

EAST BEDLINGTON COMMUNITY CENTRE

ANNUAL REPORT 2020 - 2021



16 & 17 Station Street
Bedlington
NE22 7JN
01670 828808

Charity registration no:
1150904
www.ebcc.org.uk

Message from the Chair

The Centre has been closed for much of this financial year. A small window of operation being permitted in late September / October 2020. The benefit was purely to the trading arm Platform Trading Ltd. As the financial year 2020/21 draws to a close we can only hope that it becomes safe to re-open the Centre and welcome back our community.

The staff remained on furlough leave with the exception of the small autumn window. The Trustees ensured that full pay was received by our contracted staff to support them throughout the lockdown period.

The Trustees have monitored the building and fielded queries over the lockdown period. A significant level of investment in PPE has been made to ensure that the Centre is in the best place possible when able to reopen and safely host activities.

Jenny Tindale

Chair



Objectives of the Charity

- To secure the best possible outcome for the centre whilst working within the boundaries of local, regional and national policy.
- To achieve these aims by promoting the principles of personal development, healthy lifestyle, well-being, community engagement, empowerment and social inclusion.
- To provide excellent community facilities and access to advice, training and support,
- To encourage the community to play an active part in local decision making,
- To encourage individuals and groups to have positive relationships with each other,
- To support young people into adulthood,
- To provide healthy lifestyle choices, a
- To provide any other charitable activity for the benefit of the community of East Bedlington and the surrounding area.

Values

The provision of a community centre for the use of the inhabitants of the Parish of East Bedlington and the surrounding area without distinction of sex, sexual orientation, age, disability, nationality, race, or political, religious, political or other opinions.

The use of the property for meetings, lectures, and classes or other forms of recreation and leisure time occupation in the interest of social welfare and with the objects of improving the conditions of life for the said inhabitants.

Governance

The governance framework of the Charity consists of:

The Centre's Trust Deed, which outlines the aims and objectives of the Charity, dictates the appointment of trustees and the legal framework in which it must operate.

A legal structure to ensure compliance with Charity Law

A management hierarchy and reporting structure

Financial procedures and controls

A business plan with key performance indicators with regular reporting against targets

External monitoring and evaluation

Risk management

A governance sub group which reviews compliance with governing documents, policies & procedures, legal requirements and ethical standards

Collectively these policies, procedures, key documents and management arrangements ensure that the Charity is run in an efficient and effective manner in compliance with legislation and in accordance with its aims and objectives.

Trustees

The Centre's trust deed governs the appointment of the trustees and the management of the Charity. All trustees retire at the AGM and are either re-elected, re-appointed (in the case of parish council trustees) or replaced. The trustees form the Management Committee and have the power to co-opt a further 2 trustees from user groups. The trust deed permits the appointment of up to 4 parish council trustees and up to 7 community trustees.

Trustees

Jenny Tindale	Chairperson	parish council appointee
Ron Thornton	Treasurer	parish council appointee
Cath Cuthbertson	Secretary	community trustee
Lindsey Jordan		community trustee
Ron Straughan		community trustee
Gillian Berkley		community trustee
Rebecca Wilczek		community trustee
Len Smith		user group trustee
John Batey		parish council appointee
Keith Scantlebury		parish council appointee

Insurance

East Bedlington Parish Council are responsible for insuring the refurbished building and under the terms of the sub-lease East Bedlington Community Centre must reimburse the premium incurred by the Council. The contents of the building are insured directly by the Centre and the policy is underwritten by Hiscox.

STAFF

Michelle Brannigan

Centre Development Manager

Thomas Barnes

Caretaker

The staff were subject to furlough under the government scheme from 23 March 2020. A short return to work was permitted in Autumn 2020.

Administrative cover continued to be provided by the parish council appointed trustees throughout the lockdown period.

Health & Safety

An extensive review of Health & Safety within the centre was carried out during 2019/20 by Colin Long. A revised policy statement was agreed by the trustees. The centre staff undertake many daily, weekly and annual checks. All equipment is maintained to manufacturers specifications and regular fire safety checks are carried out. The Caretaker carries out regular risk assessments, and is responsible for the day to day control of hazardous substances. A log of any accidents or incidents is kept in reception for ease of access. The parish council has provided a defibrillator for the benefit of centre users and the wider community.

Financial Procedures and controls

The trustees agreed the introduction of a Sage package. This was not satisfactory as it did not provide any form of integration with the room booking system. To ensure completeness and accuracy of daily financial transactions a Rialtis accounting and room booking package has been purchased. Additional banking controls have been adopted to comply with duality.

The Treasurer produces regular financial monitoring reports and periodic trading accounts in order to monitor financial performance of the Centre against a 3-year forecast.

Funding

The centre continues to receive an unrestricted grant of £5,960 from East Bedlington Parish Council and has also residual funding from a £3710 grant from EDF Blyth Offshore Wind Turbine Demonstrator Fund to deliver a repair café. The Repair Café could not run during Covid restrictions and the project has been extended to 30 June 2021.

Government Covid Grant money successfully claimed during the year totalled £40,143 and a further £21,1045 in Furlough payments was received.

