

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 involved 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 caretaker and Michael who have provided 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

11/11/22

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	1,732
<u>2,432</u>		
	Current Assets	
7,584	Debtors	7,687
-	Prepayments and Accrued Due	0
<u>7,584</u>		7,687
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	110,454
	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	3,199
<u>93,327</u>	Net Current Assets	107,255
<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	83,299
24,389	Net Income	25,749
699	Depreciation	699
23,690	Operating Suplus (Deficiency)	25,050
(2,481)	New Centre Development	(11,822)
21,209	Deficiency / Surplus	13,228
Fixed Assets		
2,432	Land and Buildings	1,732
Current Assets		
7,584	Debtors	7,687
	Bar Stock	-
90,533	Cash	102,767
98,117		110,454
100,549	Total Assets	112,186
4,790	less Current Liabilities	3,199
£95,759	Total Net Assets	£108,987

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			
99,186			109,048
	Other Incoming Resources	Total Incoming Resources	
	Resources Expended		
	Cost of generating voluntary income		
	Fundraising trading: cost of goods sold and other costs		
	Investment management costs		
37,779	Charitable activities: 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
4,600	Utilities		4,957
9,055	Cleaning Contractors		8,970
1,657	Cleaning materials and cloakroom supplies & refuse collection		2,699
(1,795)	Performing Rights Fees		1,269
3	Catering expenses		17
3,082	Office costs		3,623
157	TV Licence		159
3,382	Professional Fees		1,418
	Subscriptions		50
93	Miscellaneous expenses		178
			-
74,798			83,299
	Governance Costs		
	Other Resources Expended		
74,798		Total Resources Expended	83,299
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
74,551			
95,759			95,759
95,759			108,987
	Reconciliation of Total funds brought forward	Own Funds	
		Note 11.	
	Total Funds carried forward		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:

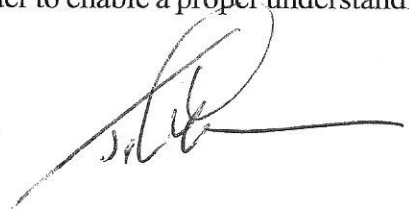
(1) which gives me reasonable cause to believe that in any material respect the requirements:

- 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