

HENLEY COMMUNITY CENTRE CHARITY

England & Wales · Charity number 1150878

Details

Status Registered

Legal form Charitable company

Company number [08251879](#)

Registered 2013-02-19

Register [View on the Charity Commission register](#)

Contact

Address Henley Community Centre
Churchmeadows
Henley
Ipswich
Suffolk
IP6 0RP

Phone 01473833226

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Website <http://henleycommunitycentresuffolk.co.uk/>

Activities

Objects: TO PROVIDE RECREATIONAL AND SPORTING FACILITIES PLAYING FIELDS PLAYGROUNDS COMMUNITY CENTRES AND OTHER AMENITIES OF A SIMILAR CHARACTER FOR THE BENEFIT OF THE COMMUNITY AND INHABITANTS WITHIN THE PARISH OF HENLEY IN THE COUNTY OF SUFFOLK AND SUCH NEIGHBOURING PARISHES AND AREAS AS THE COMMITTEE OF MANAGEMENT SHALL FROM TIME TO TIME DETERMINE IN ITS ABSOLUTE DISCRETION IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF ADVANCING EDUCATION FURTHERING HEALTH RELIEVING POVERTY DISTRESS OR SICKNESS OR IN PURSUING ANY OBJECTS WHICH NOW ARE OR WHICH HEREAFTER MAY BE DEEMED IN LAW TO BE CHARITABLE BY IMPROVING THE CONDITIONS OF LIFE FOR SUCH INHABITANTS AS AFORESAID.

Activities: The main object of the Charity is to provide recreational and sporting facilities, playing fields, playgrounds and the Community Centre in the Parish of Henley. The Henley Parish Council owns the Hall and the surrounding grounds. The Henley Community Centre Charity holds a 99-year lease commencing on the 6th January 1998 from the Parish Council.

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Amateur Sport, Recreation
- **Who:** The General Public/mankind

Geography

- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£67,466	£84,417	-	-
2024-03-31	£74,289	£76,544	-	-
2023-03-31	£76,142	£75,714	-	-
2022-03-31	£63,567	£38,645	-	-
2021-03-31	£31,172	£33,762	-	-

Trustees

Name	Role	Appointed
Barrie John Pyke		2017-02-23
David Jason Ford		2025-07-15
Grahame James Hughes		2021-10-21
Robert John Earey		2017-12-04
Stephen Andrew Brock		2013-02-12

HENLEY COMMUNITY CENTRE CHARITY

England & Wales - Charity number 1150878

Accounts

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2025

THE TRUST DEED

The Henley Community Centre Charity, Church Meadows, Ashbocking Road, Henley, Ipswich, Suffolk, IP6 0RP is registered with the Charity Commissioners (No.1150878) and constituted by Deed of Trust. Henley Community Centre Charity is also registered in England and Wales as company number 8251879. It started to operate on 1st April 2013, when it inherited the assets and liabilities of the original charity (No. 1067812). The main objective of the Charity is to provide recreational and sporting facilities, playing fields, playgrounds and the Community Centre in the Parish of Henley. Henley Parish Council owns the Hall and the surrounding grounds. The Henley Community Centre Charity holds a 99-year lease commencing on the 6th January 1998 from the Parish Council. The HCCC Bar is a separate organisation, which has covenanted its profits to the Charity. A Trustee is involved in the management of the HCCC Bar.

TRUSTEES & COMMITTEES

The Charity started the year with Jo Austin, Clare Bevan, Steve Brock, Robert Earey, Lucy Finlayson, Charlotte Gillespie, Grahame Hughes and Barrie Pyke as Trustees. Ahead of the 2023 AGM, Alan Johnson stood down. During the 2024 AGM, Jo Austin, Robert Earey, Lucy Finlayson and Grahame Hughes were re-elected.

A Parish Council nominated position is held by Steve Brock and they are aware that they can nominate an additional Trustee.

There were no vacant Trustee positions at year end.

CHAIRMAN'S REPORT

It has been a mixed year for the Community Centre. Refurbishment of the Lounge Bar has been well received, albeit with an overspend. Our hire income has stagnated, in part due to very little change in our hire rates, but we have seen an increase in hires. Unfortunately, we have also seen a decline in large function bookings that bring in more income. It is not clear why this should happen as we have several wedding bookings for 25/26.

Once again, the local children have enjoyed the annual Easter Egg Hunt and a Halloween Party. They have also benefited from the Parish Council's playground upgrade to which we made a contribution.

The Henley Chefs and their helpers have also provided the catering for event at the Community Centre and around the village. Their profits are divided between a variety of charitable organisations as well as the Community Centre for which I thank them.

The Deed of Trust requires that the Charity maintains the Community Centre and I am pleased to confirm that during the year we have once again made significant investments in fixtures and building infrastructure and largely funded from reserves. Top of the list was the completion of the Lounge Bar refurbishment, there was also electrical improvement in the kitchen, decorating around the around the building and fixing pot holes on the approach road.

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2025

To be able to maintain reserves healthy enough to be used for such investments it is important to ensure that the Centre is well used and we are also generating sufficient income from hirers and indirectly from the Bar. So, I also need to thank Kevin Griggs, who as Centre Manager has been responsible for managing the bookings, overseeing all activities in the Centre and managing the Bar. Stacey, Kailea and Jonathon also need to be thanked for all their hard work keeping the interior clean and ready for use and the grounds attractive and well presented.

Looking forward, the main hall curtains are being replaced, the changes to the seating area outside of the building will be completed. And in the not-too-distant future, the Boughton Room flooring will need to be replaced.

The Community Centre continues to have a bright future.

CHARITABLE ACTIVITIES

The trustees confirm that they have paid due regard to the Charity Commission's general guidance on public benefit. Over the years, the Charity has provided the use of the facilities to residents and a variety of village organisations at reduced rates.

During the financial year ending 31st March 2025, the village organisations using the hall during the year include:

- Henley Athletic Football Club
- Henley Bowls
- Henley Chefs
- Henley Folk Club
- Henley Guides
- Henley Parochial Church Council
- Henley Players
- Henley Pre School (Registered Charity Number: 1028129)
- Henley Primary School
- Henley Senior Citizens
- Henley WI

FINANCIAL REPORT

I have to report that after a small deficit last year, for the year ending in March 2025, the Charity recorded a significant deficit. We saw declines in income from hires and the Bar's contribution which was largely due to a drop in large functions and our hire rates had been largely frozen for a few years. To compound this, we did overspend on the Lounge Bar refurbishment, but we have been delighted with the result. Also, looking at the bigger picture, over a five-year period there has been a surplus of over £9k despite spending in the region of £90k on building refurbishment.

The General Fund surplus before transfers to Reserves for the year was £5,962. In the previous year, this was a surplus of £18,613. The Charity's income from hiring the centre/grounds fell from £45,909 to £44,661. The HCCC Bar contributions fell from a £19,326 to £15,178 (a covenanted sum of £10,678 plus a contribution to the hall running costs).

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2025

The running costs paid out of the General Fund were £53,099 and included the wages of Jonathan Bloye, Kevin Griggs and Stacey Knight and we are grateful for all their hard work at the Centre. Last year, £46,403 was spent from the General Fund. Much of the increase during the year was due to mower repairs, ground works around the building and upgrades to the website platform.

The accumulation of monies in our General Fund should assist with future developments and improvements to the Community Centre and playing field. As has happened since 2022, the surplus has been transferred to designated funds. This year £5,962 was transferred to the Fixtures Fund and the General Fund remained at £30,644. The General Fund has been used to finance the Fixed Assets which had a written down value of £8,312. There were assets worth £817 added to the Fixed Assets during the year.

In total, the spending from all the designated funds totalled £26,004, down on the spending of £28,329 during 2023/24. The Building Fund, set up to provide for longer-term building repairs and developments started the year at a value of £55,197, with £1,309 interest being added to the fund and offsetting some of the £9,585 expenditure during the year, so the value of the fund fell to £46,921.

The fund for the purchase of new or replacement furniture, fittings & equipment started the year at a value of £41,647. With £5,962 plus £1,506 interest being added to the fund and expenditure of £12,951 during the year, the value of the fund fell to £36,164.

During the 2018/19 year, the Trustees decided to create a third Designated Fund, to be used to fund village social activities/facilities. 50% of the income received from the Henley Chefs and all the income from MSDC for recycling glass and paper has been transferred to this fund. The contributions to this fund during the year from Henley Chefs was £918, a further £344 from village recycling and interest of £1,114. The fund was used to support a variety of social events and the playground update to the sum of £3,467, with the income from events totalling £443. At the end of the year the value of the Fund had fallen from £8,394 to £7,746 as the fund was used support the playground update and the seating area outside the Lounge Bar.

The Designated Funds are held as cash, predominantly in the COIF Deposit Account and the CAF Gold accounts. The accumulated total of these funds is shown as Designated Funds in the Financial Statements.

The Restricted Funds started the year at £2,686, with £919 being added to the fund by the Henley Chefs and grant funding from MSDC of £1,412 which was used to purchases flooring for the stage. The Henley Chefs also made donations to local charities to the sum of £2,050. The fund ended the year at £1,555.

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2025

The Independent Examiner has completed the review of this year's report and accounts.

Professional Advisers:-

Bankers: CAF BANK Limited, Kings Hill, West Malling, Kent.
Solicitors: Birketts LLP, 24-26 Museum Street, Ipswich, Suffolk.
Independent Examiner: Jonathan Beards, JDB Bookkeeping

Stephen Brock
For and on behalf of the Trustees.
13th August 2025

HENLEY COMMUNITY CENTRE CHARITY

Statement Of Financial Activities for the year ending 31st March 2025

	Notes	2024 - 2025				2023 - 24
		£ General Funds	£ Designated Funds	£ Restricted Funds	£ TOTAL FUNDS	£ TOTAL FUNDS
Incoming Resources						
Grants	11			1,412	1,412	
Donations	11	613			613	622
Operating Activities -						
Use of Hall (Regular Hirers)		33,452			33,452	34,608
Use of Hall (Ad Hoc Hirers)		8,738			8,738	8,182
Use of Field		2,471			2,471	3,119
Social/Fund Raising Events	10,11		1,706	918	2,624	3,927
Marquee		450			450	850
Bar Charges	9	1,222			1,222	2,645
Investment Interest	3,6,7,8	11	3,929		3,940	3,655
Bar Contribution	9	15,178			15,178	19,326
Total Income		62,135	5,635	2,330	70,100	76,934
Expenditure						
Running Costs of Hall	6,7,12	53,099	22,537		75,636	73,930
Grant Funded Expenditure				1,412	1,412	0
Social/Fund Raising Events			3,467		3,467	802
Bar Charges	9	1,222			1,222	2,645
Depreciation of Assets	2	1,852			1,852	1,705
Donations				2,050	2,050	107
Total Resources Expended		56,173	26,004	3,462	85,639	79,189
Net Incoming/(Outgoing Resources for the Year, before Transfers)		5,962	(20,369)	(1,132)	(15,539)	(2,255)
Transfer For						
Building	7				0	0
Fixtures & Fittings	6	(5,962)	5,962		0	0
Net Incoming/(Outgoing Resources for the Year, after Transfers)		0	(14,407)	(1,132)	(15,539)	(2,255)
Balance brought forward 01/04/2022		30,644	105,239	2,686	138,569	140,824
Accumulated Funds						
Carried Forward		<u>30,644</u>	<u>90,832</u>	<u>1,554</u>	<u>123,030</u>	<u>138,569</u>

HENLEY COMMUNITY CENTRE CHARITY

Balance Sheet as at 31st March 2025

	Notes	2024 - 2025 £	2023 - 2024 £
Fixed Assets			
Tangible			
At Cost	2	97,584	96,767
Less Depreciation		(89,272)	(87,420)
		-----	-----
		8,312	9,347
 Current Assets			
Debtors	4	11,394	18,988
COIF Investments	3	59,631	56,817
Cash at Bank & in Hand		50,225	56,427
		-----	-----
		121,250	132,232
 Current Liabilities			
Creditors - Falling Due within one year	5	(6,532)	(3,010)
		-----	-----
Net Current Assets		114,718	129,222
 Total Net Assets		<u>123,030</u>	<u>138,569</u>
 Represented by Funds			
General Funds		30,644	30,644
Restricted Funds	11	1,555	2,686
Designated Funds:-			
Furniture, Fittings & Equipment	6	36,164	41,647
Building Repairs	7	46,921	55,198
Social	8	7,746	8,394
		-----	-----
Total Designated Funds		90,831	105,239
 Total Funds		<u>123,030</u>	<u>138,569</u>

The notes on pages 7-12 form part of these Accounts

Stephen Brock
For and on behalf of the Trustees.
13th August 2025

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

The Henley Community Centre Charity is a Registered Charity, Number 1150878, and Constituted by a Declaration of Trust. The Charity has a 99-year lease from Henley Parish Council over the Playing Field, Playground and the Community Centre and its Car Park. Use of the Community Centre began in April 1998. On 1st April 2013, operation of Henley Community Centre moved from the original Registered Charity, Number 1067812 to the new charity.

The charity is controlled by the Board of Trustees as set out on page 1.

No remuneration was paid out of the funds directly or indirectly to any Trustee or Committee Member. Reimbursement of any expenses to a Trustee is solely in respect of those items directly incurred by them for use by the Charity.

1. Accounting Policies

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Fixed assets – Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- I. Equipment - 20% Straight line basis
- II. Fixtures - 10% Straight line basis

Since 2011/12, the residual values of new purchases is considered to be 10% of the original cost.

Irrecoverable VAT - Resources expensed include attributable VAT which cannot be recovered.

Governance costs - Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Investments - Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

2. Fixed Assets

During the year, there were a couple purchases; vacuum cleaner (£250) and gas BBQ (£567). There were no assets that were written off.

	Equipment 5 Years £	Fixtures 10 Years £	Total £
Cost			
At 31 March 2024	46,414	50,353	96,767
Additions in year	817	0	817
Items Written Off	0	0	0
At 31 March 2024	<u>47,231</u>	<u>50,353</u>	<u>97,584</u>
Depreciation			
At 31 March 2024	38,851	48,569	87,420
Charge for the year	1,790	62	1,852
Items Written Off	0	0	0
At 31 March 2024	<u>40,641</u>	<u>48,631</u>	<u>89,272</u>
Net Book Value			
At 31 March 2025	<u>6,590</u>	<u>1,722</u>	<u>8,312</u>
At 31 March 2024	7,563	1,784	9,347

3. Investments

The Charity holds investments managed by CCLA Investment Management Limited which is the fund manager of the COIF Charities Deposit Fund and is authorised and regulated by the Financial Conduct Authority. The Fund is approved by the Charity Commission as a Common Deposit Fund under section 25 of the Charities Act 1993.

The Community Centre Charity held the following investments at the 31st March 2025. The increase on the year was £2,815 compared with an increase of £2,634 for the year ending 31st March 2024.

	31 Mar 2025 £	31 Mar 2024 £
COIF Deposit Fund balance	59,631	56,817
	<u>56,631</u>	<u>56,817</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

4. Debtors

The only outstanding hire fees are from regular hirers who were billed during March 2025. The Sundry Debtors were as a result of HCCC Bar cheques that have not been presented to the bank.

	31 Mar 2025	31 Mar 2024
	£	£
Hall Letting Fees	1,674	4,378
Sundry Debtors	9,720	14,610
	<u>11,394</u>	<u>18,988</u>

5. Creditors

The cost-of-living crisis has meant that for both 2024, the Hall Hire creditors figure was low due to a decline in advance bookings being taken. During 2024-2025, there was a marked increase in booking deposits for bookings after 1st April 2025.

	31 Mar 2025	31 Mar 2024
	£	£
Creditors relating to Hall Hiring Fees received in advance	6,257	2,386
Catering Paid in Advance	0	374
Provision for Independent Examination	275	250
	<u>6,532</u>	<u>3,010</u>

6. Designated Fund - Provision for Purchase of New or Replacement of Furniture, Fittings & Equipment

This fund is for the purchase of new replacement furniture, fittings & equipment. The fund is currently held as cash. During the year, there was significant expenditure from this fund, for the refurbishment of the bar serving area (£12,951). Additionally, £1,506 of interest was also added to the fund and the surplus from the General Fund was transferred to the Fund.

