monthly rent from £724 to £760. In addition, electricity costs of **£1,736** (£1,080) and bin collection costs of **£360** (£360) were recovered with income from bin collection and small garage rental totalling approximately recovered **£500** (£470) for the year.

During the year, the Centre received £2,000 from Chalfont St Peter Parish Council and £800 from a community function. These donations have been allocated towards the replacement and repair of the Centre's curtains and blinds in the next financial year. Several smaller

Gurdip, has provided us with an update which I will share with you –

Over the past year, the Trustees have reviewed the long-term redevelopment plans for the Community Centre. The original *Passivhaus* design by Archetype, first proposed in 2018, has become financially unviable, with estimated costs now far exceeding our reach.

A new *Feasibility Sub-Committee* was formed to explore alternative options. After visiting several local community projects, we concluded that a *staged redevelopment* would offer a more realistic and affordable approach.

We are now engaging with local architects to develop phased proposals that can be delivered within the next five years, while ensuring minimal disruption to our hirers and community users.

Finally, I would like to thank Carol and Jen who have been working so hard to keep the Centre active and thriving, to get new lettings and to organise the new fire regulation procedures, also Baljit who has been providing additional help this year among other things improving the web site and issuing a lively newsletter. I would also like to thank Alan our caretaker who has done a lot of work outside his remit this year and to Michael who as usual has provided invaluable help throughout the year

Treasurers Report – 310825

Annual accounts

Accounts for the Centre are presented together with the report of the Independent Examiner. Attention is drawn to the note at the foot of the balance sheet concerning the small company's regime, audit exemption and the responsibility of directors for the accounts.

Financial Review

Compared to last year's deficit of £15,067, this year we achieved a surplus of **£1,095**. However, this includes a net surplus of **£2,996** for the New Build Project; excluding this, the underlying result would show a loss of £1,901. Despite unexpected expenditure, including two insurance claims and the loss of the hirer Susan Daughtrey Education, increased lettings, stronger donation support, and reduced spending helped mitigate the impact
Income - £106,396 (£109,673)

Total cash, bank and building society balances have remained stable at **£104,480** compared to last year's (£104,034).

Lettings Income for the year to date was **£82,207** (£83,773), remaining the dominant source of income. This is a strong performance, particularly considering last year included the loss of £8,996 for Susan Daughtrey Education (SDE). The lettings increase of 3% was effective from 1 April 2025.

Debtors for room hire of **£5,966** (£5,496). Aged debtors are predominantly within 30 days (as of August 2025) and payments are typically received on schedule. No bad debts have been reported.

Water costs were higher than usual at **£2,562** (£1,312) due to an internal leak, which has now been fixed, and increased usage.

Performing Rights costs were **£591** (£1,066), calculated by PRS.

Insurance for the year totalled **£3,028** (£2,968). Contents insurance amounted to £1,274, which includes trustee liability insurance. Buildings insurance, managed by Buckinghamshire Council as our freeholder, has an estimated annual cost of £1,600. For the accounts, we have included £666 for the period April to August 2025, based on the invoice cover. Differences in the total figures arise from timing of insurance payments across periods.

New Centre Development

Income totalled £3,731, which included contributions from the 50/50 Lottery and other donations as well as £407 of Gift Aid which generated a surplus of £2996.

Balance Sheet

Cash balances at the year end are **£104,034** (£104,034) which are spread as follows-

- Yorkshire Building Society (YBS) - **£22,570**
- HSBC New Building account - **£4,979.**
- HSBC New Building Savings Account - **£52,015**
- HSBC main current account – **£24,914**

New Centre Development

The Fundraising Committee has been relatively inactive; however, the 50/50 Club, established in June 2021, continues to operate successfully.

An update on our ongoing efforts to redevelop the Centre will be shared at the AGM.

David Burbidge, Chairman



Dated

4/11/2025

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
BALANCE SHEET
as at 31st August 2025

2024 £		2025
	Fixed Assets	
131	Centre and Memorial Gardens	
203	see Note 5.	0
-	Office Extension	0
<u>334</u>	Rewiring the Centre	<u>0</u>
	Current Assets	
5,496	Debtors	5,966
-	Prepayments and Accrued Due	0
<u>5,496</u>		<u>5,966</u>
104,034	Cash at Banks & Building Society	104,481
1,761	Bank deposit held on behalf of Licensee	1,792
430	Cash in hand	506
<u>111,721</u>	Total Current Assets	<u>112,745</u>
	Current Liabilities	
1,695	Deposit by Licensee	1,695
912	Other creditors and provisions /50/50 prepaid	906
820	Accruals	421
<u>3,427</u>	Total Current Liabilities	<u>3,022</u>
<u>108,294</u>	Net Current Assets	<u>109,723</u>
<u>108,628</u>	Total Net assets	<u>109,723</u>
	Represented by:	
123,696	Funds brought forward	108,628
<u>(15,068)</u>	Surplus or (Deficit) for the year	<u>1,095</u>
<u>108,628</u>		<u>109,723</u>
	Comprising	
-	Designate Fund see Note 11	0
108,628	General Fund	109,723
<u>108,628</u>	Accumulated Fund at 31st August 2025	<u>109,723</u>
£		£

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to smaller companies. For the year ended 31st August 2025 the company was entitled to exemption from audit under section 477(2)(a) of the Companies Act 2006. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476(1). The directors acknowledge their responsibility for:

i) Ensuring the company keeps accounting records which comply with section 386; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of, and of its income and expenditure for, the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.



David Frank Burbidge, Chairman



Manjit Johal, Treasurer

Date 29/10/25.

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137306

Summary Accounts
for the year ended 31st August 2025

2024		2025
£		£
109,673	Income	106,396
123,289	Expenditure	104,232
(13,616)	Net Income	2,164
699	Depreciation	334
(14,315)	Operating Suplus (Deficiency)	1,830
(753)	New Centre Development	(735)
(15,068)	(Deficiency) / Surplus	1,095
	Fixed Assets	
334	Land and Buildings	-
	Current Assets	
5,496	Debtors	5,966
	Bar Stock	-
106,225	Cash	106,779
111,721		112,745
112,055	Total Assets	112,745
3,427	less Current Liabilities	3,022
£108,628	Total Net Assets	£109,723

Full accounts attached

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
INCOME AND EXPENDITURE ACCOUNT
for the Year ended 31st August 2025

2024			2025
£	£		£
		Income	
		Income resources from generated funds	
		Voluntary Income	
	5,541	Donations & Grants	4,646
		Activities for generating funds	
		Income from CSPCA events	-
		Investment Income	
	1,932	Interest from Banks and Building Society	1,997
	4,566	New Build Income - Donations & Events	3,731
		Incoming resources from charitable activities	
		Membership Subscriptions, note 6	-
		Affiliated Membership Subscriptions	-
		Affiliated User fees	720
		Lettings	82,208
		Misbourne Suite Rental	10,886
		Locker Fees	560
		Catering	-
		Licence Fees and Insurance Recoverable	1,483
		Miscellaneous income	165
			96,022
	0		
	2		
	749		
	83,773		
	11,039		
	795		
	0		
	1,277		
	0		
	97,635		
	<u>109,674</u>		<u>106,396</u>
		Expenditure	
		Cost of generating income	
		Cost of generating voluntary income	
		Fundraising trading: cost of goods sold and other costs	
		Investment management costs	
		Charitable activities	
	43,261	Staff Costs	43,262
	40,274	Maintenance	16,980
	80	Security	20
	2,968	Insurance	2,901
	5,500	Rent to Chiltern District Council	5,500
	12,306	Utilities	12,268
	9,750	Cleaning	10,140
	3,100	Cleaning materials, cloakroom supplies & refuse collecti	4,079
	1,714	Performing Rights Fees / Publicity	1,452
		Professional Fees	1,438
	29	Catering expenses	29
	168	TV Licence	174
	3,681	Office costs	4,454
	0	Subscriptions	-
	478	Miscellaneous expenses	1,535
	123,289	Governance Costs	104,232
	699	Depreciation	334
	<u>123,988</u>		<u>104,566</u>
	(14,315)	Operating Surplus / (Deficit)	1,830
	(753)	New Centre Development	(735)
	<u>£ (15,068)</u>	Surplus / (Deficit)	<u>£ 1,095</u>

Chalfont St. Peter Community Centre

Company No. 7297219 Charity No. 1137306

Notes to the accounts for the year ended 31 August 2025

Note 1.

The business and assets of the former Chalfont St. Peter Community Association were taken over by the Company on 1st September 2010. The nature of the business is essentially unchanged.

Note 2

The Company is limited by guarantee

Note 3.

The Accounts comprise a Balance Sheet, Income and Expenditure Account, Notes, and a Statement of Financial Activities (SOFA) drawn up to conform with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102) effective from 2019, and with the requirements of the Companies Act 2006

Note 4.

The accounts are prepared on an accruals basis according to the historical cost convention.

Note 5.

The Centre and Memorial Gardens are held on a 21 year lease from Buckinghamshire Council effective from 24th February 2004 at a rental of £5,500pa subject to five yearly reviews. No change was made to the rental at the 2009, 2014 & 2019 reviews. Currently we are negotiating a new 99 year lease effective from 2024.

Fixed Assets are shown at their net book values. Depreciation has been calculated so that the residual written down value of the Centre at 1st September 2006 including the office extension, is spread over the residual lease term or the asset life if shorter.

Note 6.

With the formation of the company the basis of membership changed. Individuals using the Centre under the auspices of an Affiliated member are no longer required to be members. The fee of the Affiliated member includes a user fee based on the number of their members using the Centre.

Note 7.

HMRC and the Charity Commission have agreed that the Centre can operate a bar on a limited adhoc basis with effect from 1st September 2009. The bar has since was closed.

Note 8.

There were no contingent liabilities

Note 9.

The Centre has no outstanding funds restricted by donors.

Note 10

Included in the £104,480 cash at Banks and Building Society balance is £56,995 for the New Build Development Fund. CSPCC's cash and bank includes £24,915 at HSBC with £22,570 at Yorkshire Building Society

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity and no trustee expenses have been incurred. The Independent Examiner has offered his services free of charge.

Note 12

Two part time staff were employed during the year .

Note 13

Reserves policy -CSPCC aims to hold in reserve sufficient funds to meet it's likely outstanding commitments if circumstances arise where the trustees are obliged to wind up the charity and for contingences. Designated funds maybe created for future capital expenditure.

Chalfont St. Peter Community Centre
 Company No. 7297219 Charity No. 1137306
STATEMENT OF FINANCIAL AFFAIRS
 for the Year ended 31st August 2025

2024	£		2025
		Income	
	5,541	Incoming resources from generated funds	£
	-	Donations & Grants	4,646
		activities for generating funds	
		Income from CSPCC events	
	1,932	Investment Income	
	4,566	Interest from Banks and building society	
		New Build Income	1,997
			3,731
		Incoming resources from cha	
		Membership Subscriptions, see note 6	
		Affiliated Membership Subscriptions	
		Affiliated User fees	
		Lettings	720
		Misbourne Suite Rental	82,208
		Locker Fees	10,886
		Catering	560
		Licence Fees and Insurance Recoverable	1,483
		Miscellaneous income	165
		Other Incoming Resources	
		Total Incoming Resources	<u>106,396</u>
	109,673		
		Resources Expended	
		Cost of generating voluntary income	
		Fundraising trading: cost of goods sold and other costs	
		Investment management costs	
		Charitable activities	
		Staff Costs	43,262
		Maintenance	16,980
		Security	20
		Insurance	2,901
		Rent to Chiltern District Council	5,500
		Utilities	12,268
		Cleaning Contractors	10,140
		Cleaning materials and cloakroom supplies & refuse collection	4,080
		Performing Rights Fees & Publicity	1,451
		Catering expenses	29
		Office costs	4,454
		TV Licence	174
		Professional Fees	1,437
		Subscriptions	-
		Miscellaneous expenses	1,535
		Governance Costs	104,231
		Other Resources Expended	
		Total Resources Expended	<u>104,231</u>
		Net Incoming/(Outgoing) Resources	2,165
		Other Recognised	
		Gains/(Losses) on revaluation of fixed assets for the Charity's own use	
		Depreciation of fixed assets	(334)
		Net Movement in funds	<u>1,831</u>
		New Centre Development	735
		Net position	1,096
		Reconciliation of funds	
		Total funds brought forward	108,627
		Total Funds carried forward	<u>109,723</u>
		Own Funds	<u>109,723</u>

Note 11.

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137306

Movement of Funds Statement
for the year ended 31st August 2025

Reconciliation of the Movement of Funds	
Accumulated funds as at 1st September 2024	£108,987
Increase in Debtors	£470
Increase in Creditors	£405
Decrease in Cash Balances	£554
Decrease in Fixed Assets	-£334
Accumulated Funds as at 31st August 2025	£110,082
Reconciled to:	
Funds b/f	£108,987
Surplus for the Year	£1,095
Accumulated Funds as at 31st August 2025	£110,082

Chalfont St Peter Community Centre

Accounts for year ended 31st August 2025

David Burbidge	Chairman
Karen Dickson	Vice Chairman
Manjit Singh	Treasurer
Anthony Micallef	Trustee
Rev Wendy Graham	Trustee
John Wertheim	Trustee
Gurdip Kalley	Trustee
Linda Smith	Trustee

Karen Dickson	Trustee / Bucks Council Representative	
Chris Vldar	Trustee / Parish Council Representative	Appointed 24 June 2025

Jonathan Rush	Trustee	resigned 11 February 2025
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Principal Office

Gravel Hill
Chalfont St Peter
Bucks
SL9 9QX

Registered Charity No. 1137306
Company No. 7297219

Report of the Independent Examiner to the Trustees of
Chalfont St. Peter Community Centre
(Company No. 7297219 and Registered Charity No. 1137306)
on the
Accounts for the year ended 31st August 2025

The trustees (who are also the directors of the company for the purposes of company law) 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 required. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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 in these 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 statement below.

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 386 of the Companies Act 2006: and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended practice: Accounting and Reporting by Charities.

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.

