

**Portishead Youth Centre Limited**

**Company limited by guarantee**

**Report and unaudited financial statements**

**for the year ended 31<sup>st</sup> December 2020**

**Company No. 7588073**

**Charity No. 1143238**

**Brooking Ruse  
Chartered Accountants  
108 High Street  
Portishead  
North Somerset  
BS20 6AJ**

**Portishead Youth Centre Limited**  
**Company limited by guarantee**

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## **Portishead Youth Centre Limited**

### **Company limited by guarantee**

#### **Annual report of the directors and trustees**

The directors and trustees present their report together with the unaudited financial statements for the year ended 31<sup>st</sup> December 2020.

The trustees have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission.

The report is prepared in accordance with the small companies regime (Section 419(2) of the Companies Act 2006).

#### **Administrative details**

The company, Portishead Youth Centre Limited, is a company limited by guarantee number 7588073 and is a registered charity, number 1143238.

The company was incorporated on 1<sup>st</sup> April 2011 and commenced activities on 1<sup>st</sup> January 2012.

The registered office and operational address is:

1 Harbour Road  
Portishead  
North Somerset  
BS20 7DD

#### **Directors/trustees**

M.E. Beaumont  
D.R. Cook  
R.M. Cruse  
M.G. Dolton  
N.J. Holland  
C.E. Jones  
M.R. Jones  
J. Lord  
J.W. Power  
R.F. Sainsbury  
T.R. Slatter  
S.J. Thorne

Secretary

M. E. Beaumont

#### **Reporting accountants**

Brooking Ruse  
Chartered Accountants & Registered Auditors  
108 High Street  
Portishead  
North Somerset  
BS20 6AJ





## **Portishead Youth Centre Limited**

### **Company limited by guarantee**

#### **Annual report of the directors and trustees ...continued**

##### **Purposes and aims**

Our charity's purposes as set out in the objects contained in the company's memorandum of association are to:

- Benefit the public by the provision of a youth centre; and
- The provision of a community youth centre to help and educate young people and children through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society.

##### **Charity trustee selection**

Trustees are appointed by the management committee on the understanding that they will further the purposes and aims of the charity detailed above.

The management committee shall be constituted as follows:

- 1 representative of North Somerset Council
- 2 representatives of Portishead Town Council
- 1 representative of the Gordano School staff
- 1 representative of Avon & Somerset Constabulary
- Up to 10 co-opted from the local community

##### **Achievements during the year**

This is the ninth year of trading of Portishead Youth Centre Limited. This has been a year like no other.

During January and February the Centre ran as usual but it became apparent in March that life was going to change. The building was closed. Trustees meetings were held via Zoom and more meetings than normal were necessary in order to support the staff. Much thought went into how the Centre was going to support our young people during the lockdown: their problems were not going to go away because they had to stay at home, in fact some problems were exacerbated. Youth Club moved online as did 1:1 mentoring, pre-school arts and crafts session Messy Makes and fitness, baking, crafting and games were popular for older children and young people.

With the building closed we lost all our income from Building Hire, Coffee Bar and other activities but we still had our core costs to pay. Kim, Karen and some of the Trustees worked hard at applying for grants.



**Portishead Youth Centre Limited**

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**Annual report of the directors and trustees ...continued**

Special grants and donations relating to COVID-19 were received from:

Sport England  
Neighbourly  
National Lottery Community Fund Coronavirus Community Support Fund  
Quartet Community Foundation  
Groundwork UK (Tesco Bags of Help)  
Portishead Lions Club International  
Legal and General  
North Somerset Council (Government Scheme)  
Government Furlough Scheme

The Government Furlough Scheme made it possible for us to retain all our staff. At first we made up their salaries to 100% but once July arrived we realised that the 80% provided by Government was all we could afford. We were in receipt of £23,245.71 during 2020.

Food related funds were also received from:

Greggs  
Waitrose Portishead

These funds were for the provision of food. Kim Jones in particular worked with the Local Food Bank to help feed our more vulnerable families.

Various applications have been made for grants to support the running of the Centre during 2020 and we are very grateful to:

Portishead Town Council  
The Portishead Nautical Trust  
Children in Need  
Garfield Weston

We have also been generously supported by local people, organisations and businesses in the form of donations. These include, but are not limited to:

Portishead Parish Churches  
Portishead Lions Club International  
Legal and General  
Home Sense  
Portishead Cruising Club  
Viper Innovations  
Portishead Arts  
Max Farrow  
Phoenix Bar  
Stuart Griffiths  
Mike Jones  
Gerry Sparks  
Phil Saunders  
Youth Club Members



## **Portishead Youth Centre Limited**

### **Company limited by guarantee**

#### **Annual report of the directors and trustees ...continued**

Special mention should be made of Portishead Lions Club International. At the beginning of the pandemic they gave us a donation of £1,000. When we needed to provide screens to make sure we were COVID-secure they arranged to make and install them for us, at an advantageous cost. Our blinds in the Nautical Room were becoming a health hazard particularly as we were using this room for the Crèche. They have replaced these and contributed half of the cost of the new units. Odd jobs around the site have also been completed by a small group of Lions. The Trustees and staff are very grateful.