Movements	31 Mar 2025	31 Mar 2024
	£	£
Balance forward	41,647	47,292
Provision for year	5,962	-
Interest	1,506	1,411
Expenditure	(12,951)	(7,056)
	<u>36,164</u>	<u>41,647</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

7. Designated Fund - Building Repair & Development

This fund is to be used for repairs/replacement of flooring, boilers, wiring, windows, doors and new structural developments. During the year, there was once again significant expenditure from this fund, including decorating the main hall, bar and toilets (£4,656), electrical work in the kitchen (£929) and repairs to the drive and car park (£2,750). The fund did receive £1,309 of interest during the year.

Movements	31 Mar 2025	31 Mar 2024
	£	£
Balance forward	55,197	55,833
Provision for year	0	18,613
Interest	1,309	1,223
Expenditure	(9,585)	(20,471)
	<u>46,921</u>	<u>55,198</u>

8. Designated Fund - Social

This fund is to be used to finance social activities/facilities for the residents of Henley. During the year, the village's recycling income of £344 which was added to the fund. The income from social events was £443, with donations of £918 from the Henley Chefs and interest of £1,007 was added to the account. A total of £3,467 was spent on paving and seating outside of the building and finance social events.

Movements	31 Mar 2025	31 Mar 2024
	£	£
Balance forward	8,394	4,882
Provision for year	1,705	3,307
Interest	1,114	1,007
Expenditure	(3,467)	(802)
	<u>7,746</u>	<u>8,394</u>

9. Contribution by HCCC Bar

Under a Deed of Covenant, the HCCC Bar agrees to pass to the Henley Community Centre Charity their profits. During 2023/24, HCCC was able to pay the Charity £4,500 for the use of the facilities and was also able to covenant profits of £15,055. By the end of March 2025, HCCC Bar was able to pay the Charity £4,500 for the use of the facilities and was also able to covenant profits of £10,678. This drop in the covenant payments reflects fewer wedding bookings and squeezed margins.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

10. Others

The income received from MSDC for village recycling is added to the Social Designated Fund. During 2023/24 the total of other income was £497, and during 2024/25 the income was £344.

11. Donations & Grants.

During the year we received donations totalling £613 primarily from the attendees at Folk Nights which is held in the General Fund.

The Charity received grant funding to the value of £1,412 during 2024/25 which was used for new stage flooring.

Following the closure of the Henley Youth Club during 2004/5 the funds belonging to that organisation, amounting to £499, were passed to the Trustees. This value has grown and now currently stands at £590 and is held in Restricted Funds.

At the start of 2024/25, the Charity held £2,094 in a restricted fund and represents money donated to the Charity by Henley Chefs. During the year there were additions to this totalling £918 and donations to local charities/good causes of £2,050 was made, leaving the total at £962. This is held pending further distribution to local charities/good causes.

At the end of 2020/21, we received a Mid Suffolk District Council Locality Award of £2,659 to be used for the replacement of the current floodlighting of the playing field. To date, £2,657 has been spent with the remainder held as Reserved Funds pending future purchases associated with the installation of the lights.

The sum of these items in the Restricted Fund is now £1,555.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

12. Running Costs of the Hall

	31 Mar 2025	31 Mar 2024
	£	£
Power & Heat		
Oil/Gas	4,143	4,675
Electricity	3,795	3,086
	7,938	7,761
Water Services	2,155	1,521
Telephone / Broadband	1,027	914
Insurance	1,890	1,737
Security Costs	685	822
Wages	24,392	23,004
Cleaning & Maintenance		
Contract Cleaning	2,247	2,797
Supplies	2,874	2,928
COVID-19	0	0
Maintenance	2,919	2,218
Petty Cash	0	0
Grounds	3,870	619
	11,910	8,562
Administration (see note 1 below)	526	383
Welfare / Health & Safety	943	862
Publicity	959	142
Licenses	674	695
Total	<u>53,099</u>	<u>46,403</u>

Note 1: Included in this running cost is £275, payable to the reporting accountant for their external scrutiny.

HENLEY COMMUNITY CENTRE CHARITY

Statement Of Financial Activities for the year ending 31st March 2025

	Notes	2024 - 2025				2023 - 24
		£ General Funds	£ Designated Funds	£ Restricted Funds	£ TOTAL FUNDS	£ TOTAL FUNDS
Incoming Resources						
Grants	11			1,412	1,412	
Donations	11	613			613	622
Operating Activities -						
Use of Hall (Regular Hirers)		33,452			33,452	34,608
Use of Hall (Ad Hoc Hirers)		8,738			8,738	8,182
Use of Field		2,471			2,471	3,119
Social/Fund Raising Events	10,11		1,706	918	2,624	3,927
Marquee		450			450	850
Bar Charges	9	1,222			1,222	2,645
Investment Interest	3,6,7,8	11	3,929		3,940	3,655
Bar Contribution	9	15,178			15,178	19,326
Total Income		62,135	5,635	2,330	70,100	76,934
Expenditure						
Running Costs of Hall	6,7,12	53,099	22,537		75,636	73,930
Grant Funded Expenditure				1,412	1,412	0
Social/Fund Raising Events			3,467		3,467	802
Bar Charges	9	1,222			1,222	2,645
Depreciation of Assets	2	1,852			1,852	1,705
Donations				2,050	2,050	107
Total Resources Expended		56,173	26,004	3,462	85,639	79,189
Net Incoming/(Outgoing Resources for the Year, before Transfers)		5,962	(20,369)	(1,132)	(15,539)	(2,255)
Transfer For						
Building	7				0	0
Fixtures & Fittings	6	(5,962)	5,962		0	0
Net Incoming/(Outgoing Resources for the Year, after Transfers)		0	(14,407)	(1,132)	(15,539)	(2,255)
Balance brought forward 01/04/2022		30,644	105,239	2,686	138,569	140,824
Accumulated Funds						
Carried Forward		<u>30,644</u>	<u>90,832</u>	<u>1,554</u>	<u>123,030</u>	<u>138,569</u>

HENLEY COMMUNITY CENTRE CHARITY

Balance Sheet as at 31st March 2025

	Notes	2024 - 2025 £	2023 - 2024 £
Fixed Assets			
Tangible			
At Cost	2	97,584	96,767
Less Depreciation		(89,272)	(87,420)
		<u>8,312</u>	<u>9,347</u>
Current Assets			
Debtors	4	11,394	18,988
COIF Investments	3	59,631	56,817
Cash at Bank & in Hand		50,225	56,427
		<u>121,250</u>	<u>132,232</u>
Current Liabilities			
Creditors - Falling Due within one year	5	(6,532)	(3,010)
Net Current Assets		<u>114,718</u>	<u>129,222</u>
Total Net Assets		<u>123,030</u>	<u>138,569</u>
Represented by Funds			
General Funds		30,644	30,644
Restricted Funds	11	1,555	2,686
Designated Funds:-			
Furniture, Fittings & Equipment	6	36,164	41,647
Building Repairs	7	46,921	55,198
Social	8	7,746	8,394
Total Designated Funds		<u>90,831</u>	<u>105,239</u>
Total Funds		<u>123,030</u>	<u>138,569</u>

The notes on pages 7-12 form part of these Accounts

Stephen Brock
For and on behalf of the Trustees.
13th August 2025

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

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The charity is controlled by the Board of Trustees as set out on page 1.

No remuneration was paid out of the funds directly or indirectly to any Trustee or Committee Member. Reimbursement of any expenses to a Trustee is solely in respect of those items directly incurred by them for use by the Charity.

1. Accounting Policies

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Fixed assets – Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- I. Equipment - 20% Straight line basis
- II. Fixtures - 10% Straight line basis

Since 2011/12, the residual values of new purchases is considered to be 10% of the original cost.

Irrecoverable VAT - Resources expensed include attributable VAT which cannot be recovered.

Governance costs - Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Investments - Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

2. Fixed Assets

During the year, there were a couple purchases; vacuum cleaner (£250) and gas BBQ (£567). There were no assets that were written off.

	Equipment 5 Years £	Fixtures 10 Years £	Total £
Cost			
At 31 March 2024	46,414	50,353	96,767
Additions in year	817	0	817
Items Written Off	0	0	0
At 31 March 2024	<u>47,231</u>	<u>50,353</u>	<u>97,584</u>
Depreciation			
At 31 March 2024	38,851	48,569	87,420
Charge for the year	1,790	62	1,852
Items Written Off	0	0	0
At 31 March 2024	<u>40,641</u>	<u>48,631</u>	<u>89,272</u>
Net Book Value			
At 31 March 2025	<u>6,590</u>	<u>1,722</u>	<u>8,312</u>
At 31 March 2024	7,563	1,784	9,347

3. Investments

The Charity holds investments managed by CCLA Investment Management Limited which is the fund manager of the COIF Charities Deposit Fund and is authorised and regulated by the Financial Conduct Authority. The Fund is approved by the Charity Commission as a Common Deposit Fund under section 25 of the Charities Act 1993.

The Community Centre Charity held the following investments at the 31st March 2025. The increase on the year was £2,815 compared with an increase of £2,634 for the year ending 31st March 2024.

	31 Mar 2025 £	31 Mar 2024 £
COIF Deposit Fund balance	59,631	56,817
	<u>56,631</u>	<u>56,817</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

4. Debtors

The only outstanding hire fees are from regular hirers who were billed during March 2025. The Sundry Debtors were as a result of HCCC Bar cheques that have not been presented to the bank.

	31 Mar 2025	31 Mar 2024
	£	£
Hall Letting Fees	1,674	4,378
Sundry Debtors	9,720	14,610
	<u>11,394</u>	<u>18,988</u>

5. Creditors

The cost-of-living crisis has meant that for both 2024, the Hall Hire creditors figure was low due to a decline in advance bookings being taken. During 2024-2025, there was a marked increase in booking deposits for bookings after 1st April 2025.

	31 Mar 2025	31 Mar 2024
	£	£
Creditors relating to Hall Hiring Fees received in advance	6,257	2,386
Catering Paid in Advance	0	374
Provision for Independent Examination	275	250
	<u>6,532</u>	<u>3,010</u>

6. Designated Fund - Provision for Purchase of New or Replacement of Furniture, Fittings & Equipment

This fund is for the purchase of new replacement furniture, fittings & equipment. The fund is currently held as cash. During the year, there was significant expenditure from this fund, for the refurbishment of the bar serving area (£12,951). Additionally, £1,506 of interest was also added to the fund and the surplus from the General Fund was transferred to the Fund.

Movements	31 Mar 2025	31 Mar 2024
	£	£
Balance forward	41,647	47,292
Provision for year	5,962	-
Interest	1,506	1,411
Expenditure	(12,951)	(7,056)
	<u>36,164</u>	<u>41,647</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

7. Designated Fund - Building Repair & Development

This fund is to be used for repairs/replacement of flooring, boilers, wiring, windows, doors and new structural developments. During the year, there was once again significant expenditure from this fund, including decorating the main hall, bar and toilets (£4,656), electrical work in the kitchen (£929) and repairs to the drive and car park (£2,750). The fund did receive £1,309 of interest during the year.

Movements	31 Mar 2025	31 Mar 2024
	£	£
Balance forward	55,197	55,833
Provision for year	0	18,613
Interest	1,309	1,223
Expenditure	(9,585)	(20,471)
	<u>46,921</u>	<u>55,198</u>

8. Designated Fund - Social

This fund is to be used to finance social activities/facilities for the residents of Henley. During the year, the village's recycling income of £344 which was added to the fund. The income from social events was £443, with donations of £918 from the Henley Chefs and interest of £1,007 was added to the account. A total of £3,467 was spent on paving and seating outside of the building and finance social events.

Movements	31 Mar 2025	31 Mar 2024
	£	£
Balance forward	8,394	4,882
Provision for year	1,705	3,307
Interest	1,114	1,007
Expenditure	(3,467)	(802)
	<u>7,746</u>	<u>8,394</u>

9. Contribution by HCCC Bar

Under a Deed of Covenant, the HCCC Bar agrees to pass to the Henley Community Centre Charity their profits. During 2023/24, HCCC was able to pay the Charity £4,500 for the use of the facilities and was also able to covenant profits of £15,055. By the end of March 2025, HCCC Bar was able to pay the Charity £4,500 for the use of the facilities and was also able to covenant profits of £10,678. This drop in the covenant payments reflects fewer wedding bookings and squeezed margins.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

10. Others

The income received from MSDC for village recycling is added to the Social Designated Fund. During 2023/24 the total of other income was £497, and during 2024/25 the income was £344.

11. Donations & Grants.

During the year we received donations totalling £613 primarily from the attendees at Folk Nights which is held in the General Fund.

The Charity received grant funding to the value of £1,412 during 2024/25 which was used for new stage flooring.

Following the closure of the Henley Youth Club during 2004/5 the funds belonging to that organisation, amounting to £499, were passed to the Trustees. This value has grown and now currently stands at £590 and is held in Restricted Funds.

At the start of 2024/25, the Charity held £2,094 in a restricted fund and represents money donated to the Charity by Henley Chefs. During the year there were additions to this totalling £918 and donations to local charities/good causes of £2,050 was made, leaving the total at £962. This is held pending further distribution to local charities/good causes.

At the end of 2020/21, we received a Mid Suffolk District Council Locality Award of £2,659 to be used for the replacement of the current floodlighting of the playing field. To date, £2,657 has been spent with the remainder held as Reserved Funds pending future purchases associated with the installation of the lights.

The sum of these items in the Restricted Fund is now £1,555.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2024 to 31st March 2025

12. Running Costs of the Hall

	31 Mar 2025	31 Mar 2024
	£	£
Power & Heat		
Oil/Gas	4,143	4,675
Electricity	3,795	3,086
	7,938	7,761
Water Services	2,155	1,521
Telephone / Broadband	1,027	914
Insurance	1,890	1,737
Security Costs	685	822
Wages	24,392	23,004
Cleaning & Maintenance		
Contract Cleaning	2,247	2,797
Supplies	2,874	2,928
COVID-19	0	0
Maintenance	2,919	2,218
Petty Cash	0	0
Grounds	3,870	619
	11,910	8,562
Administration (see note 1 below)	526	383
Welfare / Health & Safety	943	862
Publicity	959	142
Licenses	674	695
Total	<u>53,099</u>	<u>46,403</u>

Note 1: Included in this running cost is £275, payable to the reporting accountant for their external scrutiny.

Henley Community Centre Trustees

From: jonathan@JDBBookkeeping.co.uk
Sent: 14 August 2025 13:20
To: hcctrustees@outlook.com
Subject: Hi Steve
Attachments: SI-90 - Henley Community Centre Charity.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hi Steve,

I have been through everything now and agreed all figures and have my completed spreadsheets as last year for your perusal, if you wish.

Everything seems fine and you have been 'hot' on every aspect, as per usual.

Can I just mention two things – 1) Did you know that you can do all forecasts on XERO, which is very useful and superfast compared to spreadsheets?

2) That the only difference I noted on the Accounts was the fact that 'Petty cash Grounds' had gone up by £3251 – that was the only large difference which I am sure you will know about.

Please can you send me a copy of the Final Accounts when completed for 2025.

Thank you and my bill is attached above. Any other work you require off me and I will happily help you.