Jeffrey G Coteman FCCA (retired)
Sharrow Whit, Denham Walk, Chalfont St Peter, SL9 0EN

Dated: - 29/10/25

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
BALANCE SHEET
as at 31st August 2025

2024		2025
£		
	Fixed Assets	
	Centre and Memorial Gardens	
131	see Note 5.	0
203	Office Extension	0
-	Rewiring the Centre	0
<u>334</u>		<u>-</u>
	Current Assets	
5,496	Debtors	5,966
-	Prepayments and Accrued Due	0
<u>5,496</u>		<u>5,966</u>
104,034	Cash at Banks & Building Society	104,481
1,761	Bank deposit held on behalf of Licensee	1,792
430	Cash in hand	506
<u>111,721</u>	Total Current Assets	<u>112,745</u>
	Current Liabilities	
1,695	Deposit by Licensee	1,695
912	Other creditors and provisions /50/50 prepaid	906
820	Accruals	421
<u>3,427</u>	Total Current Liabilities	<u>3,022</u>
108,294	Net Current Assets	<u>109,723</u>
<u>108,628</u>		<u>109,723</u>
	Total Net assets	
	Represented by:	
	Funds brought forward	108,628
123,696	Surplus or (Deficit) for the year	1,095
<u>(15,068)</u>		<u>109,723</u>
<u>108,628</u>		<u>109,723</u>
	Comprising	
-	Designate Fund see Note 11	0
108,628	General Fund	109,723
<u>108,628</u>	Accumulated Fund at 31st August 2025	<u>109,723</u>
£ <u>108,628</u>		£ <u>109,723</u>

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to smaller companies. For the year ended 31st August 2025 the company was entitled to exemption from audit under section 477(2)(a) of the Companies Act 2006. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476(1). The directors acknowledge their responsibility for:

i) Ensuring the company keeps accounting records which comply with section 386; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of, and of its income and expenditure for, the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.



David Frank Burbidge, Chairman



Manjit Johal, Treasurer

Date 29/10/25.

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137306

Summary Accounts
for the year ended 31st August 2025

2024		2025
£		£
109,673	Income	106,396
123,289	Expenditure	104,232
(13,616)	Net Income	2,164
699	Depreciation	334
(14,315)	Operating Surplus (Deficiency)	1,830
(753)	New Centre Development	(735)
(15,068)	(Deficiency) / Surplus	1,095
Fixed Assets		
334	Land and Buildings	-
Current Assets		
5,496	Debtors	5,966
	Bar Stock	-
106,225	Cash	106,779
111,721		112,745
112,055	Total Assets	112,745
3,427	less Current Liabilities	3,022
£108,628	Total Net Assets	£109,723

Full accounts attached

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
INCOME AND EXPENDITURE ACCOUNT
for the Year ended 31st August 2025

2024			2025	
£	£		£	£
		Income		
		Income resources from generated funds		
		Voluntary Income		
	5,541	Donations & Grants		4,646
		Activities for generating funds		
		Income from CSPCA events		-
		Investment Income		
	1,932	Interest from Banks and Building Society		1,997
	4,566	New Build Income - Donations & Events		3,731
		Incoming resources from charitable activities		
		Membership Subscriptions, note 6	-	
		Affiliated Membership Subscriptions	-	
		Affiliated User fees	720	
		Lettings	82,208	
		Misbourne Suite Rental	10,886	
		Locker Fees	560	
		Catering	-	
		Licence Fees and Insurance Recoverable	1,483	
		Miscellaneous income	165	
				96,022
	0			
	2			
	749			
	83,773			
	11,039			
	795			
	0			
	1,277			
	0			
	97,635			
	<u>109,674</u>			<u>106,396</u>
		Expenditure		
		Cost of generating income		
		Cost of generating voluntary income		
		Fundraising trading: cost of goods sold and other costs		
		Investment management costs		
		Charitable activities		
	43,261	Staff Costs	43,262	
	40,274	Maintenance	16,980	
	80	Security	20	
	2,968	Insurance	2,901	
	5,500	Rent to Chiltern District Council	5,500	
	12,306	Utilities	12,268	
	9,750	Cleaning	10,140	
	3,100	Cleaning materials , cloakroom supplies & refuse collecti	4,079	
	1,714	Performing Rights Fees / Publicity	1,452	
		Professional Fees	1,438	
	29	Catering expenses	29	
	168	TV Licence	174	
	3,661	Office costs	4,454	
	0	Subscriptions	-	
	478	Miscellaneous expenses	1,535	
	123,289	Governance Costs		104,232
	699	Depreciation		334
	<u>123,988</u>			<u>104,566</u>
	<u>(14,315)</u>	Operating Surplus / (Deficit)		<u>1,830</u>
	(753)	New Centre Development		(735)
	<u>£ (15,068)</u>	Surplus / (Deficit)		<u>£ 1,095</u>

Chalfont St. Peter Community Centre

Company No. 7297219 Charity No. 1137306

Notes to the accounts for the year ended 31 August 2025

Note 1.

The business and assets of the former Chalfont St. Peter Community Association were taken over by the Company on 1st September 2010. The nature of the business is essentially unchanged.

Note 2

The Company is limited by guarantee

Note 3.

The Accounts comprise a Balance Sheet, Income and Expenditure Account, Notes, and a Statement of Financial Activities (SOFA) drawn up to conform with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102) effective from 2019, and with the requirements of the Companies Act 2006

Note 4.

The accounts are prepared on an accruals basis according to the historical cost convention.

Note 5.

The Centre and Memorial Gardens are held on a 21 year lease from Buckinghamshire Council effective from 24th February 2004 at a rental of £5,500pa subject to five yearly reviews. No change was made to the rental at the 2009, 2014 & 2019 reviews. Currently we are negotiating a new 99 year lease effective from 2024.

Fixed Assets are shown at their net book values. Depreciation has been calculated so that the residual written down value of the Centre at 1st September 2006 including the office extension, is spread over the residual lease term or the asset life if shorter.

Note 6.

With the formation of the company the basis of membership changed. Individuals using the Centre under the auspices of an Affiliated member are no longer required to be members. The fee of the Affiliated member includes a user fee based on the number of their members using the Centre.

Note 7.

HMRC and the Charity Commission have agreed that the Centre can operate a bar on a limited adhoc basis with effect from 1st September 2009. The bar has since was closed.

Note 8.

There were no contingent liabilities

Note 9.

The Centre has no outstanding funds restricted by donors.

Note 10

Included in the £104,480 cash at Banks and Building Society balance is £56,995 for the New Build Development Fund. CSPCC's cash and bank includes £24,915 at HSBC with £22,570 at Yorkshire Building Society

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity and no trustee expenses have been incurred. The Independent Examiner has offered his services free of charge.

Note 12

Two part time staff were employed during the year .

Note 13

Reserves policy -CSPCC aims to hold in reserve sufficient funds to meet it's likely outstanding commitments if circumstances arise where the trustees are obliged to wind up the charity and for contingences. Designated funds maybe created for future capital expenditure.

Chalfont St. Peter Community Centre
 Company No. 7297219 Charity No. 1137306
STATEMENT OF FINANCIAL AFFAIRS
 for the Year ended 31st August 2025

2024		2025
£	Income	£
5,541	Incoming resources from generated funds	
-	Donations & Grants	4,646
	activities for generating funds	
	Income from CSPCC events	
1,932	Investment Income	
4,566	Interest from Banks and building society	
	New Build Income	1,997
		3,731
-	Incoming resources from cha	
2	Membership Subscriptions, see note 6	
749	Affiliated Membership Subscriptions	
83,772	Affiliated User fees	
11,039	Lettings	720
795	Misboourne Suite Rental	82,208
-	Locker Fees	10,886
-	Catering	560
1,277	Licence Fees and Insurance Recoverable	
	Miscellaneous income	1,483
97,634		165
<u>109,673</u>	Other Incoming Resources	
	Total Incoming Resources	<u>106,396</u>
	Resources Expended	
	Cost of generating voluntary income	
	Fundraising trading: cost of goods sold and other costs	
	Investment management costs	
	Charitable activities	
	Staff Costs	43,262
	Maintenance	16,980
	Security	
	Insurance	20
	Rent to Chiltern District Council	2,901
	Utilities	5,500
	Cleaning Contractors	12,268
	Cleaning materials and cloakroom supplies & refuse collection	10,140
	Performing Rights Fees & Publicity	4,080
	Catering expenses	1,451
	Office costs	29
	TV Licence	4,454
	Professional Fees	174
	Subscriptions	1,437
	Miscellaneous expenses	-
		1,535
	Governance Costs	104,231
	Other Resources Expended	
	Total Resources Expended	<u>104,231</u>
	Net Incoming/(Outgoing) Resources	2,165
	Other Recognised	
	Gains/(Losses) on revaluation of fixed assets for the Charity's own use	
	Depreciation of fixed assets	(334)
	Net Movement in funds	1,831
	New Centre Development	
	Net position	735
		1,096
	Reconciliation of funds	
	Total funds brought forward	108,627
		109,723
	Total Funds carried forward	<u>109,723</u>
	Own Funds	<u>109,723</u>

Note 11.

**Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137306**

**Movement of Funds Statement
for the year ended 31st August 2025**

Reconciliation of the Movement of Funds	
Accumulated funds as at 1st September 2024	£108,987
Increase in Debtors	£470
Increase in Creditors	£405
Decrease in Cash Balances	£554
Decrease in Fixed Assets	-£334
Accumulated Funds as at 31st August 2025	£110,082
Reconciled to:	
Funds b/f	£108,987
Surplus for the Year	£1,095
Accumulated Funds as at 31st August 2025	£110,082

Chalfont St Peter Community Centre

Accounts for year ended 31st August 2025

Chairman

Vice Chairman

Treasurer

Manjit Singh

Anthony Micallef

Rev Wendy Graham

John Wertheim

Gurdip Kalley

Linda Smith

Karen Dickson

Chris Viadar

Trustee / Bucks Council Representative

Trustee / Parish Council Representative

Trustee

Jonathan Rush

Principal Office

Gravel Hill

Chalfont St Peter

Bucks

SL9 9QX

Registered Charity No. 1137306
Company No. 7297219

resigned 11 February 2025

Appointed 24 June 2025

CHALFONT ST. PETER COMMUNITY CENTRE

England & Wales - Charity number 1137306

Accounts

CHALFONT ST. PETER COMMUNITY CENTRE

Company No. 7297219 Charity No. 1137306

Annual Report of the Directors for the year ended 31 August 2024

Structure, Governance and Management.

The Company is registered with Companies House as No. 7297219 and with the Charity Commission as No. 1137306.

Address

The Company's address and registered office is:
Gravel Hill,
Chalfont St. Peter,
Bucks. SL9 9QX

Telephone: 01753 885778

E-mail: info@cspcc.org.uk

Website: www.cspcc.org.uk

Twitter: [@ChalfontCCentre](https://twitter.com/ChalfontCCentre)

Instagram: [chalfontstpetercommunitycentre](https://www.instagram.com/chalfontstpetercommunitycentre)

Facebook: [Chalfont St Peter Community Centre](https://www.facebook.com/ChalfontStPeterCommunityCentre)

Constitution

With effect from 1st September 2010 the Company took over the business, assets and liabilities of Chalfont St. Peter Community Association (CSPCA), registered Charity no. 300239 which has been dissolved.

The Company is governed by its articles. The original memorandum and articles were dated 2nd June 2010 and amended on 31st May 2011 to accommodate Chiltern District Council's right to appoint a director. Standing Orders were approved by the board on 27th September 2011 fixing the term of office of directors and for the appointment of officers.

Directors remain in office from the time of their appointment until the next Annual General Meeting and are eligible for reappointment.

Officers comprise the Chairman, the Vice Chairman, the Treasurer, and such other posts as may be agreed by the directors and shall be appointed at the Annual General Meeting of the company and shall serve until the following Annual General Meeting.

Limited by Guarantee

The Company is limited by guarantee in the amount of £10 per member.

Membership

Membership of the Association is of four types:

1. Individual members being persons aged 18 and above,
 - (i) who live within the area of benefit who are full members,
 - (ii) who live outside the area of benefit who are associate members
2. Junior members, being persons under the age of 18,
3. Affiliated members being organisations operating solely or partly within the area of benefit who wish to support the Company's objectives.

4. Statutory Authority members in whose administrative area the area of benefit lies. The area of benefit is the parish of Chalfont St. Peter and the surrounding neighbourhood to include Buckingham Council and the parish of Gerrards Cross. Unlike the old Association the Company does not require persons using the Centre under the auspices of Affiliated members to become members but asks the Affiliate to include a per capita amount as part of its Affiliated membership fee. Such users remain eligible to apply for Individual membership in their own right if they so wish.

There are currently 6 Individual Members, 16 Affiliated members and 2 Statutory Authority members.

A not-for-profit user body may become an Affiliated member and is eligible to nominate their representative for appointment as a director. Affiliates also enjoy various privileges including discounted room hire rates.

Board and Management

The general management of the company is vested in its board of directors. It is present practice to hold two director's meetings each quarter followed by a general meeting to ensure fullest involvement of members especially Affiliated members.

The following persons served as directors during the year were:

David Frank Burbidge	Chairman
Karen Dickson	Vice Chairman
Manjit Singh Johal	Treasurer
Wendy Elizabeth Graham	
Cecil John Wertheim,	
Jonathan James Spencer Rush,	Buckinghamshire Council Representative
Linda Margaret Smith,	Parish Council Representative.

All except the Statutory Authority members retire at the AGM and are eligible to offer themselves for re-appointment.

The present Chairman, Deputy Chairman and Treasurer are willing to stand again for office. Members and nominees of Affiliates willing to stand for these offices should complete this form. If there is more than one person willing to stand for these offices an election may be necessary

The company has two-part time employees, Mrs Jennifer Everitt, Administrator and Mrs. Carol Birkenshaw as Deputy Administrator. Mrs Everitt attends meetings of the company and of the directors.

Officers

Officers of the company comprise the Chairman, the Vice Chairman and the Treasurer. The present Chairman and Deputy Chairman are willing to stand again for office. The current Treasurer has indicated that he no longer wishes to act but will remain as a trustee, a new treasurer has been nominated.

Bankers the Company's principal banker is HSBC PLC, 1 Corn Market, High Wycombe, Bucks, HP11 2AY, all local branches have closed. Funds are also deposited with The Yorkshire Building Society.

Independent Examiner

The Independent Examiner is Mr Jeffrey Coteman – 11a Denham Walk, Chalfont St Peter, Bucks.

