

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 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

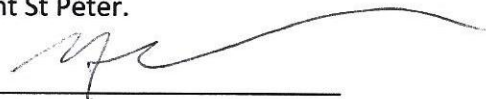
Cash balances at the year end amounted to £88,569 (£71,128) of which £862 (£861) with the Yorkshire Building Society (YBS), £71,053 (£65,314) with HSBC on current account, and HSBC New Build account £16,654. £258 (£171) was held as petty cash.

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.

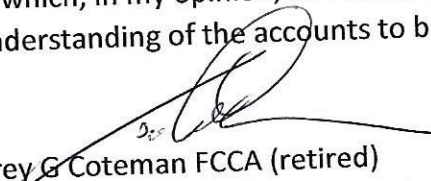
In connection with my examination, no matter has come to my attention:

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: -