Cheers,
Jonathan



Jonathan Beards
JDB Bookkeeping
jdbbookkeeping.co.uk
07867 990057



HENLEY COMMUNITY CENTRE CHARITY

England & Wales - Charity number 1150878

Accounts

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2024

THE TRUST DEED

The Henley Community Centre Charity, Church Meadows, Ashbocking Road, Henley, Ipswich, Suffolk, IP6 0RP is registered with the Charity Commissioners (No.1150878) and constituted by Deed of Trust. Henley Community Centre Charity is also registered in England and Wales as company number 8251879. It started to operate on 1st April 2013, when it inherited the assets and liabilities of the original charity (No. 1067812). The main objective of the Charity is to provide recreational and sporting facilities, playing fields, playgrounds and the Community Centre in the Parish of Henley. Henley Parish Council owns the Hall and the surrounding grounds. The Henley Community Centre Charity holds a 99-year lease commencing on the 6th January 1998 from the Parish Council. The HCCC Bar is a separate organisation, which has covenanted its profits to the Charity. A Trustee is involved in the management of the HCCC Bar.

TRUSTEES & COMMITTEES

The Charity started the year with Jo Austin, Steve Brock, Robert Earey, Lucy Finlayson, Grahame Hughes, Alan Johnson and Barrie Pyke as Trustees. Ahead of the 2023 AGM, Alan Johnson stood down. During the 2023 AGM, Barrie Pyke was re-elected and Clare Bevan and Charlotte Gillespie were elected.

A Parish Council nominated position is held by Steve Brock and they are aware that they can nominate an additional Trustee.

There are currently no vacant Trustee positions.

CHAIRMAN'S REPORT

It has been another positive year for the Community Centre. Whilst Covid infections are in the population, life does seem to have settled down. The ongoing cost-of-living issues have been reflected in a decline of hires and a continued cautious approach hirers to long-term planning of events.

For the local children, we have organised the annual Easter Egg Hunt and a Halloween Party. Also, at year-end, the Parish Council plans for a playground upgrade where we have advanced the Charity intending to contribute fund from our Social Fund to cover the cost of some of the ground works.

The Henley Chefs and their helpers have also provided the catering for Jubilee events and organised a Burns Night and summer BBQ and rounders evenings. Their profits are divided between a variety of charitable organisations as well as the Community Centre for which I thank them.

The Deed of Trust requires that the Charity maintains the Community Centre and I am pleased to confirm that during the year we have once again made significant investments in building infrastructure and largely funded from reserves. Top of the list was the replacement of the main hall floor. The Boughton Room lights are now more efficient LED's and replacement Velux skylights have been installed. Also, we have finally managed to identify and fix an occasional roof leak.

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2024

To be able to maintain reserves healthy enough to be used for such investments it is important to ensure that the Centre is well used and we are also generating sufficient income from hirers and indirectly from the Bar. So, I also need to thank Kevin Griggs, who as Centre Manager has been responsible for managing the bookings, overseeing all activities in the Centre and managing the Bar. Stacey, Kailea and Jonathon also need to be thanked for all their hard work keeping the interior clean and ready for use and the grounds attractive and well presented.

Looking forward, we are looking to complete the Lounge Bar refurbishment which was first looked at before Covid struck.

I think we can continue to be optimistic about the future of the Community Centre.

CHARITABLE ACTIVITIES

The trustees confirm that they have paid due regard to the Charity Commission's general guidance on public benefit. Over the years, the Charity has provided the use of the facilities to residents and a variety of village organisations at reduced rates.

During the financial year ending 31st March 2024, the village organisations using the hall during the year include:

- Henley Athletic Football Club
- Henley Bowls
- Henley Chefs
- Henley Folk Club
- Henley Guides
- Henley Parochial Church Council
- Henley Players
- Henley Pre School (Registered Charity Number: 1028129)
- Henley Primary School
- Henley Senior Citizens
- Henley WI

FINANCIAL REPORT

I have to report that having reported a surplus for consecutive years, I have to report that for the year ending in March 2024, the Charity recorded a small deficit. However, looking at the bigger picture, over a three-year period there has been a surplus and that was achieved whilst spending over £20k on the building in both of the last two years. It was disappointing that our hire income did fall and was short of our budget, but as there was an underspend of 13%, the deficit was far less than our budget.

The General Fund surplus before transfers to Reserves for the year was £18,613. In the previous year, this was a surplus of £18,746. The Charity's income from hiring the centre/grounds fell from £47,281 to £45,909. The HCCC Bar contributions fell from a £19,823 to £19,326 (a covenanted sum of £15,055 plus a contribution to the hall running costs).

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2024

The running costs paid out of the General Fund were £46,403 and included the wages of Jonathan Bloye, Kailea Boyne, Kevin Griggs and Stacey Knight and we are grateful for all their hard work at the Centre. Last year, £50,155 was spent from the General Fund.

The slight reduction in the use of the facilities by hirers is unlikely to have had much impact on the Running Costs. Instead, the reduction in the Running Costs is mostly due to the cost of electricity and there were two parts to this reduction. The PV panels generated 4,002kWh of electricity, slightly down on last year, but the income rose from £2,692 to £2,777 for the year. The main reason for the fall is consumption fell from 35,199kWh to 31,185kWh and for 4 of the last 5 months of the year, usage was the lowest since our records started in 2012/13. This can only be attributed to investment in LED lights investments inside the building over the last 2 years.

The accumulation of monies in our General Fund should assist with future developments and improvements to the Community Centre and playing field. As has happened since 2022, the surplus has been transferred to designated funds. This year £18,613 was transferred to the Building Fund and the General Fund remained at £30,644 at the end of the year. The General Fund has been used to finance the Fixed Assets which had a written down value of £9,347. There were assets worth £2,626 added to the Fixed Assets during the year.

In total, the spending from all the designated funds totalled £28,329, up on the spending of £23,711 during 2022/23. The Building Fund, set up to provide for longer-term building repairs and developments started the year at a value of £55,833, with £18,613 plus £1,223 interest being added to the fund and offsetting some of the £20,471 expenditure during the year, so the value of the fund fell to £55,198.

The fund for the purchase of new or replacement furniture, fittings & equipment started the year at a value of £47,292. With £1,411 interest being added to the fund and expenditure of £7,056 during the year, the value of the fund fell to £41,647.

During the 2018/19 year, the Trustees decided to create a third Designated Fund, to be used to fund village social activities/facilities. 50% of the income received from the Henley Chefs and all the income from MSDC for recycling glass and paper has been transferred to this fund. The contributions to this fund during the year from Henley Chefs was £620, a further £497 from village recycling and interest of £1,007. The fund was used to support a variety of social events to the sum of £802, with the ticket sales from these totalling £2,189. At the end of the year the value of the Fund had risen from £4,882 to £8,393.

The Designated Funds are held as cash, predominantly in the COIF Deposit Account and the CAF Gold accounts. The accumulated total of these funds is shown as Designated Funds in the Financial Statements.

The Restricted Funds started the year at £2,173, with £620 being added to the fund by the Henley Chefs, £107 from this raised during a Church event was donated to Henley PCC. The fund ended the year at £2,686.

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2024

The Independent Examiner has completed the review of this year's report and accounts.

Professional Advisers:-

Bankers: CAF BANK Limited, Kings Hill, West Malling, Kent.
Solicitors: Birketts LLP, 24-26 Museum Street, Ipswich, Suffolk.
Independent Examiner: Jonathan Beards, JDB Bookkeeping

Stephen Brock
For and on behalf of the Trustees.
19th September 2024

HENLEY COMMUNITY CENTRE CHARITY

Statement Of Financial Activities for the year ending 31st March 2024

	Notes	2023 - 2024			2022 - 23
		£ General Funds	£ Designated Funds	£ Restricted Funds	£ TOTAL FUNDS
Incoming Resources					
Donations	11	622			434
Operating Activities -					
Use of Hall		42,790			44,639
Use of Field		3,119			2,642
Social/Fund Raising Events	10,11		3,307	620	4,069
Marquee		850			3,200
Bar Charges	9	2,645			5,566
Investment Interest	3,6,7,8	14	3,641		1,335
Bar Contribution	9	19,326			19,823
Total Income		69,366	6,948	620	81,708
Expenditure					
Running Costs of Hall	6,7,12	46,403	27,527		71,939
Social/Fund Raising Events			802		1,927
Bar Charges	9	2,645			5,566
Depreciation of Assets	2	1,705			1,848
Donations				107	0
Total Resources Expended		50,753	28,329	107	81,280
Net Incoming/(Outgoing Resources for the Year, before Transfers		18,613	(21,381)	513	428
Transfer For					
Building	7	(18,613)	18,613	0	0
Fixtures & Fittings	6			0	0
Net Incoming/(Outgoing Resources for the Year, after Transfers		0	(2,768)	513	428
Balance brought forward 01/04/2022		30,644	108,007	2,173	140,396
Accumulated Funds					
Carried Forward		<u>30,644</u>	<u>105,239</u>	<u>2,686</u>	<u>138,569</u>
				<u>138,569</u>	<u>140,824</u>

HENLEY COMMUNITY CENTRE CHARITY

Balance Sheet as at 31st March 2024

	Notes	2023 - 2024 £	2022 - 2023 £
Fixed Assets			
Tangible			
At Cost	2	96,767	94,141
Less Depreciation		(87,420)	(85,715)
		<u>9,347</u>	<u>8,426</u>
Current Assets			
Debtors	4	18,988	20,746
COIF Investments	3	56,817	54,182
Cash at Bank & in Hand		56,427	62,263
		<u>132,232</u>	<u>137,191</u>
Current Liabilities			
Creditors - Falling Due within one year	5	(3,010)	(4,793)
		<u>129,222</u>	<u>132,398</u>
Net Current Assets			
		<u>138,569</u>	<u>140,824</u>
Total Net Assets			
		<u>138,569</u>	<u>140,824</u>
Represented by Funds			
General Funds		30,644	30,644
Restricted Funds	11	2,686	2,173
Designated Funds:-			
Furniture, Fittings & Equipment	6	41,647	47,292
Building Repairs	7	55,198	55,833
Social	8	8,394	4,882
		<u>105,239</u>	<u>108,007</u>
Total Designated Funds			
		<u>138,569</u>	<u>140,824</u>
Total Funds			
		<u>138,569</u>	<u>140,824</u>

The notes on pages 7-12 form part of these Accounts

Stephen Brock
For and on behalf of the Trustees.
19th September 2024

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2023 to 31st March 2024

The Henley Community Centre Charity is a Registered Charity, Number 1150878, and Constituted by a Declaration of Trust. The Charity has a 99-year lease from Henley Parish Council over the Playing Field, Playground and the Community Centre and its Car Park. Use of the Community Centre began in April 1998. On 1st April 2013, operation of Henley Community Centre moved from the original Registered Charity, Number 1067812 to the new charity.

The charity is controlled by the Board of Trustees as set out on page 1.

No remuneration was paid out of the funds directly or indirectly to any Trustee or Committee Member. Reimbursement of any expenses to a Trustee is solely in respect of those items directly incurred by them for use by the Charity.

1. Accounting Policies

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Fixed assets – Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- I. Equipment - 20% Straight line basis
- II. Fixtures - 10% Straight line basis

Since 2011/12, the residual values of new purchases is considered to be 10% of the original cost.

Irrecoverable VAT - Resources expensed include attributable VAT which cannot be recovered.

Governance costs - Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Investments - Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2023 to 31st March 2024

2. Fixed Assets

During the year, there were a couple purchases; a coffee machine (£2,304) and chairs (322). There were no assets that were written off.

	Equipment 5 Years £	Fixtures 10 Years £	Total £
Cost			
At 31 March 2023	43,788	50,353	94,141
Additions in year	2,626	0	2,626
Items Written Off	0	0	0
At 31 March 2024	<u>46,414</u>	<u>50,353</u>	<u>96,767</u>
Depreciation			
At 31 March 2023	37,208	48,507	85,715
Charge for the year	1,643	62	1,705
Items Written Off	0	0	0
At 31 March 2024	<u>38,851</u>	<u>48,569</u>	<u>87,420</u>
Net Book Value			
At 31 March 2024	<u>7,563</u>	<u>1,784</u>	<u>9,347</u>
At 31 March 2023	6,580	1,846	8,426

3. Investments

The Charity holds investments managed by CCLA Investment Management Limited which is the fund manager of the COIF Charities Deposit Fund and is authorised and regulated by the Financial Conduct Authority. The Fund is approved by the Charity Commission as a Common Deposit Fund under section 25 of the Charities Act 1993.

The Community Centre Charity held the following investments at the 31st March 2024. The increase on the year was £2,634 compared with an increase of £944 for the year ending 31st March 2023, which reflects the higher interests at the time.

	31 Mar 2024 £	31 Mar 2023 £
COIF Deposit Fund balance	56,817	54,182
	<u>56,817</u>	<u>54,182</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2023 to 31st March 2024

4. Debtors

The only outstanding hire fees are from regular hirers who were billed during March 2024. The 2024 and 2023 Sundry Debtors were as a result of HCCC Bar cheques that have not been presented to the bank.

	31 Mar 2024	31 Mar 2023
	£	£
Hall Letting Fees	4,378	8,746
Sundry Debtors	14,610	12,000
	<u>18,988</u>	<u>20,746</u>

5. Creditors

The cost-of-living crisis has meant that for both 2023 and 2024, the Hall Hire creditors figures have declined as fewer advance bookings have been taken.

	31 Mar 2024	31 Mar 2023
	£	£
Creditors relating to Hall Hiring Fees received in advance	2,386	4,193
Catering Paid in Advance	374	0
Provision for Independent Examination	250	600
	<u>3,010</u>	<u>4,793</u>

6. Designated Fund - Provision for Purchase of New or Replacement of Furniture, Fittings & Equipment

This fund is for the purchase of new replacement furniture, fittings & equipment. The fund is currently held as cash. During the year, the fund the refurbishment of the Lounge Bar furniture. Additionally, £1,411 of interest was also added to the fund.

Movements	31 Mar 2024	31 Mar 2023
	£	£
Balance forward	47,292	48,219
Provision for year	0	0
Interest	1,411	505
Expenditure	(7,056)	(1,432)
	<u>41,647</u>	<u>47,292</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2023 to 31st March 2024

7. Designated Fund - Building Repair & Development

This fund is to be used for repairs/replacement of flooring, boilers, wiring, windows, doors and new structural developments. During the year, there was once again significant expenditure from this fund, including replacing the main hall floor (£14,995), Boughton room lighting (£2,421), fitting Velux skylights (£1,896) and replacing shower flooring (£580). The fund did receive £1,223 of interest during the year.

Movements	31 Mar 2024	31 Mar 2023
	£	£
Balance forward	55,833	57,000
Provision for year	18,613	18,746
Interest	1,223	439
Expenditure	<u>(20,471)</u>	<u>(20,352)</u>
	<u>55,198</u>	<u>55,833</u>

8. Designated Fund - Social

This fund is to be used to finance social activities/facilities for the residents of Henley. During the year, the village's recycling income of £497 which was added to the fund. The income from social events was £2,190, with donations of £620 from the Henley Chefs and interest of £1,007 was added to the account. A total of £802 was used to finance social events.

Movements	31 Mar 2024	31 Mar 2023
	£	£
Balance forward	4,882	3,393
Provision for year	3,307	3,036
Interest	1,007	380
Expenditure	<u>(802)</u>	<u>(1,927)</u>
	<u>8,394</u>	<u>4,882</u>

9. Contribution by HCCC Bar

Under a Deed of Covenant, the HCCC Bar agrees to pass to the Henley Community Centre Charity their profits. During 2022/23, HCCC was able to pay the Charity £5,250 for the use of the facilities and was also able to covenant profits of £14,573. By the end of March 2024, HCCC Bar was able to pay the Charity £4,270 for the use of the facilities and was also able to covenant profits of £15,055.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2023 to 31st March 2024

10. Others

The income received from MSDC for village recycling is added to the Social Designated Fund. During 2022/23 the total of other income was £312, and during 2023/24 the income was £497.

11. Donations & Grants.

During the year we received donations totalling £622, primarily from the attendees at Folk Nights.

The Charity received no grant funding during 2023/24.

Donations and grants are held in the General Fund.

Following the closure of the Henley Youth Club during 2004/5 the funds belonging to that organisation, amounting to £499, were passed to the Trustees. This value has grown and now currently stands at £590 and is held in Restricted Funds.