Solicitor

When required, the Company consults BP Collins, 20 Station Road, Gerrards Cross, SL9 8EL.

Objectives.

The objects of the Company are to:

1. Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organizations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
2. Establish, or secure the establishment of, a Community Centre and maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects.
3. Promote such other charitable purposes as may from time to time be determined. The Company shall be non-party in politics and non-sectarian in religion.

Title's**Lease**

The core of the present Community Centre was constructed in 1960-62, on land leased from the then Amersham Rural District Council. Over the years, various extensions and outbuildings were added. Under the terms of the lease, the land and all the buildings on it reverted to the ownership of Chiltern District Council in February 2004. A fresh 21-year long term lease is being negotiated with Bucks Council, and the Company now has security of tenure to February 2025.

The lease was transferred from the Official Custodian of Charities (where it was held on behalf of the Association) to the Company on 9th August 2011 and is registered with the Land Registry under Title number BM300748.

Negotiations with the Council for a 99-year lease are ongoing and should hopefully be concluded soon.

Premises Licence.

The Company holds the Premises Licence (formerly held by Chalfont St. Peter Community Association) for the Centre covering the performance of plays, music and dance and the retail sale of alcohol. However, we no longer have a Designated Premises Supervisor who would hold the Personal Licence to sell alcohol. The trustees decided to apply for temporary alcohol licences if as and when we need them, and hirers apply for their own.

Occupational Licences

The lease permits the Company to issue occupational licences to various bodies for those buildings or parts of the premises exclusively occupied by them. Individual licences must be disclosed to Buckinghamshire Council as required by the lease. They are renewable annually. The current licensees, are Apex Physiotherapy, Chalfont St. Peter Garden Club and St. Peter Players

Review of Operations – Centre Users.

In the year there were 2467 hiring's in the Centre to some 63 bodies.

Normally activities are as diverse as bridge, fine arts, drama, sports, dance, fitness, education, and parties. A number of these organisations have been using the Centre since the outset.

The Centre's own Activities

There was no Craft Fair's or Quiz Night's during the year.

The Coffee Morning continues to be run by the centre.

Chairman's Report –

Chairman's Report 2024

Thank you all for attending.

You will have seen Manjit's report to the Charities Commission, but I would like to add my own comments

The past year has again been a difficult year We have lost a major tenant Mrs Daughtry and have had to spend over £20000 repairing the roof. On the plus side we have received a booking from the Brownies and the Bridge lessons are expanding but we urgently need fresh bookings.

A major new addition is the sound system in the Hall which was achieved with help from the U3A and a grant from Community Matters.

With regard to the year ahead while the building is still generally in good repair, we need to find substantial funds to carry out major fire safety work to ensure that we conform to the present day Fire Regulations.

I will leave John to report on the situation regarding the New Centre.

Finally, I would like to thank Carol and Jen who have been working so hard to keep the Centre active and thriving, to get new lettings and to organise the new fire regulation procedures, also to Alan our caretaker and Michael who have provide invaluable help throughout the year.

Treasurers Report - 310824

Financial Review

Accounts for the Centre are presented together with the report of the Independent Examiner. Attention is drawn to the note at the foot of the balance sheet concerning the small company's regime, audit exemption and the responsibility of directors for the accounts.

Financial Review

Compared to last year's surplus of £14,708, this year we had a loss of **£15,068**.

This year's loss includes a net surplus of **£3,812** from the New Build Project which increases a further operating deficit to **£18,880**. The centre incurred substantial roof repairs at the back of the building with two projects totalling **£23,450**.

Income - £109,673 (£122,528)

Total cash, bank and building society balances have decreased to **£104,034** compared to last year's (£124,418) largely due to the roof expenditure.

Lettings Income at **£83,773** for the year (£78,539) is still the dominant source of income. We increased our hiring tariff by 5%, effective from 01 April 2024.

Debtors for room hire of **£5,496** (£5,193) – aged debtors are predominantly 30 days (August 2024) and typically paying within this timescale, we invoice monthly. The rent from Apex Physiotherapy in the Misbourne Suite was **£9,600** (£7,800) remains a vital contribution to income. Following renewal of their occupational licence we have changed their rent payments from quarterly to monthly. In addition to this we recovered electricity costs of **£1,080** (£1,854) and bin collection costs of **£360** (£360)

The centre installed a new PA system, total cost **£6800**. To offset these costs, a **£3,300** grant was received from the Community Board alongside a donation from U3A of **£1000** reducing the net cost to the centre of **£2500**.

Additional to this donation, Chalfont Fine Arts who merged with The Arts Society (CDFA) contributed **£500** and with various smaller contributions from other hirers we totalled **£2241** (£4186)

Staff Pay **£43,261** (£40,965), this has increased slightly. We continue to qualify for the Employer's Allowance (returning employer's NI contributions) the chargeable amount by **£3,367** (£3,103).

Maintenance £40,273 (£20,101)

The centre incurred substantial maintenance costs during the year

- roof projects which totalled **£23,450**.
- Replaced the kitchen water boiler - **£1176**.
- Final installation of the emergency lights - **£1620**
- General maintenance which included decorating throughout the building - **£3180**
- Installation of a new PA system – costs **£6800**- net cost to the centre **£2500**.

Utilities £12,306 (£16,028)

- Electricity **£5,672** (£5,879) increased in line with market prices.
- Gas **£5,320** (£9,526). We are still linked with Buckinghamshire Council
- Water **£1,312** (£622)

Performing Rights £1,719 (£1,025)

The PRS licence has increased as income has recovered following COVID.

Insurance £2,968 (£2,620)

Contents insurance totalled **£1,410**, which includes trustee liability insurance. We have provided **£820** in the accruals for the Buildings Insurance, which is issued by Buckinghamshire Council as the freeholder- annual bill is **£1976**

Balance Sheet

Cash balances at the year end are **£104,034** (£124,417) which are spread as follows-

- Yorkshire Building Society (YBS) - **£21,767** which includes annual interest credited of £887 for year ended April 2024, rate is approx. 3%.
- HSBC New Building account - **£2,039**.
- HSBC New Building Savings Account - **£51,102**.
- HSBC main current account - **£29,125**.

New Centre Development

The Fundraising Committee has largely been inactive-

- Fundraising event which raised **£540**.
- Gift aid was **£399**

New build income from donations and 5050 club was **£287**

New Centre Development

The Fundraising Committee has been relatively inactive. However, the 50/50 Club, established in June 2021, remains ongoing. Additionally, a fundraising disco event was organised by users of the centre.

David Burbidge, Chairman



Dated

25/10/2024

Structure, Governance and Management

The Company is registered with Companies House as No. 7297219 and with the Charity Commission as No. 1137306.

Address

The Company's address and registered office is:

Gravel Hill,
Chalfont St. Peter,
Bucks. SL9 9QX

Telephone: 01753 885778

E-mail: info@cspcc.org.uk

Website: www.cspcc.org.uk

Twitter: [@ChalfontCentre](https://twitter.com/ChalfontCentre)

Instagram: [chalfontstpetercommunitycentre](https://www.instagram.com/chalfontstpetercommunitycentre)

Facebook: [Chalfont St Peter Community Centre](https://www.facebook.com/ChalfontStPeterCommunityCentre)

Constitution

With effect from 1st September 2010 the Company took over the business, assets and liabilities of Chalfont St. Peter Community Association (CSPCA), registered Charity no. 300239 which has been dissolved.

The Company is governed by its articles. The original memorandum and articles were dated 2nd June 2010 and amended on 31st May 2011 to accommodate Chiltern District Council's right to appoint a director. Standing Orders were approved by the board on 27th September 2011 fixing the term of office of directors and for the appointment of officers.

Directors remain in office from the time of their appointment until the next Annual General Meeting and are eligible for reappointment.

Officers comprise the Chairman, the Vice Chairman, the Treasurer, and such other posts as may be agreed by the directors and shall be appointed at the Annual General Meeting of the company and shall serve until the following Annual General Meeting.

Limited by Guarantee

The Company is limited by guarantee in the amount of £10 per member.

Membership

Membership of the Association is of four types:

1. Individual members being persons aged 18 and above,
- (i) who live within the area of benefit who are full members,
- (ii) who live outside the area of benefit who are associate members
2. Junior members, being persons under the age of 18,
3. Affiliated members being organisations operating solely or partly within the area of benefit who wish to support the Company's objectives.

Bankers the Company's principal banker is HSBC PLC, 1 Corn Market, High Wycombe, Bucks, HP11 2AY, all local branches have closed. Funds are also deposited with The Yorkshire Building Society.

Officers of the company comprise the Chairman, the Vice Chairman and the Treasurer. The present Chairman and Deputy Chairman are willing to stand again for office. The current Treasurer has indicated that he no longer wishes to act but will remain as a trustee, a new treasurer has been nominated.

Officers

The company has two-part time employees, Mrs Jennifer Everitt, Administrator and Mrs. Carol Birkenshaw as Deputy Administrator. Mrs Everitt attends meetings of the company and of the directors.

All except the Statutory Authority members retire at the AGM and are eligible to offer themselves for re-appointment.

The present Chairman, Deputy Chairman and Treasurer are willing to stand again for office. Members and nominees of Affiliates willing to stand for these offices should complete this form. If there is more than one person willing to stand for these offices an election may be necessary.

- Chairman David Frank Burbidge
- Vice Chairman Karen Dickson
- Treasurer Manjit Singh Johal
- Wendy Elizabeth Graham
- Cecil John Wertheim,
- Jonathan James Spencer Rush, Buckinghamshire Council Representative
- Linda Margaret Smith, Parish Council Representative.

The following persons served as directors during the year were:

Board and Management

The general management of the company is vested in its board of directors. It is present practice to hold two director's meetings each quarter followed by a general meeting to ensure fullest involvement of members especially Affiliated members.

A not-for-profit user body may become an Affiliated member and is eligible to nominate their representative for appointment as a director. Affiliates also enjoy various privileges including discounted room hire rates.

There are currently 6 Individual Members, 16 Affiliated members and 2 Statutory Authority members.

4. Statutory Authority members in whose administrative area the area of benefit lies. Unlike the old Association the Company does not require persons using the Centre under the auspices of Affiliated members to become members but asks the Affiliate to include a per capita amount as part of its Affiliated membership fee. Such users remain eligible to apply for Individual membership in their own right if they so wish.

Independent Examiner
The Independent Examiner is Mr Jeffrey Coteman – 11a Denham Walk, Chalfont St Peter, Bucks.

Solicitor
When required, the Company consults BP Collins, 20 Station Road, Gerrards Cross, SL9 8EL.

Objectives.

The objects of the Company are to:

1. Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organizations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;

2. Establish, or secure the establishment of, a Community Centre and maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects.

3. Promote such other charitable purposes as may from time to time be determined. The Company shall be non-party in politics and non-sectarian in religion.

Title's

Lease

The core of the present Community Centre was constructed in 1960-62, on land leased from the then Amersham Rural District Council. Over the years, various extensions and outbuildings were added. Under the terms of the lease, the land and all the buildings on it reverted to the ownership of Chiltern District Council in February 2004. A fresh 21-year long term lease is being negotiated with Bucks Council, and the Company now has security of tenure to February 2025.

The lease was transferred from the Official Custodian of Charities (where it was held on behalf of the Association) to the Company on 9th August 2011 and is registered with the Land Registry under Title number BM300748.

Negotiations with the Council for a 99-year lease are ongoing and should hopefully be concluded soon.

Premises Licence.

The Company holds the Premises Licence (formerly held by Chalfont St. Peter Community Association) for the Centre covering the performance of plays, music and dance and the retail sale of alcohol. However, we no longer have a Designated Premises Supervisor who would hold the Personal Licence to sell alcohol. The trustees decided to apply for temporary alcohol licences if as and when we need them, and hirers apply for their own.

Occupational Licences

The lease permits the Company to issue occupational licences to various bodies for those buildings or parts of the premises exclusively occupied by them. Individual licences must be disclosed to Buckinghamshire Council as required by the lease. They are renewable annually. The current licensees, are Apex Physiotherapy, Chalfont St. Peter Garden Club and St. Peter Players

Review of Operations – Centre Users.

In the year there were 2467 hirings in the Centre to some 63 bodies. Normally activities are as diverse as bridge, fine arts, drama, sports, dance, fitness, education, and parties. A number of these organisations have been using the Centre since the outset.

The Centre's own Activities

There was no Craft Fair's or Quiz Night's during the year. The Coffee Morning continues to be run by the centre.

Chairman's Report –

Chairman's Report 2024

Thank you all for attending.

You will have seen Manjit's report to the Charities Commission, but I would like to add my own comments

The past year has again been a difficult year We have lost a major tenant Mrs Daughtry and have had to spend over £20000 repairing the roof. On the plus side we have received a booking from the Brownies and the Bridge lessons are expanding but we urgently need fresh bookings.

A major new addition is the sound system in the Hall which was achieved with help from the USA and a grant from Community Matters.

With regard to the year ahead while the building is still generally in good repair, we need to find substantial funds to carry out major fire safety work to ensure that we confirm to the present day Fire Regulations.

I will leave John to report on the situation regarding the New Centre.

Finally, I would like to thank Carol and Jen who have been working so hard to keep the Centre active and thriving, to get new lettings and to organise the new fire regulation procedures, also to Alan our caretaker and Michael who have provide invaluable help throughout the year.

Treasurers Report - 310824

Financial Review

Accounts for the Centre are presented together with the report of the Independent Examiner. Attention is drawn to the note at the foot of the balance sheet concerning the small company's regime, audit exemption and the responsibility of directors for the accounts.

Financial Review

Compared to last year's surplus of £14,708, this year we had a loss of £15,068. This year's loss includes a net surplus of £3,812 from the New Build Project which increases a further operating deficit to £18,880. The centre incurred substantial roof repairs at the back of the building with two projects totalling £23,450.

Income - £109,673 (£122,528)

Total cash, bank and building society balances have decreased to **£104,034** compared to last year's (£124,418) largely due to the roof expenditure.

Lettings income at **£83,773** for the year (£78,539) is still the dominant source of income. We increased our hiring tariff by 5%, effective from 01 April 2024.

