

Portishead Youth & Community Centre Limited

Formally Portishead Youth Centre Limited

Company limited by guarantee

Report and unaudited financial statements

for the year ended 31st December 2023

Company No. 7588073

Charity No. 1143238

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

Portishead Youth & Community Centre Limited
Company limited by guarantee

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Portishead Youth & Community Centre Limited

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Annual report of the directors and trustees

The directors and trustees present their report together with the unaudited financial statements for the year ended 31st December 2023.

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 & Community Centre Limited, is a company limited by guarantee number 07588073 and is a registered charity, number 1143238.

The company was incorporated on 1st April 2011 and commenced activities on 1st January 2012.

The registered office and operational address is:

1 Harbour Road
Portishead
North Somerset
BS20 7DD

Directors/trustees

R.F. Sainsbury (made Honorary President January 2023)

R.T. Amruthur

M.E. Beaumont (resigned 22nd May 2023)

G. Bishop

E.J. Blackmore (appointed 28th August 2023)

D.R. Cook

R.M. Cruse

L.J. Davey (appointed 28th August 2023)

N.J. Holland

C.E. Jones (resigned 22nd May 2023)

J. Lord

S.A. Mason (appointed 28th August 2023)

J.W. Power

Z. Priddle (appointed 7th December 2023)

T.R. Slatter (resigned 7th December 2023)

R. Stickler (appointed 7th December 2023)

S.T. Swift (appointed 28th August 2023)

S.J. Thorne (resigned 22nd May 2023)

Reporting accountants

Brooking Ruse

Chartered Accountants

108 High Street

Portishead

North Somerset

BS20 6AJ

Portishead Youth & Community Centre Limited

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Annual report of the directors and trustees ...continued

Purposes and aims

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

- The provision of a community centre for young people.
- To further or benefit the residents of Portishead and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents 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 objective of improving the conditions of life for the residents.

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 twelfth year of trading and once again it has been a very busy year as the Centre continues to grow and meet changing needs in the town following 2 years of Covid disruption. We have once again managed to all but mitigate a large projected financial loss from the beginning of the year; our realistic budget for the year projected a significant loss following high inflation and significant increases in salary and energy costs; at the end of the year we had managed to reduce this loss significantly, as noted in the Treasurer's Report on page 5. My thanks to the diligence and hard work of Kim, Karen and indeed the entire staff team for delivering such a strong result under the circumstances.

Since 1966, Portishead Youth Centre has remained a central hub in the community providing invaluable services to support children and young people and their parents and care providers. Driven by the centre's core values of accountability, reliability, professionalism, positivity, respect and ultimately its passion to make a difference and provide a happy and safe place for all, the centre has grown from strength to strength, and has proudly expanded its services to support more and more groups of people. What started as a "youth club", has transformed into a thriving centre supporting the different needs of ante and post-natal groups, babies (via a creche), toddler and pre-school groups and senior citizens, as well as continuing to provide a wide range of school-age activities for primary and secondary school children.

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Annual report of the directors and trustees ...continued

The centre is thrilled to be able to offer activities including the Rock Project, music and recording sessions (making use of its impressive recording studio), street dance, history groups, prayer meetings and holiday clubs and activities. In addition, the centre's vibrant seniors group enjoys weekly social meetings with a meal as well as organised day-trips. The centre is delighted to work closely with Gordano School to run a daily youth hub (situated at the school) where young people can drop-in for a chat in a safe space. It also works closely with community police and local shops to provide a proactive outreach service with the aim of engaging young people out and about in the town. As part of its crucial services, the centre also provides alternative learning provision to young people who find it difficult to access school provision, working closely with the young person, their school and family. Undoubtedly, the COVID pandemic changed the needs of the Portishead community and the centre has continued to work tirelessly to meet additional needs with regards to food poverty, support for mental health and reducing loneliness and isolation in adults (young and old).

The centre recently undertook a review of its provision asking people how its services could be offered more widely. A central finding was the fact that people thought the centre exclusively provided youth club services and therefore was "*not for them*". As a result, the centre has decided to change its name to Portishead Youth & Community Centre, to more accurately reflect what it offers to *all the people* of Portishead. The centre plans to relaunch its website in Spring 2024 with exciting new features including online booking and payment facilities for all services. New signage will also shortly appear on the building.

One thing that will always remain is the centre's unstinting commitment to meeting the needs of the community, its friendly welcome, the highly supportive environment and its wide range of engaging activities for young and old.

The centre is immensely grateful for the vital donations and grants it has continued to receive from various organisations, including Portishead Town Council, the National Lottery and Portishead Nautical Trust, in addition to many other individual and group donations. The ongoing multi-year support from these three groups in particular really provides the Centre with a renewed degree of financial security moving forward, for which we are immensely grateful. Despite this generous funding, each year remains a challenge financially as the centre seeks to meet the ongoing and varied needs of the community with self-generated income.