At the start of 2023/24, the Charity held £1,581 in a restricted fund and represents money donated to the Charity by Henley Chefs. During the year there were additions to this totalling £620 and a donation of £107 was made, leaving the total at £2,094. This is held pending further distribution to local charities/good causes.

At the end of 2020/21, we received a Mid Suffolk District Council Locality Award of £2,659 to be used for the replacement of the current floodlighting of the playing field. To date, £2,657 has been spent with the remainder held as Reserved Funds pending future purchases associated with the installation of the lights.

The sum of these items in the Restricted Fund is now £2,686.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2023 to 31st March 2024

12. Running Costs of the Hall

	31 Mar 2024	31 Mar 2023
	£	£
Power & Heat		
Oil/Gas	4,675	4,679
Electricity	3,086	5,875
	7,761	10,554
Water Services	1,521	1,712
Telephone / Broadband	914	812
Insurance	1,737	1,958
Security Costs	822	748
Wages	23,004	23,333
Cleaning & Maintenance		
Contract Cleaning	2,797	1,894
Supplies	2,928	3,020
COVID-19	0	0
Maintenance	2,218	2,615
Petty Cash	0	0
Grounds	619	954
	8,562	8,483
Administration (see note 1 below)	383	936
Welfare / Health & Safety	862	846
Publicity	142	167
Licenses	695	606
Catering & Food Supplies	0	0
Total	<u>46,403</u>	<u>50,155</u>

Note 1: Included in this running cost is £250, payable to the reporting accountant for their external scrutiny.

Henley Community Centre Charity

Year ended 31st March 2024

Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a amount as may be required not exceeding £1.

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions.

Independent Examination

Independent examination is a form of external scrutiny: An independent examination is a form of external scrutiny that provides a limited check on specific matters. This limited form of check (sometimes referred to as 'negative assurance') contrasts with an audit. The examiner is only required to confirm whether any material matters of concern have come to their attention, whilst an auditor is required to provide an opinion on whether a charity's accounts give a 'true and fair view'. The auditor is required to plan their work to identify material fraud or to plan to test the internal financial controls operating in the charity. An auditor builds up a body of evidence to support a positive statement as to whether the accounts give a 'true and fair view'. An audit is carried out in accordance with international auditing standards and the audit guidance issued by the Financial Reporting Council. An examination is therefore a limited form of scrutiny compared to an audit. It provides less assurance in terms of the depth of work which is to be carried out and is limited as to the matters on which the examiner reports. The charity has to be eligible to have an independent examination: To maintain public confidence in the work of charities charity law sets out the reporting, filing and external scrutiny obligations on trustees. Charity law requires those charities with a gross income of more than £25,000 to have some form of external scrutiny of their accounts. This thresholds is subject to change from time to time as the regulations made under the 2011 Act are updated.

Henley Community Centre Charity

Independent Examination Report

1. Checked comparatives - Done

1. Check adds on accounts - 1 mistake to be corrected by Steve £350

2. Check any differences between last years accounts and investigate.

- **Small difference in income down from £81,708 to £76,934**

3. Check Bank account including noting balance and checking after date entries. **Done.**

6. Checking of some Payments and receipts to check postings are genuine and accurate – should all agree if bank agrees. **Done**

7. All Creditors and Debtors checked for calculation where possible. **Done**

8. Checked postings from payments sheet to Expenses in Profit and Loss and agreed random choice of Cleaning, subscriptions, Telephone, Repairs and renewals. **Done**

£

9. Depreciation checked calculation and agreed. **Done**

10. Queried the Share Capital note and agreed.

11. Check Capital Items are posted to the right nominal code - in this case, none.

Balance per Statement @ 31/3/24 (agreed to Bank account)

£ 9,097.38

After Date Receipts: -

Social Easter Egg Hunt £ (17.00)

Social Easter Egg Hunt £ (6.50)

Social Easter Egg Hunt £ (94.99)

Social Easter Egg Hunt £ (81.20)

BAR: Bar charges £ (366.76)

After Date Receipts

Social: Easter Egg Hunt (Square) £ 104.64

Social: Easter Egg Hunt (Tickets) £ 373.71

Paid in 466 £ 1,250.20

£ 10,259.48

Cash in Hand

£ 143.81

Balance per the Accounts @ 31/8/24
(Agrees to Accounts)

£ 46,024.20

Balance as per CAF Bank - Account number 00090336 - **Agreed to accounts**

£ 56,427.49

Balance on Investments on Statement @ 31/3/24

£ 56,816.64

Balance as per Accounts

£ 56,817.00

Agreed

Statement of Account

Mr Lawrance
42 Church Lane
Henley
Ipswich
Suffolk
IP6 0RQ



5 April 2024

Account name: **HENLEY COMMUNITY CENTRE CHARITY**
Account number: **CO3076173-001**
Statement period: **31/12/2023 to 31/03/2024**

Account summary

Total valuation as at 31 March 2024 **£56,816.64**
Total valuation as at last statement at 31 December 2023 **£56,095.36**

Holdings as at 31 March 2024

Fund name	Value
COIF Charities Deposit Fund	£56,816.64
Total value	£56,816.64

CAF Bank

Statement

Registered office: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
T: 03000 123 456 E: cafbank@cafonline.org W: www.cafonline.org/banking

CafCash Account



The Henley Community Centre Charity
Mr Keith Lawrance
Henley Community Centre
42 Church Lane
Henley, Ipswich, Suffolk
IP6 0RQ

Account Name: The Henley Community Centre Charity
Date: 16 April 2024
Sort Code: 40-52-40
Account Number: 00011674
IBAN: GB21CAF40524000011674
Statement Number: 244
Page Number: 2

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 0.94

Date	Particulars	Debit	Credit	Balance
28/03/24	Brought forward			10,641.70
	Online transfer to Mr Kevin Griggs HCCC Mar Pay	855.72		
	Online transfer to Stacey Knight HCCC Mar Pay	450.00		
	Online transfer to HMRC Cumbernauld	224.08		
	Online transfer to Mr Jonathan Bloye HCCC Fuel	14.52		
02/04/24	FP CLO - INV. 000957		994.50	
	Community Light Or			
	FP 03.08.24 Bullard C		120.00	
				9,097.38

Review of Notes and Observations for Accounts 2024

One correction done on profit and loss - all ok now

Bank accounts agreed to Steve Brocks reconciliation

The accounts have been prepared on the Accruals basis.

Debtors

Hall Letting Fees - Bookings making up the debtors. As you can see, not all of them were invoiced at year end, but for those who were the invoices are attached. All the highlighted invoice details have been paid and appear on the bank statements. - £4378

Sundry Debtors

The debt is the covenanted profits from HCCC Bar and to avoid them having a catastrophic cash flow problem, they make transfer when they have sufficient funds and they have not received all of it yet. That is normal. - £14610

Creditors

Agree as per Creditors Schedule relating to Hall Hiring fees received in advance. £2386
Independent Examination - £250 agreed my fee.

Designated Fund - New Replacement furniture

1. Expenditure of £7056 - what is this for and have you already supplied me with invoices?
This was payments to Suite Care for re-upholstery work – see Henley Community Centre 6-10-23.doc
1. Expenditure of £7056 - what is this for and have you already supplied me with invoices?
This was payments to Suite Care for re-upholstery work – see Henley Community Centre 6-10-23.doc

Date	Purpose	Cheque	Designated Fund
05 Sep 2023	Fixtures: Suite Care (Bar Upholstery)	d/d	£ 3,190.00
09 Oct 2023	Fixtures: Suite Care (Bar Upholstery)	d/d	£ 3,865.80
	TOTAL (£90845.53)		£ 7,055.80

Interest Received on Designated Fund £1411

The interest is from the COIF account. This was set up after 2 funds were merged and the interest split based on the % of the fund that was originally for building.

Designated Funds - Building Repairs

1. £20,471 Expenditure
The invoices for the highlighted items have been received.

Designated

Date	Purpose	Cheque	Fund Building
24 Apr 2023	Building: Velux Window Fitting (H&R)	d/d	£ 1,896.00
15 May 2023	Building: MH Floor (Robert Jarvis)	d/d	£ 7,500.00
09 Jun 2023	Building: Bayfield (BR Lights)	d/d	£ 2,421.30
17 Jul 2023	Building: Eric Dines (Shower Flooring)	d/d	£ 580.00
05 Sep 2023	Building: MH Floor (Robert Jarvis)	d/d	£ 7,495.00
25 Mar 2024	Building: Toilets (CN Plumbing & Heating)	d/d	£ 578.40
	TOTAL (£90845.53)		£ 20,470.70

Designated Funds - Social

All of the interest added to the CAF gold account.

Running Costs

These have been analysed by the Accountant (JD Beards) and the majority are very similar to last years expenses. The only material difference is the Power and Heat had gone down from £10554 to £7761.

	Notes	2023 - 2024				2022 - 23		Adds checked	Checked to last years Accounts
		£ General Funds	£ Designated Funds	£ Restricted Funds	£ TOTAL FUNDS	£ TOTAL FUNDS	£		
Incoming Resources									
Donations	11	622			622	622	434		
Operating Activities -									
Use of Hall		42,790			42,790	42,790	44,639		
Use of Field		3,119			3,119	3,119	2,642		
Social/Fund Raising Events	10,11		3,307	620	3,927	3,927	4,069		
Marquee		850			850	850	3,200		
Bar Charges	9	2,645			2,645	2,645	5,566		
Investment Interest	3,6,7,8	14	3,641		3,655	3,655	1,335		
Bar Contribution	9	19,326			19,326	19,326	19,823		
Total Income		69,366	6,948	620	76,934	76,934	81,708	81,708	Agreed
Expenditure									
Running Costs of Hall	6,7,12	46,403	27,527		74,280	74,280	71,939		
Social/Fund Raising Events			802		802	802	1,927		
Bar Charges	9	2,645			2,645	2,645	5,566		
Depreciation of Assets	2	1,705			1,705	1,705	1,848		
Donations				107	107	107	0		
Total Resources Expended		50,753	28,329	107	79,189	79,189	81,280	81,280	Agreed
Net Incoming/(Outgoing Resources for the Year, before Transfers)		18,613	-21,381	513	-2,555	-2,255	428		Agreed
Transfer For						0			
Building	7	-18,613	18,613		0	0	0		
Fixtures & Fittings	6				0	0	0		
Net Incoming/(Outgoing Resources for the Year, after Transfers)		0	-2,768	513	-2,555	-2,255	428	428	Agreed
Balance brought forward 01/04/2022		30,644	108,007	2,173	140,824	140,824	140,396	140,296	
Accumulated Funds						0			
Carried Forward		<u>30,644</u>	<u>105,239</u>	<u>2,686</u>	<u>138,569</u>	138,569	<u>140,824</u>	140,824	Agreed to Balance sheet

	Notes	2023 - 2024	2022 - 2023	Adds Checked	Agreed to last Years Accounts
Fixed Assets		£	£		
Tangible					
At Cost	2	96,767	94,141		
Less Depreciation		-87,420	-85,715		
		-----	-----		
		9,347	8,426	8,426	8426
Current Assets					
Debtors	4	18,988	20,746		
COIF Investments	3	56,817	54,182		
Cash at Bank & in Hand		56,427	62,263		
		-----	-----		
		132,232	137,191	137191.00	137191
Current Liabilities					
Creditors - Falling Due within one year	5	-3,010	-4,793		-4793
		-----	-----		
Net Current Assets		129,222	132,398	132398.00	132398
Total Net Assets		<u>138,569</u>	<u>140,824</u>	140,824	140824
Represented by Funds					
General Funds		30,644	30,644	30644	
Restricted Funds	11	2,686	2,173	2173	
Designated Funds:-					
Furniture, Fittings & Equipment	6	41,647	47,292		
Building Repairs	7	55,198	55,833		
Social	8	8,394	4,882		
		-----	-----		
Total Designated Funds		105,239	108,007	108,007	
Total Funds		<u>138,569</u>	<u>140,824</u>	140824	140824

SORT	HENLEY COMMUNITY HALL BOOKINGS - 2023 / 2024						
	Receipts £0.00	Total Income £4,377.50	Bookings 54	Credits £0.00			
Date	Name	Usage	Status	HIRE Cost	Date Paid	Receipt	Notes
Wed, 27 Sep 23	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£50.00			
Tue, 09 Jan 24	CLO	Committee 1.00pm Bar	Reg. Billed	£76.50			Invoice 000954
Wed, 10 Jan 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Sat, 13 Jan 24	H AFC 1st Team	Haughey United - Kick off 14:30pm	Reg. Billed	£61.00			Invoice 000953
Sun, 14 Jan 24	School Of Performing Arts	Emma Dodd - set up from 8:30am	Reg. Billed	£138.75			Invoice 000952
Tue, 16 Jan 24	CLO		Reg. Billed	£102.00			Invoice 000957
Wed, 17 Jan 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Sat, 20 Jan 24	H AFC Reserve Team	Saxmundham Sports Cup - Kick off - 13.30pm	Reg. Billed	£61.00			Invoice 000953
Sun, 21 Jan 24	School Of Performing Arts	Emma Dodd - set up from 8:30am	Reg. Billed	£138.75			Invoice 000952
Tue, 23 Jan 24	CLO		Reg. Billed	£76.50			Invoice 000957
Wed, 24 Jan 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Sat, 27 Jan 24	H AFC 1st Team	Kirton Athletic - Morrison Cup 2pm	Reg. Billed	£61.00			Invoice 000953
Sun, 28 Jan 24	School Of Performing Arts	Emma Dodd - set up from 8:30am	Reg. Billed	£138.75			Invoice 000952
Sun, 28 Jan 24	Portman Rovers FC	Vs Golden Hind Open for 9:30pm	Reg. Billed	£61.00			Invoice 000964
Tue, 30 Jan 24	CLO		Reg. Billed	£102.00			Invoice 000957
Wed, 31 Jan 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Sat, 03 Feb 24	H AFC 1st Team	Suffolk Snr Cup - Bungay Town 14.00pm	Reg. Billed	£61.00			Invoice 000953
Sun, 04 Feb 24	School Of Performing Arts	Emma Dodd - set up from 8:30am	Reg. Billed	£138.75			Invoice 000952
Tue, 06 Feb 24	CLO		Reg. Billed	£76.50			Invoice 000957
Wed, 07 Feb 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Sat, 10 Feb 24	H AFC Reserve Team	Stowmarket U23's Cup - 2pm kick off	Reg. Billed	£61.00			Invoice 000953
Sun, 11 Feb 24	School Of Performing Arts	Emma Dodd - set up from 8:30am SK Away	Reg. Billed	£138.75			Invoice 000952
Tue, 13 Feb 24	CLO		Reg. Billed	£102.00			Invoice 000957
Wed, 14 Feb 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Thu, 15 Feb 24	Henley Parish Council Meeting	Extra Meeting	Reg. Booking	£19.00			
Sat, 17 Feb 24	H AFC 1st Team	Tattingstone United - Kick Off 14.30pm	Reg. Billed	£61.00			Invoice 000953
Sun, 18 Feb 24	School Of Performing Arts	Emma Dodd - set up from 8:30am	Reg. Billed	£138.75			Invoice 000952
Wed, 21 Feb 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Sat, 24 Feb 24	H AFC Reserve Team	Unity FC - Kick off - 14.30pm	Reg. Billed	£61.00			Invoice 000953
Tue, 27 Feb 24	CLO		Reg. Billed	£102.00			Invoice 000957
Wed, 28 Feb 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Sun, 03 Mar 24	School Of Performing Arts	Emma Dodd - set up from 8:30am	Reg. Billed	£138.75			Invoice 000952
Sun, 03 Mar 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£22.50			Invoice 000954