Debtors for room hire of **£5,496** (£5,193) – aged debtors are predominantly 30 days (August 2024) and typically paying within this timescale, we invoice monthly. The rent from Apex Physiotherapy in the Milsbourne Suite was **£9,600** (£7,800) remains a vital contribution to income. Following renewal of their occupational licence we have changed their rent payments from quarterly to monthly. In addition to this we recovered electricity costs of **£1,080** (£1,854) and bin collection costs of **£360** (£360)

The centre installed a new PA system, total cost **£6800**. To offset these costs, a **£3,300** grant was received from the Community Board alongside a donation from USA of **£1000** reducing the net cost to the centre of **£2500**. Additional to this donation, Chalfont Fine Arts who merged with The Arts Society (CDFA) contributed **£500** and with various smaller contributions from other hirers we totalled **£2241** (£4186)

Staff Pay **£43,261** (£40,965), this has increased slightly. We continue to qualify for the Employer's Allowance (returning employer's NI contributions) the chargeable amount by **£3,367** (£3,103).

Maintenance £40,273 (£20,101)

The centre incurred substantial maintenance costs during the year

- roof projects which totalled **£23,450**.
- Replaced the kitchen water boiler - **£1176**.
- Final installation of the emergency lights - **£1620**
- General maintenance which included decorating throughout the building - **£3180**
- Installation of a new PA system – costs **£6800**- net cost to the centre **£2500**.

Utilities £12,306 (£16,028)

- Electricity **£5,672** (£5,879) increased in line with market prices.
- Gas **£5,320** (£9,526). We are still linked with Buckinghamshire Council
- Water **£1,312** (£622)

Performing Rights £1,719 (£1,025)

The PRS licence has increased as income has recovered following COVID.

Insurance £2,968 (£2,620)

Contents insurance totalled **£1,410**, which includes trustee liability insurance. We have provided **£820** in the accruals for the Buildings Insurance, which is issued by Buckinghamshire Council as the freeholder- annual bill is **£1976**

Balance Sheet

Cash balances at the year end are **£104,034** (£124,417) which are spread as follows-

- Yorkshire Building Society (YBS) - **£21,767** which includes annual interest credited of £887 for year ended April 2024, rate is approx. 3%.
- HSBC New Building account - **£2,039.**
- HSBC New Building Savings Account - **£51,102.**
- HSBC main current account - **£29,125.**

New Centre Development

The Fundraising Committee has largely been inactive-

- Fundraising event which raised **£540.**

- Gift aid was **£399**

New build income from donations and 5050 club was **£287**

New Centre Development

The Fundraising Committee has been relatively inactive. However, the 50/50 Club, established in June 2021, remains ongoing. Additionally, a fundraising disco event was organised by users of the centre.

David Burbridge, Chairman

29/10/24

Dated

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137308

Summary Accounts
for the year ended 31st August 2024

2023		2024
£		£
122,528	Income	109,673
106,397	Expenditure	123,289
16,131	Net Income	(13,616)
699	Depreciation	699
15,432	Operating Suplus (Deficiency)	(14,315)
(724)	New Centre Development	(753)
14,708	(Deficiency) / Surplus	(15,068)
	Fixed Assets	
1,033	Land and Buildings	334
	Current Assets	
5,193	Debtors	5,496
	Bar Stock	-
126,830	Cash	106,225
132,023		111,721
133,056	Total Assets	112,055
9,361	less Current Liabilities	3,427
£123,695	Total Net Assets	£108,628

Full accounts attached

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
BALANCE SHEET
as at 31st August 2024

2023		2024
£		
	Fixed Assets	
	Centre and Memorial Gardens	
406	see Note 5.	131
627	Office Extension	203
-	Rewiring the Centre	0
<u>1,033</u>		<u>334</u>
	Current Assets	
5,193	Debtors	5,496
-	Prepayments and Accrued Due	0
<u>5,193</u>		<u>5,496</u>
124,418	Cash at Banks & Building Society	104,034
1,727	Bank deposit held on behalf of Licensee	1,761
685	Cash in hand	430
<u>132,023</u>	Total Current Assets	<u>111,721</u>
	Current Liabilities	
1,695	Deposit by Licensee	1,695
855	Other creditors and provisions /50/50 prepaid	912
6,811	Accruals	820
<u>9,361</u>		<u>3,427</u>
<u>122,662</u>	Total Current Liabilities	<u>108,294</u>
<u>123,695</u>	Net Current Assets	<u>108,628</u>
	Total Net assets	
	Represented by:	
108,987	Funds brought forward	123,696
14,708	Surplus or (Deficit) for the year	(15,068)
<u>123,695</u>		<u>108,628</u>
	Comprising	
-	Designate Fund see Note 11	0
123,695	General Fund	108,628
<u>123,695</u>	Accumulated Fund at 31st August 2024	<u>108,628</u>
£		£

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to smaller companies. For the year ended 31st August 2024 the company was entitled to exemption from audit under section 477(2)(a) of the Companies Act 2006. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476(1). The directors acknowledge their responsibility for: i) Ensuring the company keeps accounting records which comply with section 386; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of, and of its income and expenditure for, the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

David Frank Burbidge, Chairman

Manjit Johal, Treasurer

Date

11.10.2024.

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
INCOME AND EXPENDITURE ACCOUNT
for the Year ended 31st August 2024

2023			2024	
£	£		£	£
		Income		
		Income resources from generated funds		
		Voluntary Income		
	4,186	Donations & Grants		5,541
		Activities for generating funds		
		Income from CSPCA events		-
		Investment Income		
	239	Interest from Banks and Building Society		1,932
	27,252	New Build Income - Donations & Events		4,566
		Incoming resources from charitable activities		
	0	Membership Subscriptions, note 6	-	
	0	Affiliated Membership Subscriptions	2	
	715	Affiliated User fees	749	
	78,539	Lettings	83,773	
	10,015	Misbourne Suite Rental	11,039	
	550	Locker Fees	795	
	0	Catering	-	
	1,032	Licence Fees and Insurance Recoverable	1,277	
	0	Miscellaneous income	-	
	90,851			97,634
	<u>122,528</u>			<u>109,673</u>
		Expenditure		
		Cost of generating income		
		Cost of generating voluntary income		
		Fundraising trading: cost of goods sold and other costs		
		Investment management costs		
		Charitable activities		
40,965		Staff Costs	43,261	
20,101		Maintenance	40,274	
0		Security	80	
2,620		Insurance	2,968	
5,500		Rent to Chiltern District Council	5,500	
16,028		Utilities	12,306	
9,425		Cleaning	9,750	
3,064		Cleaning materials, cloakroom supplies & refuse collecti	3,100	
1,720		Performing Rights Fees	1,714	
900		Professional Fees	-	
24		Catering expenses	29	
159		TV Licence	168	
5,450		Office costs	3,661	
0		Subscriptions	-	
441		Miscellaneous expenses	479	
	106,397	Governance Costs		123,289
	699	Depreciation		699
	<u>107,096</u>			<u>123,988</u>
	<u>15,432</u>	Operating Surplus / (Deficit)		<u>(14,315)</u>
	(724)	New Centre Development		(753)
£	<u>14,708</u>	Surplus / (Deficit)	£	<u>(15,068)</u>

Chalfont St. Peter Community Centre

Company No. 7297219 Charity No. 1137306

Notes to the accounts for the year ended 31 August 2024

Note 1.

The business and assets of the former Chalfont St. Peter Community Association were taken over by the Company on 1st September 2010. The nature of the business is essentially unchanged.

Note 2

The Company is limited by guarantee

Note 3.

The Accounts comprise a Balance Sheet, Income and Expenditure Account, Notes, and a Statement of Financial Activities (SOFA) drawn up to conform with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102) effective from 2019, and with the requirements of the Companies Act 2006

Note 4.

The accounts are prepared on an accruals basis according to the historical cost convention.

Note 5.

The Centre and Memorial Gardens are held on a 21 year lease from Buckinghamshire Council effective from 24th February 2004 at a rental of £5,500pa subject to five yearly reviews. No change was made to the rental at the 2009, 2014 & 2019 reviews. Currently we are negotiating a new 99 year lease effective from 2024.

Fixed Assets are shown at their net book values. Depreciation has been calculated so that the residual written down value of the Centre at 1st September 2006 including the office extension, is spread over the residual lease term or the asset life if shorter.

Note 6.

With the formation of the company the basis of membership changed. Individuals using the Centre under the auspices of an Affiliated member are no longer required to be members. The fee of the Affiliated member includes a user fee based on the number of their members using the Centre.

Note 7.

HMRC and the Charity Commission have agreed that the Centre can operate a bar on a limited ad hoc basis with effect from 1st September 2009. The bar was closed, at the moment we are reviewing our licenceholder.

Note 8.

There were no contingent liabilities

Note 9.

The Centre has no outstanding funds restricted by donors.

Note 10

Included in the £104,034 cash at Banks and Building Society balance is £53,141 for the New Build Development Fund. CSPCC's cash and bank includes £29,125 at HSBC with £21,767 at Yorkshire Building Society

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity and no trustee expenses have been incurred. The Independent Examiner has offered his services free of charge.

Note 12

Two part time staff were employed during the year .

Note 13

Reserves policy -CSPCC aims to hold in reserve sufficient funds to meet it's likely outstanding commitments if circumstances arise where the trustees are obliged to wind up the charity and for contingencies. Designated funds maybe created for future capital expenditure.

Chalfont St. Peter Community Centre
 Company No. 7297219 Charity No. 1137306
STATEMENT OF FINANCIAL AFFAIRS
 for the Year ended 31st August 2024

2023		2024
£	Income	£
4,186	Incoming resources from generated funds	
	Donations & Grants	5,541
	activities for generating funds	
	Income from CSPCC events	
239	Investment Income	
27,252	Interest from Banks and building society	1,932
	New Build Income	4,566
-	Incoming resource Membership Subscriptions, see note 6	0
-	Affiliated Membership Subscriptions	2
715	Affiliated User fees	749
78,539	Lettings	83,773
10,015	Misbourne Suite Rental	11,039
550	Locker Fees	795
-	Catering	0
1,032	Licence Fees and Insurance Recoverable	1,277
	Miscellaneous income	0
90,851		
<u>122,528</u>	Other Incoming Resources	<u>109,673</u>
	Total Incoming Resources	<u>109,673</u>
	Resources Expended	
	Cost of generating voluntary income	
	Fundraising trading: cost of goods sold and other costs	
	Investment management costs	
40,965	Charitable activities Staff Costs	43,261
20,101	Maintenance	40,274
-	Security	80
2,620	Insurance	2,968
5,500	Rent to Chiltern District Council	5,500
16,028	Utilities	12,306
9,420	Cleaning Contractors	9,750
3,069	Cleaning materials and cloakroom supplies & refuse collection	3,100
1,720	Performing Rights Fees	1,714
24	Catering expenses	-
5,450	Office costs	29
159	TV Licence	168
900	Professional Fees	3,661
-	Subscriptions	-
441	Miscellaneous expenses	479
106,397	Governance Costs	123,287
		123,289
<u>106,397</u>	Other Resources Expended	<u>123,289</u>
	Total Resources Expended	<u>123,289</u>
16,131	Net Incoming/(Outgoing) Resources	(13,616)
(699)	Other Recognise Gains/(Losses) on revaluation of fixed assets for the Charity's own use	
	Depreciation of fixed assets	(699)
15,432	Net Movement in funds	(14,315)
724	New Centre Development	753
14,708	Net position	(15,068)
108,987	Reconciliation of Total funds brought forward	123,695
<u>123,695</u>	Note 11.	<u>108,627</u>
123,695	Total Funds carried forward	<u>108,627</u>
	Own Funds	<u>108,627</u>

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137308

Movement of Funds Statement
for the year ended 31st August 2024

Reconciliation of the Movement of Funds

Accumulated funds as at 1st September 2023	£108,987
Increase in Debtors	£303
Increase in Creditors	£5,933
Decrease in Cash Balances	-£20,605
Decrease in Fixed Assets	-£699
Accumulated Funds as at 31st August 2024	£93,919

Reconciled to:

Funds b/f	£108,987
Deficit for the Year	-£15,068
Accumulated Funds as at 31st August 2024	£93,919

Chalfont St Peter Community Centre

Accounts for year ended 31st August 2024

David Burbidge	Chairman
Karen Dickson	Vice Chairman
Manjit Singh	Treasurer
Anthony Micallef	Trustee
Rev Wendy Graham	Trustee
John Wertheim	Trustee
Jonathan Rush	Trustee / Bucks Council Representative
Linda Smith	Trustee / Parish Council Representative

Principal Office

Gravel Hill
Chalfont St Peter
Bucks
SL9 9QX

Registered Charity No. 1137306
Company No. 7297219

Report of the Independent Examiner to the Trustees of
Chalfont St. Peter Community Centre
(Company No. 7297219 and Registered Charity No. 1137306)
on the
Accounts for the year ended 31st August 2024

The trustees (who are also the directors of the company for the purposes of company law) 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 required. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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 in these 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 statement below.

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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended practice: Accounting and Reporting by Charities.

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.

Jeffrey G Coteman FCCA (retired)
Sharrow Whit, Denham Walk, Chalfont St Peter, SL9 0EN

Dated: - 11/10/2024



CHALFONT ST. PETER COMMUNITY CENTRE

England & Wales - Charity number 1137306

Accounts

CHALFONT ST. PETER COMMUNITY CENTRE

Company No. 7297219 Charity No. 1137306

Annual Report of the Directors for the year ended 31 August 2023

Structure, Governance and Management.

The Company is registered with Companies House as No. 7297219 and with the Charity Commission as No. 1137306.

Address

The Company's address and registered office is:
Gravel Hill,
Chalfont St. Peter,
Bucks. SL9 9QX

Telephone: 01753 885778

E-mail: info@cspcc.org.uk

Website: www.cspcc.org.uk

Twitter: [@ChalfontCCentre](https://twitter.com/ChalfontCCentre)

Instagram: [chalfontstpetercommunitycentre](https://www.instagram.com/chalfontstpetercommunitycentre)

Facebook: [Chalfont St Peter Community Centre](https://www.facebook.com/ChalfontStPeterCommunityCentre)

Constitution

With effect from 1st September 2010 the Company took over the business, assets and liabilities of Chalfont St. Peter Community Association (CSPCA), registered Charity no. 300239 which has been dissolved.

