

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

		2020 - 2021				2019 - 20
		£	£	£	£	£
	Notes	General Funds	Designated Fund	Restricted Fund	TOTAL FUNDS	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
		<u>5,099</u>	<u>7,612</u>
Current Assets			
Debtors	4	16,660	17,347
COIF Investments	3	53,216	53,153
Cash at Bank & in Hand		45,249	46,808
		<u>115,125</u>	<u>117,308</u>
Current Liabilities			
Creditors - Falling Due within one year	5	(5,536)	(7,642)
		<u>109,589</u>	<u>109,666</u>
Net Current Assets			
		<u>114,688</u>	<u>117,278</u>
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
		<u>83,182</u>	<u>87,401</u>
Total Designated Funds			
		<u>83,182</u>	<u>87,401</u>
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.

HENLEY COMMUNITY CENTRE CHARITY

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

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>

HENLEY COMMUNITY CENTRE CHARITY

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

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>

HENLEY COMMUNITY CENTRE CHARITY

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

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.

HENLEY COMMUNITY CENTRE CHARITY

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

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.

HENLEY COMMUNITY CENTRE CHARITY

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

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