East Bedlington Community Centre

Report and Accounts

31 March 2021

East Bedlington Community Centre

Chartered Accountants' report to the board of directors on the preparation of the unaudited statutory accounts of East Bedlington Community Centre for the year ended 31 March 2021

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of East Bedlington Community Centre for the year ended 31 March 2021 which comprise of the Profit and Loss Account, the Balance Sheet, the Statement of Changes in Equity and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at www.icaew.com/en/members/regulations-standards-and-guidance

Our work has been undertaken in accordance with ICAEW Technical Release 07/16 AAF.

Walsh & Co

Walsh & Co
Chartered Accountants
103 Station Road
Ashington
Northumberland
NE63 8RS

28 June 2021

East Bedlington Community Centre
Profit and Loss Account
for the year ended 31 March 2021

	2021 £	2020 £
Incoming Resources	58,499	79,888
Operating Costs	(95,894)	(120,021)
Other Expenditure	(1,600)	(5,274)
Net Incoming Resources for Period	(38,995)	(45,407)
Tax on profit on ordinary activities	-	-
Net Incoming Resources for Period	<u>(38,995)</u>	<u>(45,407)</u>

East Bedlington Community Centre

Balance Sheet as at 31 March 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	1	1,018,096	1,071,272
Current assets			
Debtors	2	2,212	2,754
Cash at bank and in hand		68,060	52,796
		<u>70,272</u>	<u>55,550</u>
Creditors: amounts falling due within one year	3	(2,621)	(2,077)
Net current assets		<u>67,651</u>	<u>53,473</u>
Net assets		<u>1,085,747</u>	<u>1,124,745</u>
Capital and reserves			
Profit and loss account		1,085,747	1,124,745
Shareholders' funds		<u>1,085,747</u>	<u>1,124,745</u>

East Bedlington Community Centre
Statement of Changes in Equity
for the year ended 31 March 2021

	Fund	Total
	£	£
At 1 April 2019	1,170,152	1,170,152
Net Incoming Resources	(45,407)	(45,407)
At 31 March 2020	<u>1,124,745</u>	<u>1,124,745</u>
At 1 April 2020	1,124,742	1,124,742
Net Incoming Resources	(38,995)	(38,995)
At 31 March 2021	<u>1,085,747</u>	<u>1,085,747</u>

East Bedlington Community Centre
Notes to the Accounts
for the year ended 31 March 2021

1 Tangible Fixed Assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Land and Buildings	over 30 years
Fixtures and Fittings	20%

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	Land and buildings £	Fixtures & Fittings £	Total £
Cost			
At 1 April 2020	1,192,218	103,878	1,296,096
Additions	1,229	7,689	8,918
At 31 March 2021	<u>1,193,447</u>	<u>111,567</u>	<u>1,305,014</u>
Depreciation			
At 1 April 2020	157,342	67,482	224,824
Charge for the year	39,781	22,313	62,094
At 31 March 2021	<u>197,123</u>	<u>89,795</u>	<u>286,918</u>
Net book value			
At 31 March 2021	<u>996,324</u>	<u>21,772</u>	<u>1,018,096</u>
At 31 March 2020	<u>1,034,876</u>	<u>36,396</u>	<u>1,071,272</u>

3 Debtors	2021	2020
	£	£
Other debtors	<u>2,212</u>	<u>2,754</u>
4 Creditors: amounts falling due within one year	2021	2020
	£	£
Other creditors	<u>2,621</u>	<u>2,077</u>

East Bedlington Community Centre
Detailed profit and loss account
for the year ended 31 March 2021

	2021 £	2020 £
Incoming Resources	58,499	79,888
Operating Costs	(95,894)	(120,021)
Other Expenditure	(1,600)	(5,274)
Net Incoming Resources	<u>(38,995)</u>	<u>(45,407)</u>
Net Incoming Resources	<u>(38,995)</u>	<u>(45,407)</u>

East Bedlington Community Centre

Detailed profit and loss account

for the year ended 31 March 2021

This schedule does not form part of the statutory accounts

	2021 £	2020 £
Incoming Resources		
Grants & Donations	48,668	-
Room Hire	4,101	35,686
Rent	5,730	6,035
Incoming Capital	-	13,400
Restoration Project	-	24,767
	<u>58,499</u>	<u>79,888</u>
Operating Costs		
Salaries:		
Other Salaries	14,105	42,976
Pensions	1,237	-
Expenses	-	60
Mileage	-	36
	<u>15,342</u>	<u>43,072</u>
Utilities:		
Gas	2,253	2,993
Electric	3,239	3,176
Water	2,172	1,483
Telephone	1,000	970
	<u>8,664</u>	<u>8,622</u>
General administrative expenses:		
Insurance: Public/Employer Liability	2,843	2,820
Building Maintenance: Window Cleaner	542	453
Software	2,220	-
Repairs and maintenance	801	-
Depreciation	62,094	60,516
	<u>68,500</u>	<u>63,789</u>
Running Costs:		
Rent - 15 Station Street	245	1,402
Training	-	75
Janitorial	1,358	335
Licences	1,408	1,336
Printing & Stationery	47	640
Postage	-	33
Auditor	320	270
Subscriptions	10	10
Advertising	-	333
Badges and Uniforms	-	104
	<u>3,388</u>	<u>4,538</u>
Total Operating Costs	<u>95,894</u>	<u>120,021</u>
Other Expenditure		
Accessories	-	3,181
Misc	1,600	1,756
Tea Dances	-	137
Evaluation	-	200
	<u>1,600</u>	<u>5,274</u>