Tue, 05 Mar 24	CLO	Committee 1.00pm Bar	Reg. Billed	£76.50			Invoice 000957
Wed, 06 Mar 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Sat, 09 Mar 24	H AFC Reserve Team	Thurston FC - CUP Kick off - 14.30pm	Reg. Billed	£61.00			Invoice 000953
Sun, 10 Mar 24	School Of Performing Arts	Emma Dodd - set up from 8:30am	Reg. Billed	£138.75			Invoice 000952
Tue, 12 Mar 24	CLO		Reg. Billed	£102.00			Invoice 000957
Wed, 13 Mar 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Wed, 13 Mar 24	H AFC Training	1st Team	Reg. Billed	£15.00			Invoice 000953
Sat, 16 Mar 24	H AFC 1st Team	Leiston St Margarets - Kick off 14:30pm	Reg. Billed	£61.00			Invoice 000953
Sun, 17 Mar 24	School Of Performing Arts	Emma Dodd - set up from 8:30am	Reg. Billed	£138.75			Invoice 000952
Sun, 17 Mar 24	Portman Rovers FC	Vs Fat Cat - Cup	Reg. Billed	£61.00			Invoice 000964
Tue, 19 Mar 24	CLO		Reg. Billed	£76.50			Invoice 000957
Wed, 20 Mar 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Sat, 23 Mar 24	H AFC Reserve Team	Grundisburgh Reserves - Kick off - 14.30pm	Reg. Billed	£61.00			Invoice 000953
Sun, 24 Mar 24	School Of Performing Arts	Emma Dodd - set up from 8:30am	Reg. Billed	£138.75			Invoice 000952
Sun, 24 Mar 24	Portman Rovers FC	Vs B Martlesham for 9:30pm	Reg. Billed	£61.00			Invoice 000964
Tue, 26 Mar 24	CLO		Reg. Billed	£102.00			Invoice 000957
Wed, 27 Mar 24	She sizzles dance and fitness club	Donna Berry - Set up 4.30pm	Reg. Billed	£67.50			Invoice 000954
Wed, 27 Mar 24	She sizzles dance and fitness club	Error with Invoice 000933	Reg. Billed	£50.00			Invoice 000954
Wed, 27 Mar 24	H AFC Training	1st Team	Reg. Billed	£15.00			Late Booking
Thu, 28 Mar 24	Funeral Wake	Jacques Damant - move Suffolk Dance to BR	Reg. Billed	£160.00			Bar staff
Sat, 30 Mar 24	H AFC Reserve Team	Coplestions Kick Off 14:30pm	Reg. Billed	£61.00			Invoice 000953

Hall Lettings

Total - £4090.50

B/S Debtors = £4378 Difference of £287.50 - Immaterial - not all invoiced released at year end

SORT	HENLEY COMMUNITY HALL BOOKINGS - 2023 / 2024				Debts		Credits					
	Receipts £2,386.00	Total Income £7,651.00	Bookings 24	Debts £0.00		Credits £2,386.00						
Date	Name	Usage	Status	Deposit Paid	Deposit Date	Deposit Receipt	HIRE Cost	Date Paid	Receipt	Other Costs	Date Paid	Receipt
Fri, 05 Apr 24	Celebration of life - Family Event	Mark Knight - set up from 10:30am	Paid In Full	£52.00	10-Dec-23	213481	£180.00	18-Mar-24	213533	£172.31	18-Mar-24	213533
Sat, 06 Apr 24	60th Birthday Party	Nick Green - set up from 10am 20 chairs and 5	Paid In Full				£100.00	06-Feb-24	213514			
Sun, 14 Apr 24	Suffolk Academy of Dance & Performing Arts.	Joanne Austin - Set up from 1pm	Paid In Full				£80.00	21-Mar-24	213534			
Sun, 21 Apr 24	Children's Party	Elle Ingram	Paid In Full				£80.00	04-Mar-24	213529			
Fri, 26 Apr 24	60th Birthday Party	Claire Bullard	Paid In Full				£120.00	12-Feb-24	213519			
Fri, 10 May 24	60th Birthday Party	John Francis Casey	Deposit Paid	£62.50	12-Feb-24	213518	£250.00					
Sat, 11 May 24	Retirement Party	Sue Rivers - Set up from 3:30pm	Deposit Paid	£165.00	18-Sep-23	3449 / 2135	£260.00					
Sat, 01 Jun 24	Witnesham Wasps U14 club presentations	Trevor Standing - Bar from 12 noon to 3pm	Deposit Paid	£22.00	28-Jun-23	213411	£88.00					
Thu, 27 Jun 24	SIL AGM	Keith Norton - set up for 144 / 6pm - TBA	Paid In Full				£74.00	06-Nov-23	213476			
Sat, 13 Jul 24	IQDS First Stage - Rehearsal & Performance	NO FOOTBALL Rehearsal & Show Extension	Deposit Paid	£162.50	15-Sep-23	213448	£680.00					
Sat, 20 Jul 24	Charity Dance - Woolverston McMillan	NO FOOTBALL - Ella Lister - Set up from 3pm -	Deposit Paid	£45.00	21-Nov-23	213477	£180.00					
Sat, 27 Jul 24	Charity Quiz - Gofundme	Ann Curtis - Set up from 4pm	Deposit Paid	£35.00	#####	213530	£140.00					
Mon, 29 Jul 24	The Theatre Emporium	Victoria - Move Yoga to BR	Deposit Paid	£20.00	#####	213541	£96.00					
Tue, 30 Jul 24	The Theatre Emporium	Victoria	Deposit Paid	£20.00	#####	213541	£126.00					
Wed, 31 Jul 24	The Theatre Emporium	Victoria	Deposit Paid	£20.00	#####	213541	£126.00					
Thu, 01 Aug 24	The Theatre Emporium	Victoria	Deposit Paid	£20.00	#####	213541	£126.00					
Fri, 02 Aug 24	The Theatre Emporium	Victoria	Deposit Paid	£20.00	#####	213541	£140.00					
Sat, 24 Aug 24	Private - Wedding Set up & Celebrations	NO FOOTBALL - K Ramsey	Deposit Paid	£300.00	29-Aug-23	213444	£1,300.00			£562.66	19-Feb-24	213522
Tue, 03 Sep 24	ITC Time Trials - Presentation	Pat Morgan	Deposit Paid	£30.00	22-Jan-24	213511	£45.00			£30.00		
Sat, 21 Sep 24	90th birthday Party	Julie Copsey - Set up from 3pm - kitchen from	Deposit Paid	£80.00	03-Jan-24	213495	£260.00					
Sat, 23 Nov 24	90th Birthday Celebrations	Sophie Lyons - set up after 3pm	Deposit Paid	£62.50	#####	213535	£250.00					
Fri, 27 Jun 25	60th Birthday Party	Denest Akintaju - No bar soft drinks only	Deposit Paid	£87.50	01-Feb-24	213512	£350.00					
Sat, 26 Jul 25	Private - Wedding	NO FOOTBALL - Aleksandra Kowalska	Deposit Paid	£300.00	19-Sep-23	213452	£1,300.00					
Sat, 02 Aug 25	Private - Wedding	NO FOOTBALL - Bea & Kevin Hasdell	Deposit Paid	£300.00	11-Dec-23	213482	£1,300.00					

Total of £2386

HENLEY COMMUNITY CENTRE CHARITY

England & Wales - Charity number 1150878

Accounts

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

THE TRUST DEED

The Henley Community Centre Charity, Church Meadows, Ashbocking Road, Henley, Ipswich, Suffolk, IP6 0RP is registered with the Charity Commissioners (No.1150878) and constituted by Deed of Trust. Henley Community Centre Charity is also registered in England and Wales as company number 8251879. It started to operate on 1st April 2013, when it inherited the assets and liabilities of the original charity (No. 1067812). The main objective of the Charity is to provide recreational and sporting facilities, playing fields, playgrounds and the Community Centre in the Parish of Henley. Henley Parish Council owns the Hall and the surrounding grounds. The Henley Community Centre Charity holds a 99-year lease commencing on the 6th January 1998 from the Parish Council. The HCCC Bar is a separate organisation, which has covenanted its profits to the Charity. A Trustee is involved in the management of the HCCC Bar.

TRUSTEES & COMMITTEES

The Charity started the year with Jo Austin, Steve Brock, Robert Earey, Lucy Finlayson, Grahame Hughes, Alan Johnson and Barrie Pyke as Trustees. At the 2023 AGM, Barrie Pyke was re-elected.

A Parish Council nominated position is held by Steve Brock and they are aware that they can nominate an additional Trustee.

There is currently one vacant Trustee position.

CHAIRMAN'S REPORT

It has been another positive year for the Community Centre. Whilst it has been nice not to be worrying about Covid and its associated restrictions, we have not been immune from the impacts of the cost-of-living crisis. There was a post Covid surge in bookings which has been followed by a more cautious approach with little long-term planning of events which may be reflected in next year's results.

For the local children, we have organised the annual Easter Egg Hunt, a Pamper Party and a Halloween Party. And for the whole village a weekend of events to celebrate the late Queen's Platinum Jubilee. We have also been pleased to host a number of other social events for a number of village organisations at little or no charge.

The Henley Chefs and their helpers have also provided the catering for Jubilee events and organised a Burns Night and summer BBQ and rounders evenings. Their profits are divided between a variety of charitable organisations as well as the Community Centre for which I thank them.

The Deed of Trust requires that the Charity maintains the Community Centre and I am pleased to confirm that during the year we have made significant investments in building infrastructure, largely funded from reserves. Top of the list was the

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

replacement of the boilers which had failed in February 2022. The main hall lights are now more efficient LED's and replacement Velux skylights have been purchased.

To be able to maintain reserves healthy enough to be used for such investments it is important to ensure that the Centre is well used and we are also generating sufficient income from hirers and indirectly from the Bar. So, I also need to thank Kevin Griggs, who as Centre Manager has been responsible for managing the bookings, overseeing all activities in the Centre and managing the Bar. Luke, Kailea and Jonathon also need to be thanked for all their hard work keeping the interior clean and ready for use and the grounds attractive and well presented.

Looking forward, we are looking to refurbish the Lounge Bar, install the Velux skylights and replace more lights with LED's. And once again we hope to be able to host a variety of social events for the residents, not least our own 25th Anniversary celebration.

I think we can continue to be optimistic about the future of the Community Centre.

CHARITABLE ACTIVITIES

The trustees confirm that they have paid due regard to the Charity Commission's general guidance on public benefit. Over the years, the Charity has provided the use of the facilities to residents and a variety of village organisations at reduced rates.

During the financial year ending 31st March 2023, the village organisations using the hall during the year include:

- Henley Athletic Football Club
- Henley Bowls
- Henley Chefs
- Henley Folk Club
- Henley Guides
- Henley Parochial Church Council
- Henley Players
- Henley Pre School (Registered Charity Number: 1028129)
- Henley Primary School
- Henley Senior Citizens
- Henley WI

FINANCIAL REPORT

I am pleased to report that for the year ending in March 2023, the Charity achieved a surplus for the second year running, albeit somewhat smaller than last year's. However, it was perhaps more pleasing taking into consideration the cost-of-living crisis, inflated fuel costs and a plan to spend a lot on the building. Whilst we spent just over £20k on the building, our planned spending on the Lounge Bar has not proceeded as planned. Additionally, our hire income was 10% more than we had budgeted for, and an 11% underspend on running costs was achieved.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

The General Fund surplus before transfers to Reserves for the year was £18,746. In the previous year, this was a surplus of £24,922. The Charity's income from hiring the centre/grounds rose from £39,473 to £47,281. The HCCC Bar contributions rose from a Covid impacted £12,270 to £19,823 (a covenanted sum of £14,573 plus a contribution to the hall running costs).

The running costs paid out of the General Fund were £50,155 and included the wages of Jonathan Bloye, Kailea Boyne, Kevin Griggs and Luke Hayes and we are grateful for all their hard work at the Centre. Last year, £36,344 was spent from the General Fund.

With the usage of the Centre high throughout the year, and significant inflation, there was always going to be a sharp rise in running costs. The expenditure on electricity rose from £2,611 to £5,875. This figure would have been higher had we not benefitted from the PV panels generating 4,189kWh of electricity, with the income rising from £2,310 to £2,692 for the year. The high electricity costs meant that Power & Heat spending rose from £7,194 to £10,554. Cleaning & Maintenance also rose from £6,108 to £8,483.

The accumulation of monies in our General Fund should assist with future developments and improvements to the Community Centre and playing field. As there was a surplus £18,746 was transferred to the Building Fund. At the end of March, our General Fund remained at £30,644. The General Fund has been used to finance the Fixed Assets which had a written down value of £8,426. There were assets worth £4,328 added to the Fixed Assets during the year.

In total, the spending from all the designated funds totalled £23,711, compared to just £111 from the Social Fund during 2021/22. The Building Fund, set up to provide for longer-term building repairs and developments started the year at a value of £57,000, with £18,746 plus £439 interest being added to the fund and offsetting some of the £20,352 expenditure during the year, so the value of the fund fell to £55,833.

The fund for the purchase of new or replacement furniture, fittings & equipment started the year at a value of £48,219. With £505 interest being added to the fund and expenditure of £1,432 during the year, the value of the fund fell to £47,292.

During the 2018/19 year, the Trustees decided to create a third Designated Fund, to be used to fund Village Social events. 50% of the income received from the Henley Chefs and all the income from MSDC for recycling glass and paper has been transferred to this fund. The contributions to this fund during the year from Henley Chefs was £1,033, a further £153 from MSDC and interest of £380. The fund was used to support a variety of social events to the sum of £1,927, with the ticket sales from these totalling £1,850. At the end of the year the value of the Fund had risen from £3,393 to £4,882.

The Designated Funds are held as cash, predominantly in the COIF Deposit Account and the CAF Gold accounts. The accumulated total of these funds is shown as Designated Funds in the Financial Statements.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

The Restricted Funds started the year at £1,140, with £1,034 being added to the fund and no expenditure during the year, the fund ended the year at £2,173.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

The Independent Examiner has completed the review of this year's report and accounts.

Professional Advisers:-

Bankers:

CAF BANK Limited, Kings Hill, West Malling, Kent.

Solicitors:

Birketts LLP, 24-26 Museum Street, Ipswich, Suffolk.

Independent Examiner:

H.J. Hedges-Quinn & Co Ltd, The Old Astra Cinema,
The Street, Gt. Bricett

Stephen Brock

For and on behalf of the Trustees.