We are also thankful for a range of funding from Quartet, North Somerset Council and Portishead Town Council to help us to provide invaluable activities and support across a range of important areas including Seniors support and holiday activities to vulnerable families, among others.

Food related funding was also received from Portishead Town Council, Neighbourly and Waitrose Portishead. Kim Jones in particular worked with the Local Food Bank to help feed our more vulnerable families. We continue to be grateful to Children in Need and Quartet for their support with funding for youth mentoring work.

Various applications have been made for grants to support the running of the Centre overall during 2023 and we are very grateful to everyone for their support; page 14 provides a complete list of those who have supported us.

Portishead Youth & Community Centre Limited

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Annual report of the directors and trustees ...continued

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 Lions Club International
- Portishead Women's Institute
- Rea Davies
- Frank Derrick
- Stuart Griffiths
- Doris Stevens
- Portishead Workmens Club BS20 Sports Bar
- Diane Goulding
- Phoenix Bar
- Lidl Neighbourly
- Laurie Higbed
- Phil Sanders
- Sue Stone
- Fox Cycling

We continue to be very grateful to the Portishead Lions Club International. They have continued to support with odd jobs around the Centre; the Trustees and staff are very grateful. We were also delighted to continue playing an active part in the Portishead in Bloom displays with the particular support of Adrian and Diane Workman.

Portishead Youth & Community Centre continues to be seen by the community as a place of expertise and safety for engaging children and young people. We continue to work with Gordano School and others to provide education for school pupils who struggle to engage with more traditional approaches of learning and our relationship with Gordano is as strong as ever. Our Alternative Learning Provision (ALP) is a growing area of support and our expertise has been recognised by being successfully chosen as a Preferred Supplier of ALP across Bristol City, South Gloucestershire and North Somerset Councils.

The Trustees are pleased to report that the day to day running of the business continues to be expertly led by Kim Jones, supported by an excellent and dedicated team. They are the beating heart of the Centre and everything you see is driven by their hard work and care; we as a Trustee Board are very proud of them.

Policies continue to be reviewed on a rolling basis and thanks must go in particular to Jean Lord for keeping these updated.

Thanks also go to David Cook as Treasurer and Chair of the Finance Committee, who will be stepping down with effect from this AGM, your support and wise counsel over the years has been invaluable and you will be keenly missed.

Portishead Youth & Community Centre Limited

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Annual report of the directors and trustees ...continued

Treasurer's Report and Reserves Policy

2022 started in a very unclear position, with the likelihood of further covid restrictions, increasing economic problems and significant uncertainty as to how soon and how well the operation of the Centre would recover. We also started 2023 in a very uncertain economic position, largely due to the position in Ukraine and then Israel/Palestine, with increasing interest rates and high inflation, which particularly affected salaries and energy costs.

We therefore started the year with a budgeted deficit of (£89,500) for 2023, subject to obtaining further grants, on which excellent work was again carried out by Kim and Karen. In the event, due to the excellent work of the staff, very well managed by Kim, with strong help from Karen on the financial side, against all expectations, we achieved a small deficit of £9,360. This outcome slightly reduces our total reserves to £177k, leaving us in a strong position to face the continuing difficult economic times in 2024, where we are budgeting for a deficit of £84,000, after known Grants. This will once again be a challenging task as inflation continues to drive up staffing and energy costs but we remain positive that we can achieve continued success in attracting grant funding.

The Finance Committee continued to meet quarterly and as necessary to review and monitor the Centre's financial performance.

Many thanks to all concerned and to our accountants Brooking Ruse and Co Ltd for their continued support and advice.

David Cook

Hon Treasurer May 2024

Reserves Policy

The overall deficit for the year has amounted to (£1,989), including (£9,360) on unrestricted funds together with a surplus of £7,371 on restricted funds, as stated on page 14 of the accounts. The unrestricted deficit is in effect our operational loss for the year, with the accumulated restricted surplus awaiting use on specific activities that have yet to be fully discharged, shown in more detail on page 14.

The Trustees consider the following provisions necessary in order to show a true position of the Youth Centre's ongoing working capital. Using the Reserves Policy agreed in 2021 and updated again in 2023 the allocation of the reserves to be included in the annual accounts for 2023 are as follows:

- Cover for salaries and running costs for FOUR months for business continuity in the event of a catastrophic loss of income £120,000 (reduced from 6 months to reflect higher staffing and overhead costs).
- Cover for the non-insurable cost of using alternative accommodation should the centre building be out of action £10,000.
- A fund set aside to cover the future cost of a named project (minibus) £3,000.