The Company is governed by its articles. The original memorandum and articles were dated 2nd June 2010 and amended on 31st May 2011 to accommodate Chiltern District Council's right to appoint a director. Standing Orders were approved by the board on 27th September 2011 fixing the term of office of directors and for the appointment of officers. Directors remain in office from the time of their appointment until the next Annual General Meeting and are eligible for reappointment. Officers comprise the Chairman, the Vice Chairman, the Treasurer, and such other posts as may be agreed by the directors and shall be appointed at the Annual General Meeting of the company and shall serve until the following Annual General Meeting.

Limited by Guarantee

The Company is limited by guarantee in the amount of £10 per member.

Membership

Membership of the Association is of four types:

1. Individual members being persons aged 18 and above,
 - (i) who live within the area of benefit who are full members,
 - (ii) who live outside the area of benefit who are associate members
2. Junior members, being persons under the age of 18,

Occupational Licences

The lease permits the Company to issue occupational licences to various bodies for those buildings or parts of the premises exclusively occupied by them. Individual licences must be disclosed to Buckinghamshire Council as required by the lease. They are renewable annually. The current licensees, are Apex Physiotherapy, Chalfont St. Peter Garden Club and St. Peter Players

Review of Operations – Centre Users.

In the year there were 2466 hiring's in the Centre to some 59 bodies. Normally activities are as diverse as bridge, fine arts, drama, sports, dance, fitness, education, and parties. A number of these organisations have been using the Centre since the outset.

The Centre's own Activities

There was no Craft Fair's or Quiz Night's during the year. The Coffee Morning continues to be run by the centre, but Bingo has now closed.

Chairman's Report –

Thank you all for attending.

Firstly, I would like to thank Tony who is retiring as our treasurer but remaining as a trustee which, we are delighted to report.

You will have seen Tony's report to the Charities Commission, but I would like to add my own comments.

The past year has been a difficult year which has put a lot of pressure on Carol and Jen. One of the major problems we have had is with Fire Security. We have had to put in a completely new system which is separate from the Intruder Alarm system. It took a great deal of patience and perseverance by Carol to get it properly installed. We have also had to repair the roof over the small kitchen.

Now that the new Fire Alarm system is in place Carol has ensured that the relevant people know what to do in case of an emergency. As I will mention later as part of the new Security System, we must instal new fire doors in several rooms.

We are now in the process of installing an up-to-date sound system in the Hall. The estimated cost is between £6,000 and £7000 to which Chalfont's U3A have agreed to donate £1000. Currently we are putting in an application for a grant from Bucks County Council. We hope to complete the project early in the new year.

Regarding the building while it is still generally in a good state, the cost of maintaining it is gradually increasing.

I am sorry to say that the work on the New Centre has stalled. Unfortunately, Tim Inshaw who was the main person running the project resigned. We are now setting up a new team to continue the project and hopefully there will be better news next year.

Finally I would like to thank Carol and Jen who have been working so hard to keep the Centre active and to Alan our caretakes and Michael who have provide invaluable help throughout the year.

CHALFONT ST. PETER COMMUNITY CENTRE

Company No. 7297219 Charity No. 1137306

Annual Report of the Directors for the year ended 31 August 2023

Structure, Governance and Management.

The Company is registered with Companies House as No. 7297219 and with the Charity Commission as No. 1137306.

Address

The Company's address and registered office is:
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Chalfont St. Peter,
Bucks. SL9 9QX

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Facebook: [Chalfont St Peter Community Centre](https://www.facebook.com/ChalfontStPeterCommunityCentre)

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The Company is governed by its articles. The original memorandum and articles were dated 2nd June 2010 and amended on 31st May 2011 to accommodate Chiltern District Council's right to appoint a director. Standing Orders were approved by the board on 27th September 2011 fixing the term of office of directors and for the appointment of officers.

Directors remain in office from the time of their appointment until the next Annual General Meeting and are eligible for reappointment.

Officers comprise the Chairman, the Vice Chairman, the Treasurer, and such other posts as may be agreed by the directors and shall be appointed at the Annual General Meeting of the company and shall serve until the following Annual General Meeting.

Limited by Guarantee

The Company is limited by guarantee in the amount of £10 per member.

Membership

Membership of the Association is of four types:

1. Individual members being persons aged 18 and above,
 - (i) who live within the area of benefit who are full members,
 - (ii) who live outside the area of benefit who are associate members
2. Junior members, being persons under the age of 18,

3. Affiliated members being organisations operating solely or partly within the area of benefit who wish to support the Company's objectives.
4. Statutory Authority members in whose administrative area the area of benefit lies. The area of benefit is the parish of Chalfont St. Peter and the surrounding neighbourhood to include Chiltern District and the parish of Gerrards Cross.

Unlike the old Association the Company does not require persons using the Centre under the auspices of Affiliated members to become members but asks the Affiliate to include a per capita amount as part of its Affiliated membership fee. Such users remain eligible to apply for Individual membership in their own right if they so wish.

There are currently 5 Individual Members, 16 Affiliated members and 2 Statutory Authority members.

A not-for-profit user body may become an Affiliated member and is eligible to nominate their representative for appointment as a director. Affiliates also enjoy various privileges including discounted room hire rates.

Board and Management

The general management of the company is vested in its board of directors. It is present practice to hold two director's meetings each quarter followed by a general meeting to ensure fullest involvement of members especially Affiliated members.

The following persons served as directors during the year were:

David Frank Burbidge	Chairman
Karen Dickson	Vice Chairman
Anthony Micallef	Treasurer
Wendy Elizabeth Graham	
Cecil John Wertheim,	
Jonathan James Spencer Rush,	Buckinghamshire Council Representative
Linda Margaret Smith,	Parish Council Representative.

All except the Statutory Authority members retire at the AGM and are eligible to offer themselves for re-appointment.

The present Chairman and Deputy Chairman are willing to stand again for office. The current Treasurer has indicated that he no longer wishes to act but will remain as a trustee, a new treasurer has been nominated. Members and nominees of Affiliates willing to stand for these offices should complete this form. If there is more than one person willing to stand for these offices an election may be necessary

The company has two-part time employees, Mrs Jennifer Everitt, Administrator and Mrs. Carol Birkenshaw as Deputy Administrator. Mrs Everitt attends meetings of the company and of the directors.

Officers

Officers of the company comprise the Chairman, the Vice Chairman and the Treasurer. The present Chairman and Deputy Chairman are willing to stand again for office. The current Treasurer has indicated that he no longer wishes to act but will remain as a trustee, a new treasurer has been nominated.

Bankers the Company's principal banker is HSBC PLC, 9 Penn Road, Beaconsfield HP9 2PT Bucks. HSBC have closed their branches in both Chalfont St. Peter and Gerrards Cross. Funds are also deposited with The Yorkshire Building Society.

Independent Examiner

The Independent Examiner is Mr Jeffrey Coteman – 11a Denham Walk, Chalfont St Peter, Bucks.

Solicitor

When required, the Company consults BP Collins, 20 Station Road, Gerrards Cross, SL9 8EL.

Objectives.

The objects of the Company are to:

1. Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organizations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
2. Establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects.
3. Promote such other charitable purposes as may from time to time be determined.
The Company shall be non-party in politics and non-sectarian in religion.

Title's

Lease

The core of the present Community Centre was constructed in 1960-62, on land leased from the then Amersham Rural District Council. Over the years, various extensions and outbuildings were added. Under the terms of the lease, the land and all the buildings on it reverted to the ownership of Chiltern District Council in February 2004. A fresh 21-year long term lease was negotiated, and the Company now has security of tenure to February 2025.

The lease was transferred from the Official Custodian of Charities (where it was held on behalf of the Association) to the Company on 9th August 2011 and is registered with the Land Registry under Title number BM300748.

Negotiations with the Council for a 99 year lease are ongoing and should hopefully be concluded soon.

Premises Licence.

The Company holds the Premises Licence (formerly held by Chalfont St. Peter Community Association) for the Centre covering the performance of plays, music and dance and the retail sale of alcohol. Mr J. Long, who worked on a voluntary basis for many years at the centre sadly passed away and was the Designated Premises Supervisor and held the Personal Licence. The trustees decided not to renew but to apply for temporary alcohol licences if as and when we need them.

Occupational Licences

The lease permits the Company to issue occupational licences to various bodies for those buildings or parts of the premises exclusively occupied by them. Individual licences must be disclosed to Buckinghamshire Council as required by the lease. They are renewable annually. The current licensees, are Apex Physiotherapy, Chalfont St. Peter Garden Club and St. Peter Players

Review of Operations – Centre Users.

In the year there were 2466 hiring's in the Centre to some 59 bodies. Normally activities are as diverse as bridge, fine arts, drama, sports, dance, fitness, education, and parties. A number of these organisations have been using the Centre since the outset.

The Centre's own Activities

There was no Craft Fair's or Quiz Night's during the year.
The Coffee Morning continues to be run by the centre, but Bingo has now closed.

Chairman's Report –

Thank you all for attending.

Firstly, I would like to thank Tony who is retiring as our treasurer but remaining as a trustee which, we are delighted to report.

You will have seen Tony's report to the Charities Commission, but I would like to add my own comments.

The past year has been a difficult year which has put a lot of pressure on Carol and Jen. One of the major problems we have had is with Fire Security. We have had to put in a completely new system which is separate from the Intruder Alarm system. It took a great deal of patience and perseverance by Carol to get it properly installed. We have also had to repair the roof over the small kitchen.

Now that the new Fire Alarm system is in place Carol has ensured that the relevant people know what to do in case of an emergency. As I will mention later as part of the new Security System, we must instal new fire doors in several rooms.

We are now in the process of installing an up-to-date sound system in the Hall. The estimated cost is between £6,000 and £7000 to which Chalfont's U3A have agreed to donate £1000. Currently we are putting in an application for a grant from Bucks County Council. We hope to complete the project early in the new year.

Regarding the building while it is still generally in a good state, the cost of maintaining it is gradually increasing.

I am sorry to say that the work on the New Centre has stalled. Unfortunately, Tim Inshaw who was the main person running the project resigned. We are now setting up a new team to continue the project and hopefully there will be better news next year.

Finally I would like to thank Carol and Jen who have been working so hard to keep the Centre active and to Alan our caretakes and Michael who have provide invaluable help throughout the year.

Treasurers Report

Financial Review

Accounts for the Centre are presented together with the report of the Independent Examiner. Attention is drawn to the note at the foot of the balance sheet concerning the small company's regime, audit exemption and the responsibility of directors for the accounts.

Financial Review

There was a Surplus this year of £14,708, compared to a surplus last year of £14,378, however, this included expenditure of £724 (£11,822) and income of £27,253 (£17,934) for the New Build Project. When these items are excluded, there is an Operating Deficit of £11,850 (last year's surplus of £8,267). The turnaround in surplus to deficit is the result of the combined impact of Fire Alarm System Upgrade £12,522 and increased utility costs. I anticipate the utility cost to reduce next year, in line with market prices.

Lettings Income was £78,539 up on last year (£75,142), showing a flat performance year on year, as we increased our rates by 5%.

Total cash, bank and building Society balances has increased to £124,418 compared to last year (£100,240), with debtors slightly lower at £5,193 (£7,687).

Income - £122,528 (last Year £109,048)

Lettings Income at £78,539 for the year (£75,142) is still the dominant source of income. We increased our hiring tariff by 5%, effective from 01 April 2023.

Debtors of £5,193 (£7,687) are lower due to the timing of issuing invoices; these have either been paid or good to pay.

The rent of the Misbourne Suite at £7,800 (£7,800) remains an important contribution to income. In addition to this we recovered electricity costs of £1,854 (£921) and bin collection costs of £360 (£330), the latter of which was agreed during COVID.

No grant was received from Government, although we received a Covid of £4,000 last year. Interest income now negligible increased to £239 (£4).

Expenditure £107,821 (£95,820 Last Year)

Staff Pay £40,965 (£40,106), this has increased slightly. We continue to qualify for the Employer's Allowance (returning employer's NI contributions) the chargeable amount by £3,103 (£3,376).

Maintenance £20,101 (£11,566)

Maintenance remained steady, but the increase is due to the installation of an undated fire alarm system £12,522. We have committed to repairs to the roof above the small kitchen, which will cost £5,750 next year.

Utilities £16,028 (£4,957)

- Electricity £5,879 (£1,926) increased in line with market prices.
- Gas £9,526 (£2,749). We are still linked with Buckinghamshire Council; their contract continues to be with Total Power for now.
- Water £622 (£280)

Gas and Electricity costs increased in line with market prices, whilst water is due to the higher usage of the facility following covid.

Performing Rights £1,025 (£1,269)

The PRS licence remains steady.

Insurance £2,620 (£2,787)

Contents insurance totalled £1,070, which includes trustee liability insurance.

We have provided £550 in the accruals for the Buildings Insurance, which is issued by Buckinghamshire Council as the freeholder.

Balance Sheet

Cash balances at the year end amounted to £124,418 (£100,240) of which £30,881 (£866) with the Yorkshire Building Society (YBS), £45,098 (£77,557) with HSBC on current account, HSBC New Build account £3,232 (£21,817) and £45,207 HSBC New Build Savings account. £485 (£618) was held as petty cash and a float of £200 for the Fundraising Events. This year we decided to move money into interest baring accounts, as there are good interest rates available, so we transferred £30,000 from our current account to YBS and £45,000 to a New Build Savings account with HSBC.

New Centre Development

The Fundraising Committee has not been active but will resume in the New Year; the 50/50 Club was formed in June 2021, continues. No fundraising events have been held this year, but we have had some significant donation, the largest £20,000 anonymous and £2,000 Krys Simpkins.