23rd June 2023

HENLEY COMMUNITY CENTRE CHARITY

Statement Of Financial Activities for the year ending 31st March 2023

	Notes	2022 - 2023				2021 - 22
		£ General Funds	£ Designated Funds	£ Restricted Funds	£ TOTAL FUNDS	£ TOTAL FUNDS
Incoming Resources						
Grants	11				0	8,000
Donations	11	434			434	120
Operating Activities -						
Use of Hall		44,639			44,639	37,159
Use of Field		2,642			2,642	2,314
Social/Fund Raising Events	11		3,036	1,033	4,069	554
Marquee		3,200			3,200	2,730
Bar Charges	9	5,566			5,566	974
Other	10				0	312
Investment Interest	3,6,7,8	11	1,324		1,335	31
Bar Contribution	9	19,823			19,823	12,270
Total Income		76,315	4,360	1,033	81,708	64,464
Expenditure						
Running Costs of Hall	6,7,12	50,155	21,784		71,939	36,344
Grant Funded Expenditure	11				0	0
Social/Fund Raising Events			1,927		1,927	111
Bar Charges	9	5,566			5,566	974
Depreciation of Assets	2	1,848			1,848	1,327
Donations					0	0
Total Resources Expended		57,569	23,711	0	81,280	38,756
Net Incoming/(Outgoing Resources for the Year, before Transfers		18,746	(19,351)	1,033	428	25,708
Transfer For						
Building	7	(18,746)	18,746		0	0
Fixtures & Fittings	6				0	0
Net Incoming/(Outgoing Resources for the Year, after Transfers		0	(605)	1,033	428	25,708
Balance brought forward 01/04/2022		30,644	108,612	1,140	140,396	114,688
Accumulated Funds						
Carried Forward		<u>30,644</u>	<u>108,007</u>	<u>2,173</u>	<u>140,824</u>	<u>140,396</u>

HENLEY COMMUNITY CENTRE CHARITY

Balance Sheet as at 31st March 2023

	Notes	2022 - 2023 £	2021 - 2022 £
Fixed Assets			
Tangible			
At Cost	2	94,141	90,322
Less Depreciation		(85,715)	(84,376)
		-----	-----
		8,426	5,946
Current Assets			
Debtors	4	20,746	15,655
COIF Investments	3	54,182	53,239
Cash at Bank & in Hand		62,263	73,217
		-----	-----
		137,191	142,111
Current Liabilities			
Creditors - Falling Due within one year	5	(4,793)	(7,661)
		-----	-----
Net Current Assets		132,398	134,450
Total Net Assets		<u>140,824</u>	<u>140,396</u>
Represented by Funds			
General Funds		30,644	30,644
Restricted Funds	11	2,173	1,140
Designated Funds:-			
Furniture, Fittings & Equipment	6	47,292	48,219
Building Repairs	7	55,833	57,000
Social	8	4,882	3,393
		-----	-----
Total Designated Funds		108,007	108,612
Total Funds		<u>140,824</u>	<u>140,396</u>

The notes on pages 7-12 form part of these Accounts

Stephen Brock
For and on behalf of the Trustees.
23rd June 2023

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

The Henley Community Centre Charity is a Registered Charity, Number 1150878, and Constituted by a Declaration of Trust. The Charity has a 99-year lease from Henley Parish Council over the Playing Field, Playground and the Community Centre and its Car Park. Use of the Community Centre began in April 1998. On 1st April 2013, operation of Henley Community Centre moved from the original Registered Charity, Number 1067812 to the new charity.

The charity is controlled by the Board of Trustees as set out on page 1.

No remuneration was paid out of the funds directly or indirectly to any Trustee or Committee Member. Reimbursement of any expenses to a Trustee is solely in respect of those items directly incurred by them for use by the Charity.

1. Accounting Policies

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Fixed assets – Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- I. Equipment - 20% Straight line basis
- II. Fixtures - 10% Straight line basis

Since 2011/12, the residual values of new purchases is considered to be 10% of the original cost.

Irrecoverable VAT - Resources expensed include attributable VAT which cannot be recovered.

Governance costs - Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Investments - Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

2. Fixed Assets

During the year, there were four purchases; a mower (£350), uprighters (£390), dishwasher (£2,700) and fridge (£888). Both the dishwasher and fridge were the original appliances. We also wrote off a hedge trimmer (£228), strimmer (£158) and mower (£123).

	Equipment 5 Years £	Fixtures 10 Years £	Total £
Cost			
At 31 March 2022	39,969	50,353	90,322
Additions in year	4,328	0	4,328
Items Written Off	(509)	0	(509)
At 31 March 2023	<u>43,788</u>	<u>50,353</u>	<u>94,141</u>
Depreciation			
At 31 March 2022	35,931	48,445	84,376
Charge for the year	1,786	62	1,848
Items Written Off	(509)	0	(509)
At 31 March 2023	<u>37,208</u>	<u>48,507</u>	<u>85,715</u>
Net Book Value			
At 31 March 2023	<u>6,580</u>	<u>1,846</u>	<u>8,426</u>
At 31 March 2022	4,038	1,908	5,946

3. Investments

The Charity holds investments managed by CCLA Investment Management Limited which is the fund manager of the COIF Charities Deposit Fund and is authorised and regulated by the Financial Conduct Authority. The Fund is approved by the Charity Commission as a Common Deposit Fund under section 25 of the Charities Act 1993.

The Community Centre Charity held the following investments at the 31st March 2023 and the increase on the year was £944 compared with an increase of £23 for the year ending 31st March 2022.

	31 Mar 2023 £	31 Mar 2022 £
COIF Deposit Fund balance	54,182	53,239
	<u>54,182</u>	<u>53,239</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

4. Debtors

The only outstanding hire fees are from regular hirers who were billed during March 2023. The 2022 and 2023 Sundry Debtors were as a result of HCCC Bar cheques that have not been presented to the bank.

	31 Mar 2023	31 Mar 2022
	£	£
Hall Letting Fees	8,746	6,385
Sundry Debtors	12,000	9,270
	<u>20,746</u>	<u>15,655</u>

5. Creditors

With the relaxation of Covid-19 restrictions and growing confidence amongst the general public, there was a marked increase in deposits received for bookings beyond the 31st March 2022. The subsequent cost of living crisis has meant that the 2022/23 figure has fallen back to £4,193.

	31 Mar 2023	31 Mar 2022
	£	£
Creditors relating to Hall Hiring Fees received in advance	4,193	7,031
Social Events Paid in Advance	0	60
Provision for Independent Examination	600	570
	<u>4,793</u>	<u>7,661</u>

6. Designated Fund - Provision for Purchase of New or Replacement of Furniture, Fittings & Equipment

This fund is for the purchase of new replacement furniture, fittings & equipment. The fund is currently held as cash. During the year, the fund was used to purchase fabric to replace the upholstery in the Lounge Bar. Additionally, £505 of interest was also added to the fund.

Movements	31 Mar 2023	31 Mar 2022
	£	£
Balance forward	48,219	40,208
Provision for year	0	8,000
Interest	505	11
Expenditure	(1,432)	0
	<u>47,292</u>	<u>48,219</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

7. Designated Fund - Building Repair & Development

This fund is to be used for repairs/replacement of flooring, boilers, wiring, windows, doors and new structural developments. During the year, there was significant expenditure from this fund, including new boilers (£11,256), main hall lighting (£3,456) and Velux skylights (£4,651). To offset the expenditure, a further £18,746 was added to the fund plus £439 of interest.

Movements	31 Mar 2023	31 Mar 2022
	£	£
Balance forward	57,000	40,067
Provision for year	18,746	16,922
Interest	439	11
Expenditure	<u>(20,352)</u>	<u>0</u>
	<u>55,833</u>	<u>57,000</u>

8. Designated Fund - Social

This fund is to be used to finance social activities for the residents of Henley. During the year, the village's recycling income of £153 was added to the fund along with £1,850 from ticket sales for social events and £380 interest. A total of £1,927 was used to finance social events.

Movements	31 Mar 2023	31 Mar 2022
	£	£
Balance forward	3,393	2,907
Provision for year	3,036	588
Interest	380	9
Expenditure	<u>(1,927)</u>	<u>(111)</u>
	<u>4,882</u>	<u>3,393</u>

9. Contribution by HCCC Bar

Under a Deed of Covenant, the HCCC Bar agrees to pass to the Henley Community Centre Charity their profits. During 2021/22, HCCC Bar was able to pay the Charity £3,000 for use of the facilities and covenant profits of £9,270. By the end of March 2023, HCCC Bar was able to pay the Charity £5,250 for the use of the facilities and was also able to covenant profits of £14,573.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

10. Others

During 2021/22 the total of other income was £312, made up of recycling payments received from MSDC which has been added to the Social Designated Fund. The value during 2022/23 was £153 but is now recorded under Social/Fund Raising Events.

11. Donations & Grants.

During the year we received donations totalling £434, primarily from the attendees at Folk Nights.

The Charity received no grant funding during 2022/23.

Donations and grants are held in the General Fund.

Following the closure of the Henley Youth Club during 2004/5 the funds belonging to that organisation, amounting to £499, were passed to the Trustees. This value has grown and now currently stands at £590 and is held in Restricted Funds.

At the start of 2022/23, the Charity held £547 in a restricted fund and represents money donated to the Charity by Henley Chefs. During the year there were additions to this totalling £1,033. This is held pending distribution to local charities/good causes.

At the end of 2020/21, we received a Mid Suffolk District Council Locality Award of £2,659 to be used for the replacement of the current floodlighting of the playing field. To date, £2,657 has been spent with the remainder held as Reserved Funds pending future purchases associated with the installation of the lights.

The sum of these items in the Restricted Fund is now £2,173.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2022 to 31st March 2023

12. Running Costs of the Hall

	31 Mar 2023	31 Mar 2022
	£	£
Power & Heat		
Oil/Gas	4,679	4,583
Electricity	5,875	2,611
	10,554	7,194
Water Services	1,712	770
Telephone / Broadband	812	770
Insurance	1,958	2,108
Security Costs	748	729
Wages	23,333	16,261
Cleaning & Maintenance		
Contract Cleaning	1,894	1,800
Supplies	3,020	1,692
COVID-19	0	0
Maintenance	2,615	2,318
Petty Cash	0	0
Grounds	954	298
	8,483	6,108
Administration (see note 1 below)	936	714
Welfare / Health & Safety	846	850
Publicity	167	556
Licenses	606	284
Total	<u>50,155</u>	<u>36,344</u>

Note 1: Included in this running cost is £600, payable to the reporting accountant for their external scrutiny.

Independent examiner's report to the Trustees of Henley Community Centre Charity

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 1 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

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.

Independent examiner's statement

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 proper accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 ActHave 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.



Mrs Hayley Hedges-Quinn FCA
On behalf of H.J. Hedges-Quinn & Co Ltd
The Old Astra Cinema
The Street
Great Bricett
IP7 7DN

Date. 12/10/2023.....

HENLEY COMMUNITY CENTRE CHARITY

England & Wales - Charity number 1150878

Accounts

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

THE TRUST DEED

The Henley Community Centre Charity, Church Meadows, Ashbocking Road, Henley, Ipswich, Suffolk. IP6 0RP is registered with the Charity Commissioners (No.1150878) and constituted by Deed of Trust. Henley Community Centre Charity is also registered in England and Wales as company number 8251879. It started to operate on 1st April 2013, when it inherited the assets and liabilities of the original charity (No. 1067812). The main objective of the Charity is to provide recreational and sporting facilities, playing fields, playgrounds and the Community Centre in the Parish of Henley. Henley Parish Council owns the Hall and the surrounding grounds. The Henley Community Centre Charity holds a 99-year lease commencing on the 6th January 1998 from the Parish Council. The HCCC Bar is a separate organisation, which has covenanted its profits to the Charity. A Trustee is involved in the management of the HCCC Bar.

TRUSTEES & COMMITTEES

The Charity started the year with just Steve Brock, Barrie Pyke and Robert Earey as Trustees. At the 2021 AGM, Robert Earey was re-elected and additionally, Jo Austin, Lucy Finlayson, Grahame Hughes and Alan Johnson were nominated to the Trustees. Barrie Pyke holds a position to be re-elected in 2023.

A Parish Council nominated position is held by Steve Brock and they are aware that they can nominate additional Trustees.

There is currently one vacant Trustee position.

CHAIRMAN'S REPORT

Can I start by Thanking the Community Centre staff, Jonathan, Kailea, Kevin and Luke for the efforts in ensuring that the Community Centre has continued to open safely during the transition out of Covid restrictions and a return to what we had taken for granted. And I also need to Thank my fellow Trustees; Robert and Barrie who have helped guide the Charity throughout the Covid pandemic and to Jo, Lucy, Alan & Grahame who have reenergised the Trustees as our focus switched from keeping the Centre open to organising more social events and addressing some of the outstanding issues with the premises.

I ended last year's report by saying it was difficult to see when the Community Centre will return to what we have considered normal operations and with restrictions completely lifted, we need hirers' confidence to return. Well, this did happen albeit slowly at first. The Henley Chefs held a rounders and BBQ evening which attracted large numbers from the village. By the time 2022 arrived, Henley Players performed their panto and the Henley Chefs also held a Burns Night. I'm aware that for some people, these indoors events were the first they had attended since the arrival of Covid-19. By the end of March, we also held a Talent Show and were planning events for Easter and the Jubilee.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

Many organisations have really struggled to survive the pandemic and there were times when I was quite despondent about the future of the Community Centre. However, it can probably be said that we had a good Pandemic. Our decision to open as soon as we could meant that we attracted regular hirers from other venues and some of these have stayed meaning we now have limited availability on weekdays. It has also contributed to our hire income being well above what was budgeted for.

Looking forward, we are looking to replace our boilers (the heating boiler failed in February) and the main hall lights with energy efficient LED's, funded from our Designated Fund. As we have a good number of regular and ad hoc hirers we have budgeted for an increase in hire income which along with the Bar's contribution should cover our running costs. There is also great interest in the village for more social activities that may not boost our income but will be beneficial for the village. We can be optimistic about the future of the Community Centre despite the emerging cost of living crisis.

CHARITABLE ACTIVITIES

The trustees confirm that they have paid due regard to the Charity Commission's general guidance on public benefit. Over the years, the Charity has provided the use of the facilities to residents and a variety of village organisations at reduced rates.

During the financial year ending 31st March 2022, a further six village organisations returned to the Community Centre as the risks of Covid diminished. The village organisations using the hall during the year include:

- Henley Pre School (Registered Charity Number: 1028129)
- Henley WI
- Henley Senior Citizens
- Henley Parochial Church Council
- Henley Guides
- Henley Bowls
- Henley Players
- Henley Athletic Football Club
- Henley Chefs

FINANCIAL REPORT

After what was the most difficult year in the Charity's history, I am pleased to report that for the year ending in March 2022, a large surplus was achieved. One contributing factor was Government funding in the form of a Covid grant of £8,000 and Furlough payments totalling £1,310. Additionally, our hire income was 9% more than we had budgeted for, there was a significant running costs underspend and very little expenditure from designated funds.

The surplus before transfers to Reserves for the year was £25,708. In the previous year, this was a loss of £2,590. The Charity's income from hiring the centre/grounds rose from £11,441 to £39,473. The HCCC Bar contributions rose from a Covid impacted £0 to £12,270 (a covenanted sum of £9,270 plus a contribution to the hall

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

running costs). This was lower than pre-Covid due to the bar not opening until July and reduced openings for most of the year. Our ability to run Fund Raising and Social events was limited, but a village talent show resulted in income of £276 with expenditure of £111.

The running costs paid out of the General Fund were £36,344 and included the wages of Jonathan Bloye, Kailea Boyne, Kevin Griggs and Luke Hayes and we are grateful for all their hard work at the centre during a difficult time. Last year, £23,865 was spent from the General Fund, £4,539 was spent, funded from Designated Funds and a further £163 was spent, funded from Restricted Funds.

With the steadily increasing usage of the Centre following the relaxation of the Covid restrictions our expenditure started to rise towards pre-Covid levels, although it was still well below the 2019/20 levels. The notable spending above pre-Covid levels was for Power & Heat, Maintenance and Publicity. Whilst electricity costs were still low, oil spending was higher, mostly due to doors being left open for ventilation, but also one purchase as the prices' soared. As a result, Power & Heat rose from £2,125 to £7,194, but we did benefit from the PV panels generating 4,064kWh of electricity, with the income falling from £2,400 to £2,310 for the year. The maintenance was across the board but most was spent on electrical work. We also chose to spend £390 on an autumn advertisement targeted at securing future bookings. Last year, we spent £1,080 on cleaning materials, PPE, protective equipment and signage to enable a Covid secure opening of the Centre, but there was no further Covid related spending.

During the 2018/19 year, the Trustees decided to create a third Designated Fund, to be used to fund Village Social events. So far, 50% of the income received from the Henley Chefs and all the income from MSDC for recycling glass and paper has been transferred to this fund. During the year, £312 was received from recycling, payments for social events added a further £276 and some interest was also added to the fund. The fund was also used for funding two events during the year. At the end of the year the value of the Fund had risen from £2,907 to £3,393.

The fund for the purchase of new or replacement furniture, fittings & equipment started the year at a value of £40,208, with £8,011 being added to the fund and no expenditure during the year, the value of the fund rose to £48,219.

The fund set up to provide for longer-term building repairs and developments started the year at a value of £40,067, with £16,933 being added to the fund and no expenditure during the year, the value of the fund rose to £57,000.

The Designated Funds are held as cash, predominantly in the COIF Deposit Account and the CAF Gold accounts. The accumulated total of these funds is shown as Designated Funds in the Financial Statements.