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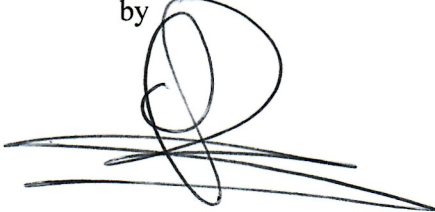
Annual report of the directors and trustees ...continued

This makes a total of £133,000 in the designated fund as stated in note 11, page 15. There is also a sum of £42,350 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 9, page 13.

Despite the incredible support from our grant funders, we expect that we will need to rely upon some of our reserves to continue to operate fully as costs rise. Energy costs have increased significantly, our overhead costs have risen and we have further increased our staffing costs in 2023. The latter is partly down to adding new roles as we increase our provision but also to enable us to maintain our position as a Living Wage Employer as we deal with double-digit inflation levels. We will aim to minimise the use of our reserves as much as possible but it does demonstrate the importance of having a sound financial footing.

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 13th May 2024 and signed on its behalf by

A handwritten signature in black ink, consisting of a large, stylized 'J' and 'P' intertwined, with a horizontal line underneath.

John W. Power
Director/Trustee

**Independent Examiner's Report to the Trustees of
Portishead Youth & Community 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 31st December 2023, which are set out on pages 7 to 14.

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:



Date:

17th May 2024

Robert D Orr
Brooking Ruse
Chartered Accountants
108 High Street
Portishead
BRISTOL
BS20 6AJ

Portishead Youth & Community Centre Limited

Company limited by guarantee

Statement of financial activities (including income and expenditure account)

for the year ended 31st December 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total £
Incoming resources	2	237,171	140,468	377,639
Resources expended	3	246,531	133,097	379,628
Net incoming resources	4	(9,360)	7,371	(1,989)
Reconciliation of funds				
Funds brought forward		170,662	9,063	179,725
Funds carried forward	10	161,302	16,434	177,736

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

The notes on pages 12 to 16 form an integral part of these financial statements.

Portishead Youth & Community Centre Limited

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Balance Sheet as at 31st December 2023

	Notes	2023 £	2022 £
Fixed assets			
Tangible assets	8	6,146	9,906
Current assets			
Stocks		1,453	1,055
Debtors and prepayments		13,001	10,818
Cash at bank and in hand		234,763	218,493
		<u>249,217</u>	<u>230,366</u>
Creditors: amounts falling due within one year	9	77,627	60,547
Net current assets		<u>171,590</u>	<u>169,819</u>
Total assets less current liabilities		<u>177,736</u>	<u>179,725</u>
Net assets		<u><u>177,736</u></u>	<u><u>179,725</u></u>
Funds			
Restricted funds	10	16,434	9,063
Unrestricted funds – Designated	11	133,000	130,000
– General		28,302	40,662
		<u>177,736</u>	<u>179,725</u>

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

The notes on pages 12 to 16 form an integral part of these financial statements.

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Balance sheet (continued)

Directors' statements required by Sections 475(2) and (3)

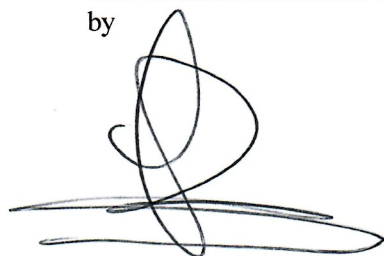
for the year ended 31st December 2023

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 31st December 2023 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 13th May 2024 and signed on its behalf by



John W. Power
Director/Trustee

Registration number: 07588073

The notes on pages 12 to 16 form an integral part of these financial statements.

Portishead Youth & Community Centre Limited

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Notes to the unaudited financial statements

for the year ended 31st December 2023

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 Deferred Income

Grant Income received in the year is shown as a liability in the balance sheet. This is dependent where there is a condition attached to the grant that it must be used in a particular way as specified by the grant provider otherwise it must be returned.

1.5 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.

1.6 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

1.7 Stock

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

Portishead Youth & Community Centre Limited

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Notes to the unaudited financial statements

for the year ended 31st December 2023 ...continued

2. Incoming resources	Unrestricted funds	Restricted funds	Total
	£	£	£
Grant income	-	140,468	140,468
Donations and Fundraising	8,330	-	8,330
Food and refreshment income	64,808	-	64,808
Room hire	55,634	-	55,634
Pre School Activities	29,042	-	29,042
Other income	54,962	-	54,962
Youth Club activities	21,887	-	21,887
Bank interest receivable	2,508	-	2,508
	<u>237,171</u>	<u>140,468</u>	<u>377,639</u>