David Burbidge, Chairman



Dated

28/11/2023

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
BALANCE SHEET
as at 31st August 2023

2022		2023
£		
	Fixed Assets	
	Centre and Memorial Gardens	
681	see Note 5.	406
1,051	Office Extension	627
-	Rewiring the Centre	0
<u>1,732</u>		<u>1,033</u>
	Current Assets	
7,687	Debtors	5,193
-	Prepayments and Accrued Due	0
<u>7,687</u>		<u>5,193</u>
100,241	Cash at Banks & Building Society	124,418
1,708	Bank deposit held on behalf of Licensee	1,727
818	Cash in hand	685
<u>110,454</u>	Total Current Assets	<u>132,023</u>
	Current Liabilities	
1,695	Deposit by Licensee	1,695
904	Other creditors and provisions /50/50 prepaid	855
600	Accruals	6,811
<u>3,199</u>	Total Current Liabilities	<u>9,361</u>
<u>107,255</u>	Net Current Assets	<u>122,662</u>
<u>108,987</u>	Total Net assets	<u>123,695</u>
	Represented by:	
95,759	Funds brought forward	108,987
13,228	Surplus or (Deficit) for the year	14,708
<u>108,987</u>		<u>123,695</u>
	Comprising	
-	Designate Fund see Note 11	0
108,987	General Fund	123,695
<u>£ 108,987</u>	Accumulated Fund at 31st August 2023	<u>£ 123,695</u>

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to smaller companies. For the year ended 31st August 2023 the company was entitled to exemption from audit under section 477(2)(a) of the Companies Act 2006. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476(1). The directors acknowledge their responsibility for:

i) Ensuring the company keeps accounting records which comply with section 386; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of, and of its income and expenditure for, the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.



David Frank Burbidge, Chairman



Anthony Micallef, Treasurer

Date 15/11/23

Chalfont St Peter Community Centre

Accounts for year ended 31st August 2023

David Burbidge	Chair
Karen Dickson	Vice Chair
Anthony Micallef	Treasurer
Rev Wendy Graham	Trustee
John Wertheim	Trustee
Jonathan Rush	Bucks Council Repres
Linda Smith	Parish Council Repres

Principal Office

Gravel Hill
Chalfont St Peter
Bucks
SL9 9QX

Registered Charity No. 1137306
Company No. 7297219

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137308

Movement of Funds Statement
for the year ended 31st August 2023

Reconciliation of the Movement of Funds

Accumulated funds as at 1st September 2022	£108,987
Increase in Debtors	-£2,494
Increase in Creditors	-£6,162
Increase in Cash Balances	£24,063
Decrease in Fixed Assets	-£699
Accumulated Funds as at 31st August 2023	£123,695
Reconciled to:	
Funds b/f	£108,987
Surplus for the Year	£14,708
Accumulated Funds as at 31st August 2023	£123,695

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
STATEMENT OF FINANCIAL AFFAIRS
for the Year ended 31st August 2023

2022	£			2023	£
		Income			
	4,195	Incoming resources from generated funds			4,186
		Donations & Grants			
		activities for generating funds			
		Income from CSPCC events			
	4	Investment Income			239
	17,934	Interest from Banks and building society			27,252
		New Build Income			
	-	Incoming resource Membership Subscriptions, see note 6			0
	-	Affiliated Membership Subscriptions			0
	1,014	Affiliated User fees			715
	75,142	Lettings			78,539
	9,051	Misbourne Suite Rental			10,015
	435	Locker Fees			550
	-	Catering			0
	1,271	Licence Fees and Insurance Recoverable			1,032
	2	Miscellaneous income			
	86,915				
	<u>109,048</u>	Other Incoming Resources	Total Incoming Resources		<u>122,528</u>
		Resources Expended			
		Cost of generating voluntary income			
		Fundraising trading: cost of goods sold and other costs			
		Investment management costs			
		Charitable activities			
	40,106	Staff Costs			40,965
	11,566	Maintenance			20,101
	-	Security			-
	2,787	Insurance			2,620
	5,500	Rent to Chiltern District Council			5,500
	4,957	Utilities			16,028
	8,970	Cleaning Contractors			9,420
	2,699	Cleaning materials and cloakroom supplies & refuse collection			3,069
	1,269	Performing Rights Fees			1,720
	17	Catering expenses			24
	3,623	Office costs			5,450
	159	TV Licence			159
	1,418	Professional Fees			900
	50	Subscriptions			
	178	Miscellaneous expenses			441
	83,299				106,397
		Governance Costs			
	<u>83,299</u>	Other Resources Expended	Total Resources Expended		<u>106,397</u>
	25,749		Net Incoming/(Outgoing) Resources		16,131
	(699)	Other Recognise Gains/(Losses) on revaluation of fixed assets for the Charity's own use			(699)
		Depreciation of fixed assets			
		Gains/(Losses) on investment assets			
		Actuarial Gains/(Losses) on defined benefit pension schemes			
	25,050	Net Movement in funds			15,432
	11,822	New Centre Development			724
	13,228	Net position			14,708
	95,759	Reconciliation of Total funds brought forward			108,987
	<u>108,987</u>		Note 11.		<u>123,695</u>
	108,987	Total Funds carried forward	Own Funds		<u>123,695</u>

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
INCOME AND EXPENDITURE ACCOUNT
for the Year ended 31st August 2023

2022			2023	
£	£		£	£
		Income		
		Income resources from generated funds		
		Voluntary Income		
	4,195	Donations & Grants		4,186
		Activities for generating funds		
		Income from CSPCA events		-
		Investment Income		
	4	Interest from Banks and Building Society		239
	17,934	New Build Income - Donations & Events		27,252
		Incoming resources from charitable activities		
	0	Membership Subscriptions, note 6		-
	0	Affiliated Membership Subscriptions		
	1,014	Affiliated User fees		715
	75,142	Lettings		78,539
	9,051	Misbourne Suite Rental		10,015
	435	Locker Fees		550
	0	Catering		-
	1,271	Licence Fees and Insurance Recoverable		1,032
	2	Miscellaneous income		-
	86,915			90,851
	<u>109,048</u>			<u>122,528</u>
		Expenditure		
		Cost of generating income		
		Cost of generating voluntary income		
		Fundraising trading: cost of goods sold and other costs		
		Investment management costs		
		Charitable activities		
	40,106	Staff Costs		40,965
	11,566	Maintenance		20,101
	0	Security		-
	2,787	Insurance		2,620
	5,500	Rent to Chiltern District Council		5,500
	4,957	Utilities		16,028
	8,970	Cleaning		9,425
	2,699	Cleaning materials, cloakroom supplies & refuse collecti		3,064
	1,269	Performing Rights Fees		1,720
	1,418	Professional Fees		900
	17	Catering expenses		24
	159	TV Licence		159
	3,623	Office costs		5,450
	50	Subscriptions		-
	178	Miscellaneous expenses		441
	83,299	Governance Costs		106,397
	699	Depreciation		699
	<u>83,998</u>			<u>107,096</u>
	<u>25,050</u>	Operating Surplus		<u>15,432</u>
	(11,822)	New Centre Development		(724)
£	<u>13,228</u>	Surplus	£	<u>14,708</u>

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137308

Summary Accounts
for the year ended 31st August 2023

2022		2023
£		£
109,048	Income	122,528
83,299	Expenditure	106,397
25,749	Net Income	16,131
699	Depreciation	699
25,050	Operating Surplus (Deficiency)	15,432
(11,822)	New Centre Development	(724)
13,228	Deficiency / Surplus	14,708
	Fixed Assets	
1,732	Land and Buildings	1,033
	Current Assets	
7,687	Debtors	5,193
	Bar Stock	-
102,767	Cash	126,830
110,454		132,023
112,186	Total Assets	133,056
3,199	less Current Liabilities	9,361
£108,987	Total Net Assets	£123,695

Full accounts attached

Chalfont St. Peter Community Centre

Company No. 7297219 Charity No. 1137306

Notes to the accounts for the year ended 31 August 2023

Note 1.

The business and assets of the former Chalfont St. Peter Community Association were taken over by the Company on 1st September 2010. The nature of the business is essentially unchanged.

Note 2

The Company is limited by guarantee

Note 3.

The Accounts comprise a Balance Sheet, Income and Expenditure Account, Notes, and a Statement of Financial Activities (SOFA) drawn up to conform with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102) effective from 2015, and with the requirements of the Companies Act 2006

Note 4.

The accounts are prepared on an accruals basis according to the historical cost convention.

Note 5.

The Centre and Memorial Gardens are held on a 21 year lease from Buckinghamshire Council effective from 24th February 2004 at a rental of £5,500pa subject to five yearly reviews. No change was made to the rental at the 2009,2014 & 2019 reviews. Currently we are negotiating a new 99 year lease effective from 2024.

Fixed Assets are shown at their net book values. Depreciation has been calculated so that the residual written down value of the Centre at 1st September 2006 including the office extension, is spread over the residual lease term or the asset life if shorter.

Note 6.

With the formation of the company the basis of membership changed. Individuals using the Centre under the auspices of an Affiliated member are no longer required to be members. The fee of the Affiliated member includes a user fee based on the number of their members using the Centre.

Note 7.

HMRC and the Charity Commission have agreed that the Centre can operate a bar on a limited ad hoc basis with effect from 1st September 2009. The bar was closed, at the moment we are reviewing our licenceholder.

Note 8.

There were no contingent liabilities

Note 9.

The Centre has no outstanding funds restricted by donors.

Note 10

Included in the £124,418 cash at Banks and Building Society balance is £48,638 for the New Build Development Fund. CSPCC's cash and bank includes £45,099 at HSBC with £30,881 at Yorkshire Building Society

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity and no trustee expenses have been incurred. The Independent Examiner has offered his services free of charge.

Note 12

Two part time staff were employed during the year.

Note 13

We have committed to repairing the roof over the small kitchen at a cost of £5,750

Report of the Independent Examiner to the Trustees of
Chalfont St. Peter Community Centre
(Company No. 7297219 and Registered Charity No. 1137306)
on the
Accounts for the year ended 31st August 2023

The trustees (who are also the directors of the company for the purposes of company law) 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 required. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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 in these 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 statement below.

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 386 of the Companies Act 2006: and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended practice: Accounting and Reporting by Charities.

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.

Jeffrey G Coteman FCCA (retired)

Sharrow Whit, Denham Walk, Chalfont St Peter, SL9 0EN

Dated: - 15/11/23



CHALFONT ST. PETER COMMUNITY CENTRE

England & Wales - Charity number 1137306

Accounts

CHALFONT ST. PETER COMMUNITY CENTRE

Company No. 7297219 Charity No. 1137306

Annual Report of the Directors for the year ended 31 August 2022

Structure, Governance and Management.

The Company is registered with Companies House as No. 7297219 and with the Charity Commission as No. 1137306.

Address

The Company's address and registered office is:
Gravel Hill,
Chalfont St. Peter,
Bucks. SL9 9QX

Telephone: 01753 885778

E-mail: info@cspcc.org.uk

Website: www.cspcc.org.uk

Twitter: [@ChalfontCCentre](https://twitter.com/ChalfontCCentre)

Instagram: [chalfontstpetercommunitycentre](https://www.instagram.com/chalfontstpetercommunitycentre)

Facebook: [Chalfont St Peter Community Centre](https://www.facebook.com/ChalfontStPeterCommunityCentre)

Constitution

With effect from 1st September 2010 the Company took over the business, assets and liabilities of Chalfont St. Peter Community Association (CSPCA), registered Charity no. 300239 which has been dissolved.

The Company is governed by its articles. The original memorandum and articles were dated 2nd June 2010 and amended on 31st May 2011 to accommodate Chiltern District Council's right to appoint a director. Standing Orders were approved by the board on 27th September 2011 fixing the term of office of directors and for the appointment of officers.

Directors remain in office from the time of their appointment until the next Annual General Meeting and are eligible for reappointment.

Officers comprise the Chairman, the Vice Chairman, the Treasurer, and such other posts as may be agreed by the directors and shall be appointed at the Annual General Meeting of the company and shall serve until the following Annual General Meeting.

Limited by Guarantee

The Company is limited by guarantee in the amount of £10 per member.

Membership

Membership of the Association is of four types:

1. Individual members being persons aged 18 and above,
 - (i) who live within the area of benefit who are full members,
 - (ii) who live outside the area of benefit who are associate members
2. Junior members, being persons under the age of 18,

3. Affiliated members being organisations operating solely or partly within the area of benefit who wish to support the Company's objectives.
 4. Statutory Authority members in whose administrative area the area of benefit lies. The area of benefit is the parish of Chalfont St. Peter and the surrounding neighbourhood to include Chiltern District and the parish of Gerrards Cross.
- Unlike the old Association the Company does not require persons using the Centre under the auspices of Affiliated members to become members but asks the Affiliate to include a per capita amount as part of its Affiliated membership fee. Such users remain eligible to apply for Individual membership in their own right if they so wish.

There are currently 5 Individual Members, 16 Affiliated members and 2 Statutory Authority members.

A not-for-profit user body may become an Affiliated member and is eligible to nominate their representative for appointment as a director. Affiliates also enjoy various privileges including discounted room hire rates.

Board and Management

The general management of the company is vested in its board of directors. It is present practice to hold two director's meetings each quarter followed by a general meeting to ensure fullest involvement of members especially Affiliated members.

The following persons served as directors during the year were:

David Frank Burbidge	Chairman
Karen Dickson	Vice Chairman
Anthony Micallef	Treasurer
Wendy Elizabeth Graham	
Cecil John Wertheim,	
Jonathan James Spencer Rush,	Buckinghamshire Council Representative
Linda Margaret Smith,	Parish Council Representative.

All except the Statutory Authority members retire at the AGM and are eligible to offer themselves for re-appointment.

The company has two-part time employees, Mrs Jennifer Everitt, Administrator and Mrs. Carol Birkenshaw as Deputy Administrator. Mrs Everitt attends meetings of the company and of the directors.

Officers

Officers of the company comprise the Chairman, the Vice Chairman and the Treasurer, the current incumbents who are willing to stand and offer themselves for re- election.

Bankers the Company's principal banker is HSBC PLC, 9 Penn Road, Beaconsfield HP9 2PT Bucks. HSBC have closed their branches in both Chalfont St. Peter and Gerrards Cross. Funds are also deposited with The Yorkshire Building Society.

Independent Examiner

The Independent Examiner is Mr Jeffrey Coteman – 11a Denham Walk, Chalfont St Peter, Bucks.

Solicitor

When required, the Company consults BP Collins, 20 Station Road, Gerrards Cross, SL9 8EL.

Objectives.

The objects of the Company are to:

1. Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organizations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
2. Establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects.
3. Promote such other charitable purposes as may from time to time be determined.
The Company shall be non-party in politics and non-sectarian in religion.