The Restricted Funds started the year at £862, with £278 being added to the fund and no expenditure during the year, the fund ended the year at £1,140.

At the end of March, our General Fund remained at £30,644. The General Fund has been used to finance the Fixed Assets which had a written down value of £5,946. There were assets worth £2,174 added to the Fixed Assets during the year.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

The accumulation of monies in our General Fund should assist with future developments and improvements to the Community Centre and playing field.

The Independent Examiner has completed the review of this year's report and accounts.

Professional Advisers:-

Bankers:	CAF BANK Limited, Kings Hill, West Malling, Kent.
Solicitors:	Birketts LLP, 24-26 Museum Street, Ipswich, Suffolk.
Independent Examiner:	H.J. Hedges-Quinn & Co Ltd, The Old Astra Cinema, The Street, Gt. Bricett

Stephen Brock
For and on behalf of the Trustees.
12th July 2022

HENLEY COMMUNITY CENTRE CHARITY

Statement Of Financial Activities for the year ending 31st March 2022

	Notes	2021 - 2022			2020 - 21
		£ General Funds	£ Designated Fund	£ Restricted Fund	£ TOTAL FUNDS
Incoming Resources					
Grants	11	8,000			18,566
Donations	11	120			845
Operating Activities -					
Use of Hall		37,159			10,407
Use of Field		2,314			1,034
				27	
Social/Fund Raising Events	11		276	8	0
Marquee		2,730			0
Bar Charges	9	974			0
Other	10		312		241
	3,6,7,				
Investment Interest	8		31		79
Bar Contribution	9	12,270			0
		63,56			
				64,46	
Total Income		7	619	278	31,172
Expenditure					
Running Costs of Hall	6,7,12	36,344			28,567
Grant Funded Expenditure	11				2,657
Social/Fund Raising Events			111		0
Bar Charges	9	974			0
Depreciation of Assets	2	1,327			2,513
Donations					25
Total Resources		38,64			38,75
Expended		5	111		33,762
Net Incoming/(Outgoing Resources)					
for the Year, before Transfers		24,92			(2,590)
		2	508	278	8
Transfer For -					
Building Repairs	7	(16,922)	16,922		0
Fixture Replacement	6	(8,000)	8,000		0
Net Incoming/(Outgoing Resources)					
for the Year, after Transfers		0	25,430	278	(2,590)
Balance brought forward 01/04/2021		30,644	83,182	862	117,278
Accumulated Funds					

HENLEY COMMUNITY CENTRE CHARITY

Statement Of Financial Activities for the year ending 31st March 2022

Carried Forward	<u>30,64</u> 4	<u>108,612</u>	<u>1,140</u>	<u>140,3</u> 96	<u>114,68</u> 8
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HENLEY COMMUNITY CENTRE CHARITY

Balance Sheet as at 31st March 2022

	Notes	2021 - 2022	2020 - 2021
		£	£
Fixed Assets			
Tangible			
At Cost	2	90,322	94,375
Less Depreciation		(84,376)	(89,276)
		-----	-----
		5,946	5,099
Current Assets			
Debtors	4	15,655	16,660
COIF Investments	3	53,239	53,216
Cash at Bank & in Hand		73,217	45,249
		-----	-----
		142,111	115,125
Current Liabilities			
Creditors - Falling Due within one year	5	(7,661)	(5,536)
		-----	-----
Net Current Assets		134,450	109,589
Total Net Assets		<u>140,396</u>	<u>114,688</u>
Represented by Funds			
General Funds		30,644	30,644
Restricted Funds	11	1,140	862
Designated Funds:-			
Furniture, Fittings & Equipment	6	48,219	40,208
Building Repairs	7	57,000	40,067
Social	8	3,393	2,907
		-----	-----
Total Designated Funds		108,612	83,182
Total Funds		<u>140,396</u>	<u>114,688</u>

The notes on pages 7-12 form part of these Accounts

Stephen Brock
For and on behalf of the Trustees.
12th July 2022

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

The Henley Community Centre Charity is a Registered Charity, Number 1150878, and Constituted by a Declaration of Trust. The Charity has a 99-year lease from Henley Parish Council over the Playing Field, Playground and the Community Centre and its Car Park. Use of the Community Centre began in April 1998. On 1st April 2013, operation of Henley Community Centre moved from the original Registered Charity, Number 1067812 to the new charity.

The charity is controlled by the Board of Trustees as set out on page 1.

No remuneration was paid out of the funds directly or indirectly to any Trustee or Committee Member. Reimbursement of any expenses to a Trustee is solely in respect of those items directly incurred by them for use by the Charity.

1. Accounting Policies

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Fixed assets - Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- I. Equipment - 20% Straight line basis
- II. Fixtures - 10% Straight line basis

Since 2011/12, the residual values of new purchases is considered to be 10% of the original cost.

Irrecoverable VAT - Resources expensed include attributable VAT which cannot be recovered.

Governance costs - Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Investments - Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

2. Fixed Assets

During the year, the CCTV system was replaced at a cost of £2,174, with the cost of the old CCTV system, £6,227, written off. Last year there had been no expenditure.

	Equipment 5 Years £	Fixtures 10 Years £	Total £
Cost			
At 31 March 2021	44,022	50,353	94,375
Additions in year	2,174	0	2,174
Items Written Off	(6,227)	0	(6,227)
At 31 March 2022	<u>39,969</u>	<u>50,353</u>	<u>90,322</u>
Depreciation			
At 31 March 2021	40,893	48,383	89,276
Charge for the year	1,265	62	1,327
Items Written Off	(6,227)	0	(6,227)
At 31 March 2022	<u>35,931</u>	<u>48,445</u>	<u>84,376</u>
Net Book Value			
At 31 March 2022	<u>4,038</u>	<u>1,908</u>	<u>5,946</u>
At 31 March 2021	3,129	1,970	5,099

3. Investments

The Charity holds investments managed by CCLA Investment Management Limited which is the fund manager of the COIF Charities Deposit Fund and is authorised and regulated by the Financial Conduct Authority. The Fund is approved by the Charity Commission as a Common Deposit Fund under section 25 of the Charities Act 1993.

The Community Centre Charity held the following investments at the 31st March 2022 and the increase on the year was £23 compared with an increase of £63 for the year ending 31st March 2021.

	31 Mar 2022 £	31 Mar 2021 £
COIF Deposit Fund balance	53,239	53,216
	<u>53,239</u>	<u>53,216</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

4. Debtors

The only outstanding hire fees are from regular hirers who were billed during March 2022. The 2021 Sundry Debtors were as a result of insurance payments in advance and cheques from HCCC Bar dating back to 2019/20. As of 31st March 2022, the Sundry Debtors were HCCC Bar cheques that have not been presented to the bank.

	31 Mar 2022	31 Mar 2021
	£	£
Hall Letting Fees	6,385	2,420
Sundry Debtors	9,270	14,240
	<u>15,655</u>	<u>16,660</u>

5. Creditors

With the relaxation of Covid-19 restrictions and growing confidence amongst the general public, there has been a marked increase in deposits received for booking in 2022/23 and beyond with the value at the year-end being £7,031.

	31 Mar 2022	31 Mar 2021
	£	£
Creditors relating to Hall Hiring Fees		
received in advance	7,031	4,996
Social Events Paid in Advance	60	0
Provision for Independent Examination	570	540
	<u>7,661</u>	<u>5,536</u>

6. Designated Fund - Provision for Purchase of New or Replacement of Furniture, Fittings & Equipment

This fund is for the purchase of new replacement furniture, fittings & equipment. The fund is currently held as cash. During the year, the fund was not used to purchase any new fixtures or fittings, but a further £8,000 was added to the fund with the intention of using it to refurbish the Lounge Bar.

Movements	31 Mar 2022	31 Mar 2021
	£	£
Balance forward	40,208	40,174
Provision for year	8,000	0
Interest	11	34
Expenditure	0	0
	<u>48,219</u>	<u>40,208</u>

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

7. Designated Fund - Building Repair & Development

This fund is to be used for repairs/replacement of flooring, boilers, wiring, windows, doors and new structural developments. During the year, there was no expenditure from this fund. However, by the end of 2021/22, there were issues with the boilers and main hall lights so a further £16,922 was added to fund replacements during 2022/23.

Movements	31 Mar 2022	31 Mar 2021
	£	£
Balance forward	40,067	44,577
Provision for year	16,922	0
Interest	11	29
Expenditure	0	(4,539)
	<u>57,000</u>	<u>40,067</u>

8. Designated Fund - Social

This fund is to be used to finance social activities for the residents of Henley. During the year, the village's recycling income of £312 was added to the fund along with £276 from ticket sales for social events. A total of £111 was used to finance social events.

Movements	31 Mar 2022	31 Mar 2021
	£	£
Balance forward	2,907	2,650
Provision for year	588	241
Interest	9	16
Expenditure	(111)	0
	<u>3,393</u>	<u>2,907</u>

9. Contribution by HCCC Bar

Under a Deed of Covenant, the HCCC Bar agrees to pass to the Henley Community Centre Charity their profits. At the end of 2019/20, the Charity chose not to cash the covenanted profits due to the uncertainty caused by the Covid-19 pandemic. HCCC Bar made a modest deficit at the end of 2020/21 but have sufficient funds to restart operations without a cash flow issue. During 2021/22, the Charity was able to cash the 2019/20 covenanted profits and then by the end of the year HCCC Bar was able to pay the Charity £3,000 for use of the facilities and was also able to covenant profits of £9,270.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

10. Others

The total of other income was £312, made up of recycling payments received from MSDC which has been added to the Social Designated Fund.

11. Donations & Grants.

During the year we received a donation from the family of Rod Caird following our hosting of his funeral.

As part of the Government's ongoing Covid support we received a Restart Grant of £8,000.

The donations and Covid19 support grants are held in the General Fund.

Following the closure of the Henley Youth Club during 2004/5 the funds belonging to that organisation, amounting to £499, were passed to the Trustees. This value has grown and now currently stands at £590 and is held in Restricted Funds.

At the start of 2020/21, the Charity held £270 in a restricted fund and represents money donated to the Charity by Henley Chefs. During the year there were additions to this totalling £278. This is held pending distribution to local charities/good causes.

At the end of 2020/21, we received a Mid Suffolk District Council Locality Award of £2,659 to be used for the replacement of the current floodlighting of the playing field. To date, £2,657 has been spent with the remainder held as Reserved Funds pending future purchases associated with the installation of the lights.

The sum of these items in the Restricted Fund is now £1,140.

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2021 to 31st March 2022

12. Running Costs of the Hall

	31 Mar 2022	31 Mar 2021
	£	£
Power & Heat		
Oil/Gas	4,583	1,912
Electricity	2,611	213
	7,194	2,125
Water Services	770	711
Telephone / Broadband	770	803
Insurance	2,108	2,888
Security Costs	729	1,262
Wages (see note 1 below)	16,261	7,344
Cleaning & Maintenance		
Contract Cleaning	1,800	1,177
Supplies	1,692	1,724
COVID-19	0	1,080
Maintenance	2,318	1,443
Petty Cash	0	10
Grounds	298	812
	6,108	6,246
Administration (see note 2 below)	714	721
Welfare / Health & Safety	850	828
Publicity	556	366
Licenses	284	571
Catering & Food Supplies	0	0
	-----	-----
Total	<u>36,344</u>	<u>23,865</u>

Note 1: During the year, the Charity has employed 4 people; the costs shown are gross pay less furlough payments received as part of the Government's Job Retention Scheme, with payments made for tax and national insurance. There were no payments towards pensions.

Note 2: Included in this running cost is £570, payable to the reporting accountant for their external scrutiny.

Independent examiner's report to the Trustees of Henley Community Centre Charity

I report on the accounts of the charity for the year ended 31 March 2022 which are set out on pages 1 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.


Basis of independent examiner's report

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.

Independent examiner's statement

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 proper accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 ActHave 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.



Mrs Hayley Hedges-Quinn FCA
On behalf of H.J. Hedges-Quinn & Co Ltd
The Old Astra Cinema
The Street
Great Bricett
IP7 7DN

Date... 28/9/2022

HENLEY COMMUNITY CENTRE CHARITY

England & Wales - Charity number 1150878

Accounts

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2021

THE TRUST DEED

The Henley Community Centre Charity, Church Meadows, Ashbocking Road, Henley, Ipswich, Suffolk. IP6 0RP is registered with the Charity Commissioners (No.1150878) and constituted by Deed of Trust. Henley Community Centre Charity is also registered in England and Wales as company number 8251879. It started to operate on 1st April 2013, when it inherited the assets and liabilities of the original charity (No. 1067812). The main objective of the Charity is to provide recreational and sporting facilities, playing fields, playgrounds and the Community Centre in the Parish of Henley. Henley Parish Council owns the Hall and the surrounding grounds. The Henley Community Centre Charity holds a 99-year lease commencing on the 6th January 1998 from the Parish Council. The HCCC Bar is a separate organisation, which has covenanted its profits to the Charity. A Trustee is involved in the management of the HCCC Bar.

TRUSTEES & COMMITTEES

The Charity Trustees during the year were Steve Brock, Barrie Pyke and Robert Earey. The Parish Council nominated position is held by Steve Brock.

Barrie Pyke holds a position to be re-elected in 2023. Robert Earey had previously been co-opted as a Trustee in 2017 was elected in 2018 and now holds a position to be re-elected in 2021. The six vacant posts include two nominated by the Parish Council.

CHAIRMAN'S REPORT

I think that it is only right to start this report by Thanking the Community Centre staff and my fellow Trustees for their efforts during the most disruptive months in the history of the Centre. The fact that we successfully reopened in a safe and secure manor is a credit to everyone. Kevin, Doreen, Kailea and Jonathon were all initially furloughed and as we opened up, Doreen left us after several years of service and was temporarily replaced by Alex before he left us to pursue his intended career. All our staff have now returned to some work although we are still using the Government's job retention scheme to pay part of their wages. The workload imposed by the pandemic on the Trustee's and Kevin was initially significant, with weekly Skype calls becoming the norm for a few months as we tried to interpret Government advise and predict what the future had in store. The foundations laid then contributed greatly to the successful reopening(s).

When we started the financial year in lockdown, we cautiously prepared a budget that reflected the possibility that we would not be fully open until September, something that now seems wildly optimistic. In the worst-case scenario, we also knew that we could be facing a loss of £20k if things went badly wrong. As we know, things did go badly wrong, but Thanks to furlough payments, Government support grants, generous donations (especially from the Community Light Orchestra) and widescale cost savings, we avoided a financial disaster. The aftereffects of the Covid-19 pandemic may still rumble on for a couple of years so the gains of 2020-21 are likely to be consumed this year and next.

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2021

The pandemic is responsible for many low points for us all, but just some of the low points at the Community Centre were walking around an empty building during the first lockdown, our inability to host a village VE day celebration at the Community Centre and knowing so many hirers' plans had been destroyed.

There have been some high points, most of which have been outside, particularly the car park. A drive in Carol service was a novel idea and the large numbers using the car park for the Easter Trail that was raising funds for the school was very satisfying. The appearance of the Coffee Station has also encouraged greater after school use of the car park and playground / field. Inside the Community Centre, after a lot of hard work by the Trustees, staff and hirers, the Centre reopened at the end of July with a steady return of regular hirers into September. We have also benefited from an increase in regular hirers whose normal venues chose not to open. We were closed again for much of November and then of course we entered another lockdown in January before we started easing out of lockdown in April. Since September, Henley Pre School have been able to operate safely in the Boughton Room. In the circumstances, this is quite an achievement by the staff, committee, parents and children.

During the last year, we have been able to complete a deep clean of the Centre, decorating work in the store room and home dressing room, maintenance to the Boughton Room floor, upgrading of emergency and external lighting to use LED's, installing our in-house constructed bird guard around the PV panels and fixing pot holes on the approach to the car park. Thanks to a grant from our District Councillors, we have also purchased LED's to replace our current floodlights. We were also delighted to contribute to the memorial of Arnold & Joyce Hornsby, both of whom were heavily involved in the early years of the Community Centre and in their later years, continued to offer advice and guidance.