In December 2013 a ten-year lease was signed with Portishead Town Council giving the Centre a secure home. Portishead Youth Centre has a building to be proud of. The Centre had become known as "the place" to hold parties and events. This venture not only helped to bring in revenue for the Centre but also helped to engage and educate the community on what the Centre does and how they can support it. We hope to be able to return to these activities in 2021.

Portishead Youth Centre is seen by the community as a place of expertise and safety for engaging children and young people. This year the number of activities on offer has had to change. We did manage to offer a Summer Holiday Scheme which was run outdoors on the outside court under gazebos. We introduced a Crèche in the autumn, which meant we had to change our insurance provider and consequently increase our insurance premium, but this has proved very successful. We are doing more work with Gordano School and others to provide education for school pupils who struggle to engage with more traditional approaches of education and learning.

The Trustees are pleased to report that the day to day running of the business has been ably managed by Kim Jones. Kim is supported by an excellent team.

Policies have been reviewed during the year and a timetable for reviews established. COVID-19 has also caused us to produce new policies and Jean Lord, Mark Beaumont and Kim Jones are to be thanked for this. Jean Lord gave up chairing the Finance Committee during the year; a role which David Cook has taken on. Jean is acting as minute secretary.

This year's success has been made possible by the relentless support and work by the Trustees and the Centre's staff who continue to be open to new challenges, innovative in their delivery and loyal to the Centre and all who make use of it.

#### **Reserves**

The surplus for the year has amounted to £1,179 on restricted funds and a deficit of £2,190 on unrestricted funds as stated on page 7 of the accounts.

The Trustees consider the following provisions necessary in order to show a true position of the Youth Centre's ongoing working capital.



**Portishead Youth Centre Limited**

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**Annual report of the directors and trustees ...continued**

Using the Reserves Policy agreed in 2021 the allocation of the reserves to be included in the annual accounts for 2020 are as follows:

Cover for salaries and running costs for six months for business continuity in the event of a catastrophic loss of income £90,000.

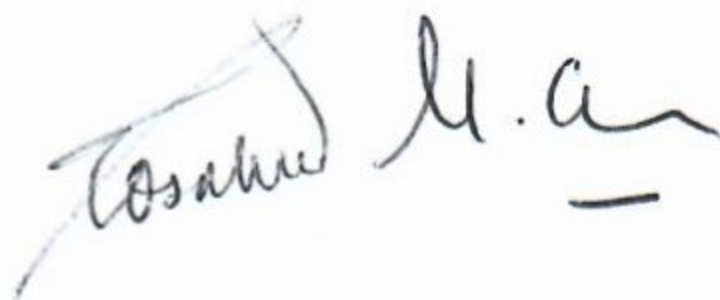
Cover for the non-insurable cost of using alternative accommodation should the centre building be out of action £10,000.

A cumulative sum to cover any refurbishment required at the end of the lease £30,000.

This makes a total of £130,000 in the designated fund as stated in note 11, page 14. There is also a sum of £20,051 which is a portion of grants which are evenly spent until the next instalment is due or a new application can be made as stated in note 10, page 13.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

This report was approved by the board on 24<sup>th</sup> May 2021 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'Rosalind M. Cruse', with a horizontal line underneath the name.

Rosalind M. Cruse  
**Director/Trustee**



**Independent Examiner's Report to the Trustees of**  
**Portishead Youth Centre Limited**  
**Company limited by guarantee**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> December 2020, which are set out on pages 5 to 13.

**Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').


Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's report**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination give me cause to believe: -

- 1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2) the accounts do not accord with those accounting records; or
- 3) the accounts do not comply with the accounting requirements of section 396 of the 2006 act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- 4) the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:   
Robert D. Orr  
Brooking Ruse  
Chartered Accountants & Registered Auditors  
108 High Street  
Portishead  
BRISTOL  
BS20 6AJ

Date: 24<sup>th</sup> June 2021



**Portishead Youth Centre Limited**  
**Company limited by guarantee**

**Statement of financial activities (including income and expenditure account)**  
**for the year ended 31<sup>st</sup> December 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Total £
Incoming resources	2	93,356	92,792	186,148
Resources expended	3	95,546	91,613	187,159
Net incoming resources	4	(2,190)	1,179	(1,011)
Reconciliation of funds				
Funds brought forward		136,782	18,872	155,654
Funds carried forward	10	134,592	20,051	154,643

The statement of financial activities includes all recognised gains and losses for the year. All incoming resources expended derive from continuing activities.