3. Resources expended	Unrestricted funds	Restricted funds	Total
	£	£	£
Staff costs	185,497	104,434	289,931
Goods purchased for resale	22,937	1,113	24,050
Other direct costs	10,509	12,845	23,354
Premises expenses	17,042	5,187	22,229
Administrative expenses	6,786	9,518	16,304
Depreciation	3,760	-	3,760
	<u>246,531</u>	<u>133,097</u>	<u>379,628</u>

4. Net outgoing resources	2023	2022
This is stated after charging:	£	£
Depreciation	3,760	4,443

5. Staff costs	£	£
Wages and salaries	266,512	221,099
Social security costs	11,754	7,066
Pension costs	5,621	4,682
Other expenses	6,044	3,539
	<u>289,931</u>	<u>236,386</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:

	No.	No.
Youth workers	8	8
Food and refreshment sales	9	4
Pre School	2	5
Administration and support		2
	<u>19</u>	<u>19</u>

Portishead Youth & Community Centre Limited

Company limited by guarantee

Notes to the unaudited financial statements

for the year ended 31st December 2023 ...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 & Community 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

	Property Improvements	Fixtures fitting & equipment	Total
Cost	£	£	£
At 31 st December 2022	17,114	45,212	62,326
Additions			
At 31 st December 2023	17,114	45,212	62,326
Depreciation			
At 31 st December 2022	15,402	37,018	52,420
Charge for the year	1,712	2,048	3,760
At 31 st December 2023	17,114	39,066	56,180
Net book value			
At 31 st December 2022	1,712	8,194	9,906
Net book value			
At 31 st December 2023	-	6,146	6,146

9. Creditors: amounts falling due within one year

	2023	2022
Trade creditors	2,475	6,675
Accruals and deferred income:		
Accountants' fees	2,340	2,220
Other creditors	30,462	21,690
Deferred restricted grant income	42,350	29,962
	<u>77,627</u>	<u>60,547</u>

Portishead Youth & Community Centre Limited

Company limited by guarantee

Notes to the unaudited financial statements

for the year ended 31st December 2023 ...continued

10. Funds	Unrestricted Funds £	Restricted Funds £	Total Funds £
At 1 st January 2023	170,662	9,063	179,725
Surplus for the year	(9,360)	7,371	(1,989)
At 31st December 2023	161,302	16,434	177,736

Restricted funds	Balance b/fwd £	Incoming Resources £	Resources expended £	Balance c/fwd £
The Portishead Nautical Trust	-	16,666	16,666	-
Portishead Town Council	-	35,219	35,219	-
North Somerset Council – Seniors	-	1,788	1,788	-
North Somerset Council – Warm	-	701	701	-
North Somerset Council – Mentoring	-	4,320	4,320	-
North Somerset Council – Skate	-	35	35	-
Wesport – CYP	-	1,837	1,837	-
Reaching Communities	-	44,179	44,179	-
Portishead TC – Breakfast Club	-	7,770	4,800	2,970
Portishead TC – Creche	-	1,406	1,362	44
Portishead TC – Seniors/Training	3,466	-	3,016	450
Children in Need	4,134	12,500	13,440	3,194
Waitrose – Senior Groups	315	-	315	-
Waitrose	345	-	345	-
Neighbourly	803	-	68	735
Waitrose – Seniors/Pre-School/Youth	-	3,000	3,000	-
Portishead Lions – Holiday Activities	-	1,500	-	1,500
Quartet – Holiday Activities	-	4,247	2,006	2,241
Quartet – Seniors	-	5,000	-	5,000
Martha's Kitchen	-	300	-	300
	9,063	140,468	133,097	16,434

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

Portishead Town Council	Family Breakfast Club, Creche and Training
Children in Need	Youth support & mentoring activities for young people
Portishead Lions	Holiday Activities
Quartet	Holiday Activities and Seniors
Neighbourly	Food for Vulnerable Families
Martha's Kitchen	SEND Families

Portishead Youth & Community Centre Limited

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Notes to the unaudited financial statements

for the year ended 31st December 2023 ...continued

11.	Designated funds	Balance	New	Expenditure
Balance		b/f	Designation	in Year
		£	£	£
	Business contingency	120,000	-	-
120,000				
	Alternative accommodation	10,000	-	-
10,000				
	Minibus	-	3,000	-3,000
		130,000	3,000	-
133,000				

Having secured a new long-term lease with Portishead Town Council in 2022 and in light of rising staffing and overall costs, it was agreed to move the 'Club refurbishments' reserves to the 'Business contingency' line last year. These costs continue to be under huge pressure in the light of the continued economic uncertainty caused by the war in Ukraine, the energy crisis, increasing interest rates and inflation. As a result, the increased 'Business contingency' amount of £120,000 now covers 4 months rather than 6 as previously. A small additional reserve of £3000 for the Minibus fund has been added this year.

12. Company limited by guarantee

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