Title's

Lease

The core of the present Community Centre was constructed in 1960-62, on land leased from the then Amersham Rural District Council. Over the years, various extensions and outbuildings were added. Under the terms of the lease, the land and all the buildings on it reverted to the ownership of Chiltern District Council in February 2004. A fresh 21-year long term lease was negotiated, and the Company now has security of tenure to February 2025.

The lease was transferred from the Official Custodian of Charities (where it was held on behalf of the Association) to the Company on 9th August 2011 and is registered with the Land Registry under Title number BM300748.

Negotiations with the Council for a 99year lease have started and should hopefully be concluded soon.

Premises Licence.

The Company now holds the Premises Licence (formerly held by Chalfont St. Peter Community Association) for the Centre covering the performance of plays, music and dance and the retail sale of alcohol. Mr J. Long, who worked on a voluntary basis for many years at the centre sadly passed away and was the Designated Premises Supervisor and held the Personal Licence. The trustees decided not to renew but to apply for temporary alcohol licences if as and when we need them.

Occupational Licences

The lease permits the Company to issue occupational licences to various bodies for those buildings or parts of the premises exclusively occupied by them. Individual licences must be disclosed to Buckinghamshire Council as required by the lease. They are renewable annually. The current licensees, are Apex Physiotherapy, Chalfont St. Peter Garden Club and St. Peter Players

Review of Operations – Centre Users.

In the year there were 2322 hiring's in the Centre to some 44 bodies.

Normally activities are as diverse as bridge, fine arts, drama, sports, dance, fitness, education, and parties. A number of these organisations have been using the Centre since the outset.

The Centre's own Activities

There was no Craft Fair's or Quiz Night's during the year.

The Coffee Morning continues to be run by the centre, but Bingo has not returned yet.

Chairman's Report -

Thank you all for attending. You will have seen Tony's report to the Charities Commission, but I would like to add my own comments

The past year has been a recovery year. It has been difficult, but it is good to report that in the main most groups have returned to the Centre but some of the old one such as Chalfont Bridge have ceased. Luckily some new groups have joined, and we are nearly back to where we were before the pandemic.

One of the major problems we have had is with Fire Security. The alarm went off several times and the Fire Brigade became involved and pointed out that our Fire Security was not up to scratch. We have commissioned a report from an independent fire safety expert and are waiting his report. Preliminary discussions indicate that we may have to install a new alarm system.

I will talk about the New Centre later

In view of the expected delays in building the New Centre following a suggestion from Chalfonts U3A, we are looking into the possibility of installing an up to date sound system in the Hall, The estimated cost is between £10,000 and £12,000. Hopefully a meeting with the main parties involve will take place later this week

With regard to the building while it is still generally in good shape, we are going to have to replace part of the tarmac roof over the small kitchen. Expected cost around £10000

Finally, my thanks to Jen and Carol who have been working so hard to keep the Centre active and to Alan our caretakes and Michael who have provide invaluable help throughout the year

Accounts for the Centre are presented together with the report of the Independent Examiner. Attention is drawn to the note at the foot of the balance sheet concerning the small company's regime, audit exemption and the responsibility of directors for the accounts.

Treasurers Report

Financial Review

There was a Surplus this year of £13,228 compared to a surplus last year of £21,208, however, this included expenditure of £11,822 and income of £17,934 for the New Build Project. When these items are excluded, there is an Operating Surplus of £7,116 (last year's surplus of £11,053).

Lettings Income was £75,142 up on last year (£35,795), showing a strong recovery following the re-opening of the Centre after the impact of Covid 19, however our income was supplemented by one Government Grant of £4,000 compared to (£38,198) in 2021.

There was expenditure of £9,019 on the New Centre Development for various Studies in preparation for applying for Planning Permission, and event expenses of £2,803, with donations and funds from some organised events, totalling £17,934 compared to (£12,637) last year.

Total cash, bank and building Society balances has increased to £100,240 compared to last year (£88,569), with debtors rising slightly to £7,687 (£7,584) previously, but this is purely a timing issue to do with the sending out of invoices.

Income - £109,048 (last Year £99,187)

Lettings Income at £75,142 for the year (£35,795) is still the dominant source of income. We increased our hiring tariff by 3%, effective from 01 April 2022. Debtors of £7,687 (£7,584) are up due to the timing of issuing invoices; these have either been paid or good to pay.

The rent of the Misbourne Suite at £7,800 (£7,800) remains an important contribution to income. In addition to this we recovered electricity costs of £921 (£686) and bin collection costs of £330 (£270), the latter of which was agreed during COVID.

One grant was received from Government Covid for £4,000 (£38,198) last year. Interest income now negligible increased to £4 (£1).

Expenditure £95,820 (£77,978 Last Year)

Staff Pay £40,106 (£37,779), this has increased due to both the general workload in the office and employers' national insurance rates. We continue to qualify for the Employer's Allowance (returning employer's NI contributions) the chargeable amount by £3,376 (£2,708).

Maintenance £11,566 (£9,059)

Maintenance remained steady with repairs to the roof and inside of our garages and sheds; these are either rented out or used for the centre's storage (£1520) The small kitchen also had to undergo some significant repairs and decorating over the summer. (£2095).

We also contributed to repairs of the pathway leading to Apex Physiotherapy, totalling £606.

Utilities £4,957 (£4,601)

- Electricity £1,926 (£1,831) includes £1,650 refund for overpayment in 2021.
- Gas £2,749 (£1,832). We are still linked with Buckinghamshire Council; their contract continues to be with Total Power for now.
- Water £280 (£937)

Gas and Electricity costs increased in line with the higher usage of the facility following covid.

Performing Rights £1,269 (£1,795cr)

This year we made a payment of £570 for The Performing Rights Society (PRS) We currently do not have to pay for Phonographic Performance Limited (PPL) as we are responsible for very few groups; and in turn they do not qualify. In 2021 we qualified for a refund of £2,462 as we had been overpaying historically.

Insurance £2,787 (£2,523)


Contents insurance totalled £1,435 which includes trustee liability insurance. We have provided £600 in the accruals for the Buildings Insurance, which is issued by Buckinghamshire Council as the freeholder. Payment was £1,298.00 for 2021/2022

Balance Sheet

Cash balances at the yearend amounted to £100,240 (£88,569) of which £866 (£862) with the Yorkshire Building Society (YBS), £77,557 (£71,053) with HSBC on current account, and HSBC New Build account £21,817 (£16,654). £618 (£258) was held as petty cash and a float of £200 for the Fundraising Events.

New Centre Development


The Fundraising Committee is now active; the 50/50 Club was formed in June 2021, continues. Various fundraising events have been held including Barn Dance, Quiz Night and Table Top Sale etc.

David Burbidge, Chairman 

Dated 1/11/2022

New Centre Development

The Fundraising Committee is now active; the 50/50 Club was formed in June 2021, continues. Various fundraising events have been held including Barn Dance, Quiz Night and Table Top Sale etc.


David Burbidge, Chairman 

Dated 1/11/22

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
BALANCE SHEET
as at 31st August 2022

2021		2022
£		
	Fixed Assets	
	Centre and Memorial Gardens	681
956	see Note 5.	1,052
1,476	Office Extension	0
-	Rewiring the Centre	<u>1,732</u>
<u>2,432</u>		
	Current Assets	
7,584	Debtors	7,687
-	Prepayments and Accrued Due	0
<u>7,584</u>		<u>7,687</u>
88,569	Cash at Banks & Building Society	100,241
1,708	Bank deposit held on behalf of Licensee	1,708
256	Cash in hand	818
<u>98,117</u>	Total Current Assets	<u>110,454</u>
	Current Liabilities	
1,695	Deposit by Licensee	1,695
1,545	Other creditors and provisions /50/50 prepaid	904
1,550	Accruals	600
<u>4,790</u>	Total Current Liabilities	<u>3,199</u>
<u>93,327</u>	Net Current Assets	<u>107,255</u>
<u>95,759</u>		<u>108,987</u>
	Total Net assets	
	Represented by:	
74,551	Funds brought forward	95,759
21,208	Surplus or (Deficit) for the year	13,228
<u>95,759</u>		<u>108,987</u>
	Comprising	
-	Designate Fund see Note 11	0
95,759	General Fund	108,987
<u>95,759</u>	Accumulated Fund at 31st August 2022	<u>108,987</u>
£		£

The accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to smaller companies. For the year ended 31st August 2022 the company was entitled to exemption from audit under section 477(2)(a) of the Companies Act 2006. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476(1). The directors acknowledge their responsibility for: i) Ensuring the company keeps accounting records which comply with section 386; and ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of, and of its income and expenditure for, the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.


 David Frank Burbidge, Chairman

Anthony Micallef, Treasurer 

Date

1/11/22

Chalfont St Peter Community Centre
Company No 7297219 Charity No. 1137308

Summary Accounts
for the year ended 31st August 2022

2021		2022
£		£
99,187	Income	109,048
74,798	Expenditure	<u>83,299</u>
<u>24,389</u>	Net Income	25,749
699	Depreciation	<u>699</u>
<u>23,690</u>	Operating Surplus (Deficiency)	25,050
<u>(2,481)</u>	New Centre Development	<u>(11,822)</u>
<u>21,209</u>	Deficiency / Surplus	<u>13,228</u>
	Fixed Assets	
<u>2,432</u>	Land and Buildings	<u>1,732</u>
	Current Assets	
7,584	Debtors	7,687
	Bar Stock	-
90,533	Cash	<u>102,767</u>
<u>98,117</u>		<u>110,454</u>
100,549	Total Assets	112,186
4,790	less Current Liabilities	3,199
<u>£95,759</u>	Total Net Assets	<u>£108,987</u>

Full accounts attached

Chalfont St. Peter Community Centre
Company No. 7297219 Charity No. 1137306
INCOME AND EXPENDITURE ACCOUNT
for the Year ended 31st August 2022

2021			2022	
£	£		£	£
		Income		
		Income resources from generated funds		
		Voluntary Income		
	38,698	Donations & Grants		4,195
		Activities for generating funds		
		Income from CSPCA events		-
		Investment Income		
	1	Interest from Banks and Building Society		4
	12,637	New Build Income - Donations & Events		17,934
		Incoming resources from charitable activities		
		Membership Subscriptions, note 6		-
420		Affiliated Membership Subscriptions		
920		Affiliated User fees	1,014	
35,795		Lettings	75,142	
8,756		Misbourne Suite Rental	9,051	
560		Locker Fees	435	
0		Catering	-	
1,398		Licence Fees and Insurance Recoverable	1,271	
2		Miscellaneous income	2	
	47,851			86,915
	<u>99,187</u>			<u>109,048</u>
		Expenditure		
		Cost of generating income		
		Cost of generating voluntary income		
		Fundraising trading: cost of goods sold and other costs		
		Investment management costs		
		Charitable activities		
37,779		Staff Costs	40,106	
9,060		Maintenance	11,566	
160		Security	-	
2,523		Insurance	2,787	
5,042		Rent to Chiltern District Council	5,500	
4,601		Utilities	4,957	
9,055		Cleaning	8,970	
1,657		Cleaning materials, cloakroom supplies & refuse collection	2,699	
-1,795		Performing Rights Fees	1,269	
3,382		Professional Fees	1,418	
3		Catering expenses	17	
157		TV Licence	159	
3,081		Office costs	3,623	
0		Subscriptions	50	
93		Miscellaneous expenses	178	
	74,798	Governance Costs		83,299
	699	Depreciation		699
	<u>75,497</u>			<u>83,998</u>
	<u>23,690</u>	Operating Surplus		<u>25,050</u>
	(2,481)	New Centre Development		(11,822)
£	<u>21,209</u>	Surplus	£	<u>13,228</u>

Chalfont St. Peter Community Centre

Company No. 7297219 Charity No. 1137306

Notes to the accounts for the year ended 31 August 2022

Note 1.

The business and assets of the former Chalfont St. Peter Community Association were taken over by the Company on 1st September 2010. The nature of the business is essentially unchanged.

Note 2

The Company is limited by guarantee

Note 3.

The Accounts comprise a Balance Sheet, Income and Expenditure Account, Notes, and a Statement of Financial Activities (SOFA) drawn up to conform with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP FRS 102) effective from 2015, and with the requirements of the Companies Act 2006

Note 4.

The accounts are prepared on an accruals basis according to the historical cost convention.

Note 5.

The Centre and Memorial Gardens are held on a 21 year lease from Buckinghamshire Council effective from 24th February 2004 at a rental of £5,500pa subject to five yearly reviews. No change was made to the rental at the 2009, 2014 & 2019 reviews. Currently we are negotiating a new 99 year lease effective from 2024.

Fixed Assets are shown at their net book values. Depreciation has been calculated so that the residual written down value of the Centre at 1st September 2006 including the office extension, is spread over the residual lease term or the asset life if shorter.

Note 6.

With the formation of the company the basis of membership changed. Individuals using the Centre under the auspices of an Affiliated member are no longer required to be members. The fee of the Affiliated member includes a user fee based on the number of their members using the Centre.

Note 7.

HMRC and the Charity Commission have agreed that the Centre can operate a bar on a limited ad hoc basis with effect from 1st September 2009. The bar was closed, at the moment we are reviewing our licenceholder.

Note 8.

There were no contingent liabilities

Note 9.

The Centre has no outstanding funds restricted by donors.

Note 10

Included in the £100,240 cash at Banks and Building Society balance is £21,187 for the New Build Development Fund. CSPCC's cash and bank includes £77,557 at HSBC with £866 at Yorkshire Building Society

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity or a related entity and no trustee expenses have been incurred. The Independent Examiner has offered his services free of charge.

Note 12

Two part time staff were employed during the year.