**Portishead Youth Centre Limited**

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**Balance Sheet as at 31<sup>st</sup> December 2020**

	Notes	2020 £	2019 £
<b>Fixed assets</b>			
Tangible assets	8	19,703	26,271
<b>Current assets</b>			
Stocks		1,058	1,190
Debtors and prepayments		7,405	6,179
Cash at bank and in hand		146,469	145,902
		154,932	153,271
<b>Creditors: amounts falling due within one year</b>	9	19,992	23,888
<b>Net current assets</b>		134,940	129,383
<b>Total assets less current liabilities</b>		154,643	155,654
<b>Net assets</b>		154,643	155,654
<b>Funds</b>			
Restricted funds	10	20,051	18,872
Unrestricted funds – Designated	11	130,000	94,258
– General		4,592	42,524
		154,643	155,654

The directors' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this balance sheet.



**Portishead Youth Centre Limited**

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**Balance sheet (continued)**

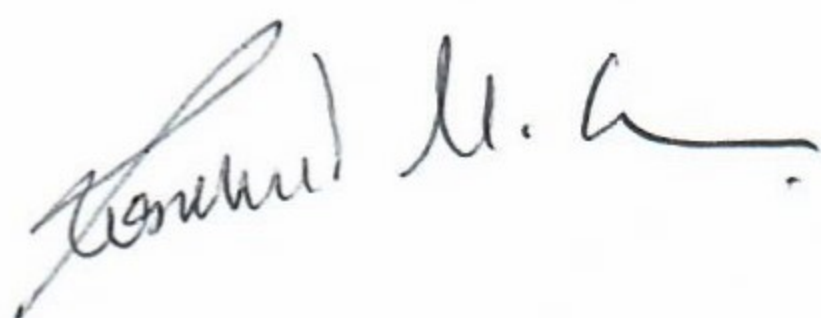
**Directors' statements required by Sections 475(2) and (3)  
for the year ended 31<sup>st</sup> December 2020**

In approving these financial statements as directors of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31<sup>st</sup> December 2019; and
- (c) that we acknowledge our responsibilities for:
  - (i) ensuring that the company keeps accounting records which comply with Section 386; and
  - (ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the board on 24<sup>th</sup> May 2021 and signed on its behalf by



Rosalind M. Cruse  
**Director/Trustee**

**Registration number: 07588073**



**Portishead Youth Centre Limited**

**Company limited by guarantee**

**Notes to the unaudited financial statements**

**for the year ended 31<sup>st</sup> December 2020**

**1. Accounting policies**

**1.1 Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities in preparing their account in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

**1.2 Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**1.3 Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy.

**1.4 Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

**1.5 Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Property improvements	-	10% straight line
Office equipment & furniture	-	25% reducing balance
Fixtures, fittings & equipment	-	25% reducing balance

**1.6 Stock**

Stock is valued at the lower of cost and net realisable value.



**Portishead Youth Centre Limited**

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**Notes to the unaudited financial statements**

**for the year ended 31<sup>st</sup> December 2020** ...continued

<b>2. Incoming resources</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Grant income	11,334	92,792	104,126
Subscriptions and donations	12,929	-	12,929
Food and refreshment income	21,186	-	21,186
Fundraising	1,932	-	1,932
Room hire	19,370	-	19,370
Pre School Activities	10,185	-	10,185
Other income	6,305	-	6,305
Youth Club activities	9,511	-	9,511
Bank interest receivable	604	-	604
	<u>93,356</u>	<u>92,792</u>	<u>186,148</u>

<b>3. Resources expended</b>	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Staff costs	71,912	64,640	136,552
Goods purchased for resale	4,788	2,934	7,722
Other direct costs	4,167	617	4,784
Premises expenses	2,656	15,712	18,368
Administrative expenses	5,455	7,710	13,165
Depreciation	6,568	-	6,568
	<u>95,546</u>	<u>91,613</u>	<u>187,159</u>

<b>4. Net outgoing resources</b>	<b>2020</b>	<b>2019</b>
This is stated after charging:	<b>£</b>	<b>£</b>
Depreciation	6,568	8,186

<b>5. Staff costs</b>	<b>£</b>	<b>£</b>
Wages and salaries	128,080	169,569
Social security costs	4,545	5,146
Pension costs	3,129	2,831
Other expenses	798	2,437
	<u>136,552</u>	<u>179,983</u>

No employee received emoluments of more than £60,000.

The charity operates the NEST pension scheme for its employees.