Looking forward, we cannot make too many plans. It is difficult to see when the Community Centre will return to what we have considered normal operations. Even with restrictions completely lifted, we need hirers' confidence to return. Hopefully, we will be able to organise some events that can bring the village together to celebrate the relaxation of restrictions.

CHARITABLE ACTIVITIES

The trustees confirm that they have paid due regard to the Charity Commission's general guidance on public benefit. Over the years, the Charity has provided the use of the facilities to residents and a variety of village organisations at reduced rates.

During the financial year ending 31st March 2021, most of the village organisation who hire the Community Centre were unable to do so and some are not planning a return before September.

The village organisations using the hall during the year include:

- Henley Pre School (Registered Charity Number: 1028129)
- Henley Parochial Church Council
- Henley Athletic Football Club

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2021

FINANCIAL REPORT

Following the most difficult year in the Charity's history, I am pleased to report a manageable deficit for the year. This is largely due to payments received to support the Charity during the Covid-19 pandemic when we were either closed or had restricted opening. This included funding of £15,907 and Furlough payments totalling £9,755. The Charity also received £2,659 from our District Councillor's locality fund, which was mostly spent on replacement LED floodlighting.

The loss before transfers to Reserves for the year was £2,590. In the previous year, this was a surplus of £9,645. The Charity's income from hiring the centre/facilities fell from £42,462 to £11,441. The HCC Bar contributions fell from a record £18,463 (a covenanted sum of £12,133 plus a contribution to the hall running costs) to £0. The Bar's contribution is normally a key part of our income, but was open on a small number of occasions and made a loss during the financial year. During the year, it was never safe to run any Fund Raising and Social events, so the income fell from £2,177 last year to £0.

The running costs paid out of the General Fund were £23,865 and include the wages of Jonathan Bloye, Kailea Boyne, Alex East, Kevin Griggs and Doreen Harvey and we are grateful for all their hard work at the centre during a difficult time. A further £4,539 was spent but funded from Designated Funds. Last year, £48,430 was spent from the General Fund and a further £3,148 was spent, funded from Designated Funds.

To enable a Covid secure opening of the Centre, £1,080 was spent purchasing cleaning materials, PPE, protective equipment and signage

Much of our expenditure was reduced due to a lack of use of the Centre. Most notable was Power & Heat which fell from £6,768 to £2,125. We continued to benefit from the PV panels which generated 4,075kWh of electricity, with the income rising from £2,242 to £2,400 for the year. As a result, the cost of electricity was £213, compared to £3,669 the previous year.

During the 2018/19 year, the Trustees decided to create a third Designated Fund, to be used to fund Village Social events. So far, 50% of the income received from the Henley Chefs and all the income from MSDC for recycling glass and paper has been transferred to this fund. At the end of the year the value of the Fund had risen from £2,650 to £2,906 thanks to recycling income and interest.

The fund for the purchase of new or replacement furniture, fittings & equipment rose from £40,174 to £40,208.

The fund set up to provide for longer-term building repairs and developments started the year at a value of £44,577, with £4,539 used to fund work around the building, resulting in the value of the fund at the end of the year falling to £40,067.

The Designated Funds are held as cash, predominantly in the COIF Deposit Account and the CAF Gold accounts. The accumulated total of these funds is shown as Designated Funds in the Financial Statements.

HENLEY COMMUNITY CENTRE CHARITY

Annual Report for the year ending 31st March 2021

The Restricted Funds started the year at £1,023, with £161 being used to fund the replacement of the basketball hoop that along with a small amount left over from the purchase of LED floodlights meant that the fund ended the year at £862.

At the end of March, our General Fund had been increased from £28,854 to £30,644. The General Fund has been used to finance the Fixed Assets which had a written down value of £5,099. There were no additions to the Fixed Assets during the year.

The accumulation of monies in our General Fund should assist with future developments and improvements to the Community Centre and playing field.

The Independent Examiner has completed the review of this year's report and accounts.

Professional Advisers:-

Bankers:	CAF BANK Limited, Kings Hill, West Malling, Kent.
Solicitors:	Birketts LLP, 24-26 Museum Street, Ipswich, Suffolk.
Independent Examiner:	H.J. Hedges-Quinn & Co Ltd, The Old Astra Cinema, The Street, Gt. Bricett

Stephen Brock
For and on behalf of the Trustees.
24th August 2021

HENLEY COMMUNITY CENTRE CHARITY

Statement Of Financial Activities for the year ending 31st March 2021

	Notes	2020 - 2021			2019 - 20	
		£ General Funds	£ Designated Fund	£ Restricted Fund	£ TOTAL FUNDS	
Incoming Resources						
Grants	11	15,907		2,659	18,566	0
Donations	11	845			845	461
Operating Activities -						
Use of Hall		10,407			10,407	39,888
Use of Field		1,034			1,034	2,574
Social/Fund Raising Events	11				0	2,177
Marquee					0	1,850
Bar Charges	9				0	2,564
Other	10		241		241	253
Investment Interest	3,6,7,8		79		79	364
Bar Contribution	9				0	18,463
Total Income		28,193	320	2,659	31,172	68,594
Expenditure						
Running Costs of Hall	6,7,12	23,865	4,539	163	28,567	51,578
Grant Funded Expenditure	11			2,657	2,657	0
Social/Fund Raising Events					0	0
Bar Charges	9				0	2,599
Depreciation of Assets	2	2,513			2,513	2,872
Donations		25			25	1,900
Total Resources Expended		26,403	4,539	2,820	33,762	58,949
Net Incoming/(Outgoing Resources)						
for the Year, before Transfers		1,790	(4,219)	(161)	(2,590)	9,645
Transfer For -						
Building Repairs	7	0	0		0	0
Fixture Replacement	6	0	0		0	0
Net Incoming/(Outgoing Resources)						
for the Year, after Transfers		1,790	(4,219)	(161)	(2,590)	9,645
Balance brought forward 01/04/2019		28,854	87,401	1,023	117,278	107,633
Accumulated Funds						
Carried Forward		30,644	83,182	862	114,688	117,278

HENLEY COMMUNITY CENTRE CHARITY

Balance Sheet as at 31st March 2020

	Notes	2020 - 2021 £	2019 – 2020 £
Fixed Assets			
Tangible			
At Cost	2	94,375	94,375
Less Depreciation		89,276	86,763
		-----	-----
		5,099	7,612
Current Assets			
Debtors	4	16,660	17,347
COIF Investments	3	53,216	53,153
Cash at Bank & in Hand		45,249	46,808
		-----	-----
		115,125	117,308
Current Liabilities			
Creditors - Falling Due within one year	5	(5,536)	(7,642)
		-----	-----
Net Current Assets		109,589	109,666
Total Net Assets		<u>114,688</u>	<u>117,278</u>
Represented by Funds			
General Funds		30,644	28,854
Restricted Funds	11	862	1,023
Designated Funds:-			
Furniture, Fittings & Equipment	6	40,208	40,174
Building Repairs	7	40,067	44,577
Social	8	2,907	2,650
		-----	-----
Total Designated Funds		83,182	87,401
Total Funds		<u>114,688</u>	<u>117,278</u>

The notes on pages 7-12 form part of these Accounts

Stephen Brock
For and on behalf of the Trustees.
24th August 2021

HENLEY COMMUNITY CENTRE CHARITY

Notes to the Accounts for the Period 1st April 2020 to 31st March 2021

The Henley Community Centre Charity is a Registered Charity, Number 1150878, and Constituted by a Declaration of Trust. The Charity has a 99-year lease from Henley Parish Council over the Playing Field, Playground and the Community Centre and its Car Park. Use of the Community Centre began in April 1998. On 1st April 2013, operation of Henley Community Centre moved from the original Registered Charity, Number 1067812 to the new charity.

The charity is controlled by the Board of Trustees as set out on page 1.

No remuneration was paid out of the funds directly or indirectly to any Trustee or Committee Member. Reimbursement of any expenses to a Trustee is solely in respect of those items directly incurred by them for use by the Charity.

1. Accounting Policies

These accounts have been prepared under the historic cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice on Accounting by Charities.

Fixed assets – Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- I. Equipment - 20% Straight line basis
- II. Fixtures - 10% Straight line basis

Since 2011/12, the residual values of new purchases is considered to be 10% of the original cost.

Irrecoverable VAT - Resources expensed include attributable VAT which cannot be recovered.

Governance costs - Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Investments - Investments are stated at market value at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

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2. Fixed Assets

During the year, no equipment or items were purchased to be held as fixed assets compared to £718 last year.

	Equipment 5 Years £	Fixtures 10 Years £	Total £
Cost			
At 31 March 2020	44,022	50,353	94,375
Additions in year	0	0	0
Items Written Off	0	0	0
At 31 March 2021	<u>44,022</u>	<u>50,353</u>	<u>94,375</u>
Depreciation			
At 31 March 2020	39,819	46,944	86,763
Charge for the year	1,074	1,439	2,513
Items Written Off	0	0	0
At 31 March 2021	<u>40,893</u>	<u>48,383</u>	<u>89,276</u>
Net Book Value			
At 31 March 2021	<u>3,129</u>	<u>1,970</u>	<u>5,099</u>
At 01 April 2020	4,203	3,409	7,612

3. Investments

The Charity holds investments managed by CCLA Investment Management Limited which is the fund manager of the COIF Charities Deposit Fund and is authorised and regulated by the Financial Conduct Authority. The Fund is approved by the Charity Commission as a Common Deposit Fund under section 25 of the Charities Act 1993.

The Community Centre Charity held the following investments at the 31st March 2021 and the increase on the year was £63 compared with an increase of £324 for the year ending 31st March 2020.

	31 Mar 2021 £	31 Mar 2020 £
COIF Deposit Fund balance	53,216	53,153
	<u>53,216</u>	<u>53,153</u>

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4. Debtors

The only outstanding hire fees are from regular hirers. The Sundry Debtors are as a result of insurance payments in advance and cheques from HCCC Bar dating back to 2019/20 that have not been presented to the bank.

	31 Mar 2021	31 Mar 2020
	£	£
Hall Letting Fees	2,420	5,015
Sundry Debtors	14,240	12,332
	<u>16,660</u>	<u>17,347</u>

5. Creditors

Following successive years with an increasing value of the creditors relating to hire fees paid in advance, there was a significant decrease during 2020/21 as a result of falling bookings due to the Covid-19 pandemic. The value at the year end was £4,996 and there is a distinct possibility that not all the bookings will actually go ahead.

	31 Mar 2021	31 Mar 2020
	£	£
Creditors relating to Hall Hiring Fees received in advance	4,996	7,132
Provision for Independent Examination	540	510
	<u>5,536</u>	<u>7,642</u>

6. Designated Fund - Provision for Purchase of New or Replacement of Furniture, Fittings & Equipment

This fund is for the purchase of new replacement furniture, fittings & equipment. The fund is currently held as cash. During the year, the fund was not used to purchase any new fixtures or fittings.

Movements	31 Mar 2021	31 Mar 2020
	£	£
Balance forward	40,174	40,000
Provision for year	0	238
Interest	34	174
Expenditure	0	(238)
	<u>40,208</u>	<u>40,174</u>

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7. Designated Fund - Building Repair & Development

This fund is to be used for repairs/replacement of flooring, boilers, wiring, windows, doors and new structural developments. During the year, the fund was used for various groundworks including repairs to the entrance, as well as electrical maintenance including the 5-year annual inspection. The total cost of this was £4,539.

Movements	31 Mar 2021	31 Mar 2020
	£	£
Balance forward	44,577	36,917
Provision for year	0	10,380
Interest	29	190
Expenditure	(4,539)	(2,910)
	<u>40,067</u>	<u>44,577</u>

8. Designated Fund - Social

This fund is to be used to finance social activities for the residents of Henley. Due to the Covid-19 pandemic, the Henley Chefs were not able to hold any events to benefit the fund, so the fund only benefitted from interest and recycling income that totalled £241. There was no expenditure.

Movements	31 Mar 2021	31 Mar 2020
	£	£
Balance forward	2,650	1,308
Provision for year	241	1,342
Interest	16	0
Expenditure	0	0
	<u>2,907</u>	<u>2,650</u>

9. Contribution by HCCC Bar

Under a Deed of Covenant, the HCCC Bar agrees to pass to the Henley Community Centre Charity their profits. At the end of 2019/20, the Charity chose not to cash the covenanted profits due to the uncertainty caused by the Covid-19 pandemic. Whilst HCCC Bar did operate for a few weeks during 2020, the Charity also chose not to levy any of the normal charges. HCCC Bar made a modest deficit at the end of 2020/21 but have sufficient funds to restart operations without a cash flow issue.

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10. Others

The total of other income was £241, made up of recycling payments received from MSDC which has been added to the Social Designated Fund.

11. Donations & Grants.

During the years, the charity has benefited from booking deposits that were changed to donations as bookings were cancelled due to the Covid-19 pandemic. The Community Light Orchestra, one of our longest established hirers also made generous donations, despite being unable to hire the facilities for over a year.

To help protect employees from the worst of the Covid-19 pandemic, the Government has provided support for businesses unable to operate normally because of the Covid-19 pandemic. In total, the Charity received £18,566.

The donations and Covid19 support grants are held in the General Fund.

The Government also provided support for employees unable to work in the form of Furlough payments that have reimbursed the Charity for payments to the staff for the hours they have not worked. In total, £9,755 was paid to the staff from the Government.

Thanks to the support of our District Councillor's, the Charity also received a Mid Suffolk District Council Locality Award of £2,659 to be used for the replacement of the current floodlighting of the playing field. To date, £2,657 has been spent on LED floodlights with the remainder held as Reserved Funds pending purchases required to complete the installation of the lights.

In 2003 Suffolk County Council contributed £796 towards basketball equipment, with the surplus funds of £163 held in Restricted Funds. This was spent during the year to replace the basketball equipment.

Following the closure of the Henley Youth Club during 2004/5 the funds belonging to that organisation, amounting to £499, were passed to the Trustees. This value has grown and now currently stands at £590 and is held in Restricted Funds.

At the start of 2020/21, the Charity held £270 in a restricted fund and there were no further additions to this. This is held pending distribution to local charities/good causes. from this fund during the year.

The sum of these items in the Restricted Fund is now £862.

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12. Running Costs of the Hall

	31 Mar 2021	31 Mar 2020
	£	£
Power & Heat		
Oil/Gas	1,912	3,099
Electricity	213	3,669
	2,125	6,768
Water Services	711	1,978
Telephone / Broadband	803	1,456
Insurance	2,888	2,733
Security Costs	1,262	753
Wages (see note 1 below)	7,344	22,409
Cleaning & Maintenance		
Contract Cleaning	1,177	4,040
Supplies	1,724	2,636
COVID-19	1,080	0
Maintenance	1,443	1,208
Petty Cash	10	300
Grounds	812	563
	6,246	8,747
Administration (see note 2 below)	721	618
Welfare / Health & Safety	828	1,828
Publicity	366	431
Licenses	571	709
Catering & Food Supplies	0	0
Total	<u>23,865</u>	<u>48,430</u>

Note 1: During the year, the Charity has employed 5 people; the costs shown are gross pay less furlough payments received as part of the Government's Job Retention Scheme, with payments made for tax and national insurance. There were no payments towards pensions.

Note 2: Included in this running cost is £540, payable to the reporting accountant for their external scrutiny.

**Independent examiner's
report to the Trustees of Henley Community Centre Charity**

I report on the accounts of the charity for the year ended 31 March 2021 which are set out on pages 1 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

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.

Independent examiner's statement

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 proper accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 ActHave 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.



Mrs Hayley Hedges-Quinn FCA
On behalf of H.J. Hedges-Quinn & Co Ltd
The Old Astra Cinema
The Street
Great Bricett
IP7 7DN

Date 13/9/21