Chalfont St. Peter Community Centre
 Company No. 7297219 Charity No. 1137306
STATEMENT OF FINANCIAL AFFAIRS
 for the Year ended 31st August 2022

2021		2022
£		£
	Income	
38,698	Incoming resources from generated funds	4,195
	Donations & Grants	
	activities for generating funds	
	Income from CSPCC events	
	Investment Income	4
1	Interest from Banks and building society	
12,636	New Build Income	17,934
	Incoming resource Membership Subscriptions, see note 6	0
420	Affiliated Membership Subscriptions	0
920	Affiliated User fees	1,014
35,795	Lettings	75,142
8,756	Misbourne Suite Rental	9,051
560	Locker Fees	435
-	Catering	0
1,400	Licence Fees and Insurance Recoverable	1,271
-	Miscellaneous income	2
47,851		
<u>99,186</u>	Other Incoming Resources	<u>109,048</u>
	Total Incoming Resources	
	Resources Expended	
	Cost of generating voluntary income	
	Fundraising trading: cost of goods sold and other costs	
	Investment management costs	
	Charitable activities: Staff Costs	40,106
37,779	Maintenance	11,566
9,060	Security	-
160	Insurance	2,787
2,523	Rent to Chiltern District Council	5,500
5,042	Utilities	4,957
4,600	Cleaning Contractors	8,970
9,055	Cleaning materials and cloakroom supplies & refuse collection	2,699
1,657	Performing Rights Fees	1,269
(1,795)	Catering expenses	17
3	Office costs	3,623
3,082	TV Licence	159
157	Professional Fees	1,418
3,382	Subscriptions	50
93	Miscellaneous expenses	178
		-
74,798		83,299
	Governance Costs	
	Other Resources Expended	
<u>74,798</u>	Total Resources Expended	<u>83,299</u>
24,388	Net Incoming/(Outgoing) Resources	25,749
	Other Recognised Gains/(Losses) on revaluation of fixed assets for the Charity's own use	
(699)	Depreciation of fixed assets	(699)
	Gains/(Losses) on investment assets	
	Actuarial Gains/(Losses) on defined benefit pension schemes	
23,689	Net Movement in funds	25,050
2,481	New Centre Development	11,822
21,208	Net position	13,228
	Reconciliation of Total funds brought forward	95,759
74,551	Note 11.	<u>108,987</u>
<u>95,759</u>	Total Funds carried forward	<u>108,987</u>
95,759	Own Funds	108,987

Report of the Independent Examiner to the Trustees of
Chalfont St. Peter Community Centre
(Company No. 7297219 and Registered Charity No. 1137306)
on the
Accounts for the year ended 31st August 2022

The trustees (who are also the directors of the company for the purposes of company law) 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 not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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 statement below.

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

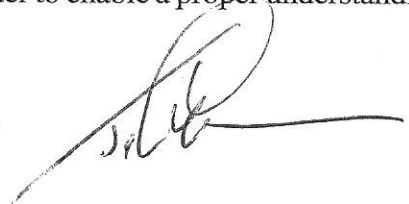
(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Jeffery G Coteman FCCA (retired).
Sharrow Whit, Denham Walk, Chalfont St Peter, SL9 0EN



Dated - 1/11/2022

CHALFONT ST. PETER COMMUNITY CENTRE

England & Wales - Charity number 1137306

Accounts

CHALFONT ST. PETER COMMUNITY CENTRE

Company No. 7297219 Charity No. 1137306

Annual Report of the Directors for the year ended 31 August 2021

Structure, Governance and Management.

The Company is registered with Companies House as No. 7297219 and with the Charity Commission as No. 1137306.

Address

The Company's address and registered office is:

Gravel Hill,
Chalfont St. Peter,
Bucks. SL9 9QX

Telephone: 01753 885778

E-mail: info@cspcc.org.uk

Website: www.cspcc.org.uk

Twitter: [@ChalfontCCentre](https://twitter.com/ChalfontCCentre)

Instagram: [chalfontstpetercommunitycentre](https://www.instagram.com/chalfontstpetercommunitycentre)

Facebook: [Chalfont St Peter Community Centre](https://www.facebook.com/ChalfontStPeterCommunityCentre)

Constitution

With effect from 1st September 2010 the Company took over the business, assets and liabilities of Chalfont St. Peter Community Association (CSPCA), registered Charity no. 300239 which has been dissolved.

The Company is governed by its articles. The original memorandum and articles were dated 2nd June 2010 and amended on 31st May 2011 to accommodate Chiltern District Council's right to appoint a director. Standing Orders were approved by the board on 27th September 2011 fixing the term of office of directors and for the appointment of officers.

Directors remain in office from the time of their appointment until the next Annual General Meeting and are eligible for reappointment.

Officers comprise the Chairman, the Vice Chairman, the Treasurer and such other posts as may be agreed by the directors and shall be appointed at the Annual General Meeting of the company and shall serve until the following Annual General Meeting.

Limited by Guarantee

The Company is limited by guarantee in the amount of £10 per member.

Membership

Membership of the Association is of four types:

1. Individual members being persons aged 18 and above,
 - (i) who live within the area of benefit who are full members,
 - (ii) who live outside the area of benefit who are associate members
2. Junior members, being persons under the age of 18,

3. Affiliated members being organisations operating solely or partly within the area of benefit who wish to support the Company's objectives.
4. Statutory Authority members in whose administrative area the area of benefit lies. The area of benefit is the parish of Chalfont St. Peter and the surrounding neighbourhood to include Chiltern District and the parish of Gerrards Cross.

Unlike the old Association the Company does not require persons using the Centre under the auspices of Affiliated members to become members but asks the Affiliate to include a per capita amount as part of its Affiliated membership fee. Such users remain eligible to apply for Individual membership in their own right if they so wish.

There are currently 5 Individual Members, 19 Affiliated members and 2 Statutory Authority members.

A not-for-profit user body may become an Affiliated member and is eligible to nominate their representative for appointment as a director. Affiliates also enjoy various privileges including discounted room hire rates.

Board and Management

The general management of the company is vested in its board of directors. It is present practice to hold two director's meetings each quarter followed by a general meeting to ensure fullest involvement of members especially Affiliated members.

The following persons served as directors during the year were:

David Frank Burbidge	Chairman
Karen Dickson	Vice Chairman
Anthony Micallef	Treasurer
Wendy Elizabeth Graham	
Cecil John Wertheim,	
Krys Simpkins	
Jonathan James Spencer Rush,	Chiltern District Council Representative
Linda Margaret Smith,	Parish Council Representative.

All except the Statutory Authority members retire at the AGM and are eligible to offer themselves for re-appointment.

The company has two-part time employees, Mrs Jennifer Everitt, Administrator and Mrs. Carol Birkenshaw as Deputy Administrator. Mrs Everitt attends meetings of the company and of the directors.

Officers

Officers of the company comprise the Chairman, the Vice Chairman and the Treasurer, the current incumbents who are willing to stand and offer themselves for re- election.

Bankers the Company's principal banker is HSBC PLC, 9 Penn Road, Beaconsfield HP9 2PT Bucks. HSBC have closed their branches in both Chalfont St. Peter and Gerrards Cross. Funds are also deposited with The Yorkshire Building Society.

Independent Examiner

The Independent Examiner is Mr Jeffrey Coteman – 11a Denham Walk, Chalfont St Peter, Bucks.

Solicitor

When required, the Company consults BP Collins, 20 Station Road, Gerrards Cross, SL9 8EL.

Objectives.

The objects of the Company are to;

1. Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organizations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
2. Establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
3. Promote such other charitable purposes as may from time to time be determined.
The Company shall be non-party in politics and non-sectarian in religion.

Title's**Lease**

The core of the present Community Centre was constructed in 1960-62, on land leased from the then Amersham Rural District Council. Over the years, various extensions and out buildings were added. Under the terms of the lease, the land and all the buildings on it reverted to the ownership of Chiltern District Council in February 2004. A fresh 21-year long term lease was negotiated and the Company now has security of tenure to February 2025.

The lease was transferred from the Official Custodian of Charities (where it was held on behalf of the Association) to the Company on 9th August 2011 and is registered with the Land Registry under Title number BM300748.

Negotiations with the Council for a 99year lease have started, and should hopefully be concluded soon.

Premises Licence.

The Company now holds the Premises Licence (formerly held by Chalfont St. Peter Community Association) for the Centre covering the performance of plays, music and dance and the retail sale of alcohol. Mr J. Long, who worked on a voluntary basis for many years at the centre sadly passed away and was the Designated Premises Supervisor and held the Personal Licence. The trustees decided not to renew but to apply for temporary alcohol licences if and when we need them.

Occupational Licences

The lease permits the Company to issue occupational licences to various bodies for those buildings or parts of the premises exclusively occupied by them. Individual licences must be disclosed to Chiltern District Council as required by the lease. They are renewable annually. The current licensees, are Apex Physiotherapy, Chalfont St. Peter Garden Club and St. Peter Players

Review of Operations – Centre Users.

In the year there were 1108 hiring's in the Centre to some 26 bodies, activities were limited during the year due to COVID 19. Normally activities are as diverse as bridge, fine arts, drama, sports, dance, fitness, education and parties. A number of these organisations have been using the Centre since the outset.

The Centre's own Activities

There was no Craft Fair's or Quiz Night's during the year.

The Coffee Morning continues to be run by the centre but Bingo has not returned yet.

Chairman's Report -

Thank you all for attending in these difficult times. You will have seen Tony's report to the Charities Commission but I would like to add my own comments

The past year like the previous one has s been extremely difficult due to the Corona Virus Regulations and restrictions. The good thing is that we can now see a light at the end of the tunnel. Bookings have started to pick up and hopefully we will be back to our normal level of bookings by the Spring. However, it is noticeable that while our bookings have increased the number of people attending the various activities is down. If the attendances do not increase it is possible that some of our regular bookings will be cancelled. Fortunately, the Chalfont U3A seems to be going from strength to strength.

One of the difficulties has been keeping up with the new regulations and Carol has been a tower of strength in this respect. Leading the discussions at the frequent meetings with myself, Karen Jen and Tony. I will mention one innovation we have introduced which seems to be working well. That is the combination lock on the inner door which stops uninvited visitors. Only those who know the combination can gain entry.

Thanks, are also due to Alan, our Caretaker. Without his sterling efforts we would not have been able to keep the Centre open and to Michael who has provided invaluable help throughout the period.

The big unknown factor is the appearance last week of the new variant Omicron, of course time will tell how that is going to affect our recovery.

Progress on the New Centre has been slow. We have only recently been able to re-commenced our fund- raising activities with a quiz, a Barn Dance and a table top sale. Other events are planned for the New Year The good news is that we are nearing the sum that will enable us to apply for planning permission. It is also expected that the lease will be signed in the near future. Once these two issues are resolved we can begin to apply for grants in earnest

My thanks again to Jen and Carol who have been working so hard to keep the Centre active.

Treasurers Report

Finance and Accounts

Accounts for the Centre are presented together with the report of the Independent Examiner. Attention is drawn to the note at the foot of the balance sheet concerning the small company's regime, audit exemption and the responsibility of directors for the accounts.

Financial Review

There was a Surplus this year of £22,799, compared to a deficit last year of £58,275, however, this included expenditure of £1,891 and income of £12,637 for the New Build Project. When these items are excluded, there is an Operating Surplus of £12,052 (last year deficit £8,351).

Lettings Income was £35,795 down on last year (£50,363). The reduction in lettings is down due to the impact of Covid 19, however our income was supplemented by various Government Grants totalling £38,198.

There was expenditure of £1,891 on the New Centre Development for Environmental Studies, with donations and funds from some organised events, totalling £12,637

Total cash, bank and building Society balances has reduced to £88,569 compared to last year (£71,128), with debtors rising to £7,584, but this is purely a timing issue to do with the sending out of invoices.

Income - £99,187 (last Year £101,951)

Lettings Income at £35,795 for the year (£50,363) is still the dominant source of income. We are proposing an increase in tariffs of 1% with effect from 1 April 2022.

Debtors of £7,584 (£658) are up due to the timing of issuing invoices. These have now been paid.

The rent of the Misbourne Suite at £7,800 (£6,550) remains an important contribution to income. In addition to this we recovered electricity costs of £686 and bin collection costs of £270, the latter of which has been agreed during COVID.

Grants received from Government Covid for £38,198, and from St. Joseph's Furniture Market for £500.

Interest income now negligible reduced to £1 (£189).

Expenditure £76,388 (£160,246 Last Year)

Staff Pay £37,779 (£34,861), this has increased due to the general workload in the office.

The Employer's Allowance (returning employer's NI contributions) the chargeable amount by £2,708 (£2,653).

Maintenance £9,059 (£27,849)

Maintenance costs decreased as in 2019 we re-laid the drains £10,232 and the upgrade of the Electricity Circuit Breakers £6,000.

Utilities £4,601 (£6,398)

- Electricity £1,831 (£2,852), includes £1,650 refund for overpayment.
- Gas £1,832 (£2,392). We are still linked with Bucks District Council currently with Total Power.
- Water £937 (£1,154)

Performing Rights £1,795 credit (£2,468)

This is a credit £1,795 (£2,468) payable jointly to The Performing Rights Society (PRS) and to Phonographic Performance Limited (PPL). We enquired whether we needed to pay this and

we were given a refund of £2,462 as it appears, we need not as much as we have historically.

Insurance £2,523 (£2,233)

The contents insurance is now paid on a quarterly basis,
We have provided £550 in the accruals for the Buildings Insurance, which is issued by CDC as the freeholder.

Balance Sheet

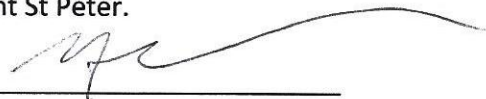
Cash balances at the year end amounted to £88,569 (£71,128) of which £862 (£861) with the Yorkshire Building Society (YBS), £71,053 (£65,314) with HSBC on current account, and HSBC New Build account £16,654. £258 (£171) was held as petty cash.

New C Development

The Fundraising Committee is now active; the 50/50 Club was formed in June.

A Project Update leaflet which included both a donation form and 50/50 application was distributed throughout Chalfont St Peter.

David Burbidge, Chairman



Dated

30th November 2021

Report of the Independent Examiner to the Trustees of
Chalfont St. Peter Community Centre
(Company No. 7297219 and Registered Charity No. 1137306)
on the
Accounts for the year ended 31st August 2021

The trustees (who are also the directors of the company for the purposes of company law) 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 required. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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 in these 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 statement below.

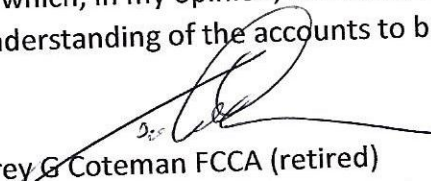
In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended practice: Accounting and Reporting by Charities.

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.


Jeffrey G Coteman FCCA (retired)
Sharrow Whit, Denham Walk, Chalfont St Peter, SL9 0EN

Dated: -