

**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](mailto:info@cspcc.org.uk)

Website: [www.cspcc.org.uk](http://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 1<sup>st</sup> 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 2<sup>nd</sup> June 2010 and amended on 31<sup>st</sup> May 2011 to accommodate Chiltern District Council's right to appoint a director. Standing Orders were approved by the board on 27<sup>th</sup> 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 9<sup>th</sup> 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**.
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### **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



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David Burridge, 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	<b>Operating Suplus (Deficiency)</b>	(14,315)
(724)	New Centre Development	(753)
14,708	<b>(Deficiency) / Surplus</b>	(15,068)
	<b>Fixed Assets</b>	
1,033	Land and Buildings	334
	<b>Current Assets</b>	
5,193	Debtors	5,496
	Bar Stock	-
126,830	Cash	106,225
132,023		111,721
133,056	<b>Total Assets</b>	112,055
9,361	less Current Liabilities	3,427
£123,695	<b>Total Net Assets</b>	£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
	<b>Fixed Assets</b>	
	Centre and Memorial Gardens	
406	see Note 5.	131
627	Office Extension	203
-	Rewiring the Centre	0
<u>1,033</u>		<u>334</u>
	<b>Current Assets</b>	
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
<u>685</u>	Cash in hand	<u>430</u>
<u>132,023</u>	<b>Total Current Assets</b>	<u>111,721</u>
	<b>Current Liabilities</b>	
1,695	Deposit by Licensee	1,695
855	Other creditors and provisions /50/50 prepaid	912
<u>6,811</u>	Accruals	<u>820</u>
<u>9,361</u>	<b>Total Current Liabilities</b>	<u>3,427</u>
<u>122,662</u>	<b>Net Current Assets</b>	<u>108,294</u>
<u>123,695</u>		<u>108,628</u>
	<b>Total Net assets</b>	
	Represented by:	
108,987	Funds brought forward	123,696
<u>14,708</u>	Surplus or (Deficit) for the year	<u>(15,068)</u>
<u>123,695</u>		<u>108,628</u>
	Comprising	
-	Designate Fund see Note 11	0
<u>123,695</u>	General Fund	<u>108,628</u>
£ <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.



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

## **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 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 2024

2023			2024
£			£
	<b>Income</b>		
4,186	Incoming resources from generated funds		
	Donations & Grants		5,541
	activities for generating funds		
	Income from CSPCC events		
	Investment Income		
239	Interest from Banks and building society		1,932
27,252	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>	<b>Other Incoming Resources</b>	<b>Total Incoming Resources</b>	<u>109,673</u>
	<b>Resources Expended</b>		
	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>	<b>Other Resources Expended</b>	<b>Total Resources Expended</b>	<u>123,289</u>
16,131		<b>Net Incoming/(Outgoing) Resources</b>	(13,616)
(699)	<b>Other Recognise Gains/(Losses) on revaluation of fixed assets for the Charity's own use</b>		
	Depreciation of fixed assets		(699)
15,432		<b>Net Movement in funds</b>	(14,315)
724		<b>New Centre Development</b>	753
14,708		<b>Net position</b>	(15,068)
108,987	<b>Reconciliation of Total funds brought forward</b>		123,695
<u>123,695</u>		Note 11.	<u>108,627</u>
123,695	<b>Total Funds carried forward</b>	<b>Own Funds</b>	<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**

Reconcillation 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 31<sup>st</sup> 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