The average number of employees during the year was as follows:

	<b>No.</b>	<b>No.</b>
Youth workers	10	12
Food and refreshment sales	4	4
Pre School	5	4
Administration and support	3	3
	<u>22</u>	<u>23</u>



**Portishead Youth Centre Limited**

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**Notes to the unaudited financial statements**

**for the year ended 31<sup>st</sup> December 2020** ...continued

**6. Trustee remuneration and related party transactions**

No members of the management committee received any remuneration during the year, nor were any expenses reimbursed to trustees.

**7. Taxation**

As a charity, Portishead Youth Centre Limited is exempt from tax on income and gains falling within sections 466 to 493 Corporation Tax Act 2010 (CTA 2010) or section 256 Taxation of Chargeable Gains Act 1992 (TCGA 1992) to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

**8. Tangible fixed assets**

	<b>Property Improvements</b>	<b>Fixtures fitting &amp; equipment</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 <sup>st</sup> December 2019	17,114	45,212	62,326
Additions	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 <sup>st</sup> December 2020	17,114	45,212	62,326
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 31 <sup>st</sup> December 2019	10,268	25,787	36,055
Charge for the year	1,711	4,857	6,568
	<hr/>	<hr/>	<hr/>
At 31 <sup>st</sup> December 2020	11,979	30,644	42,623
	<hr/>	<hr/>	<hr/>
<b>Net book value</b>			
At 31 <sup>st</sup> December 2019	6,846	19,425	26,271
	<hr/>	<hr/>	<hr/>
<b>Net book value</b>			
At 31 <sup>st</sup> December 2020	5,135	14,568	19,703
	<hr/>	<hr/>	<hr/>

**9. Creditors: amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
Trade creditors	3,411	8,849
Accruals and deferred income:		
Accountants' fees	1,980	1,980
Other creditors	14,601	13,059
	<hr/>	<hr/>
	£19,992	£23,888
	<hr/>	<hr/>



**Portishead Youth Centre Limited**

**Company limited by guarantee**

**Notes to the unaudited financial statements**

**for the year ended 31<sup>st</sup> December 2020 ...continued**

<b>10. Funds</b>		<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
At 1 <sup>st</sup> January 2020		136,782	18,872	155,654
(Deficit)/Surplus for the year		(2,190)	1,179	(1,011)
<b>At 31<sup>st</sup> December 2020</b>		<b>134,592</b>	<b>20,051</b>	<b>154,643</b>
<b>Restricted funds</b>	<b>Balance b/fwd £</b>	<b>Incoming Resources £</b>	<b>Resources expended £</b>	<b>Balance c/fwd £</b>
The Portishead Nautical Trust	-	15,000	12,500	2,500
Portishead Town Council	5,250	25,000	24,001	6,249
Youth Investment Fund	4,137	12,411	16,548	-
Quartet	35	-	35	-
Quartet	362	5,000	5,362	-
Quartet	532	-	532	-
Garfield Weston	-	10,000	8,334	1,666
National Grid	8,556	-	8,556	-
Children in Need	-	10,000	2,574	7,426
Community Fund	-	10,000	10,000	-
Sports England	-	2,586	2,586	-
Waitrose	-	1,000	295	705
Neighbourly	-	400	290	110
Portishead Arts	-	1,101	-	1,101
Max Farrow	-	294	-	294
	<b>18,872</b>	<b>92,792</b>	<b>91,613</b>	<b>20,051</b>

Restricted funds are to be used only for the following specific purposes:

The Portishead Nautical Trust	Youth workers' salaries and administration
Portishead Town Council	Administration and premises costs
Youth Investment Fund	Youth centre salaries, training, mentoring and administration
Quartet	Youth social action
Quartet	Youth activity
Quartet	Summer trips
Garfield Weston	Youth worker salary
National Grid	Connecting Portishead's people
Children in Need	Youth support & mentoring activities for young people
Community Fund	Staff costs
Sports England	Building running costs
Waitrose	Food for vulnerable families
Neighbourly	Food for vulnerable families
Portishead Arts	Skate board equipment
Max Farrow	Gaming equipment



**Portishead Youth Centre Limited**

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**Notes to the unaudited financial statements**

**for the year ended 31<sup>st</sup> December 2020** ...continued

<b>11. Designated funds</b>	<b>Balance b/f £</b>	<b>New Designation £</b>	<b>Expenditure in Year £</b>	<b>Balance c/f £</b>
Club refurbishment	25,000	5,000	-	30,000
Business contingency	62,000	28,000	-	90,000
Alternative accommodation	6,000	4,000		10,000
Air conditioning	1,258	-	(1,258)	-
	<u>94,258</u>	<u>37,000</u>	<u>(1,258)</u>	<u>130,000</u>

The designated funds are set aside for future expenditure by Portishead Youth Centre.

**12. Company limited by guarantee**

The company is limited by guarantee and does not have share capital.