

# EAST BEDLINGTON COMMUNITY CENTRE

## ANNUAL REPORT 2021 - 2022



16 & 17 Station Street  
Bedlington  
NE22 7JN  
01670 828808

Charity registration no:  
1150904  
[www.ebcc.org.uk](http://www.ebcc.org.uk)

## Message from the Chair

The Centre reopened in May 2021 and welcomed back groups more fully from June 2021. Many groups still felt anxious returning to face to face meetings and activities. The Trustees are grateful to the organisations who have returned and helped re-establish the Centre.

The investment in Covid19 PPE equipment proved to be invaluable and helped to build confidence and keep our users safe.

Michelle Brannigan left the organisation in June 21 and we were delighted to welcome back Stacey Price in a new role as Facilities Co-ordinator. In January 2022 we said goodbye to Tommy Barnes our Caretaker, who having been with us from the first day had decided to retire. We wish him well and have welcomed James Hunter to our team in the role of Caretaker.

We were fortunate to be able to offer space to EOTAS who have formed a key part of the Centre's recovery during 2021/22. In partnership with the Parish Council and the Matthew Project we have also been able to set up a weekly Welcome Hub to support residents impacted by social isolation and hardship following Covid19 and the resulting austerity measures.

We have strengthened the Platform Trading Ltd Board of Directors and welcomed Dawn Crosby, Bill Crosby, John Batey, Alyson Wallace and Mark Wilkinson to the Board. Mark having subsequently withdrawn due to work commitments.

We have been fortunate to assemble a strong board and can look forward to building on the achievements of the last year to continue to provide the best facilities and opportunities for our community

*Jenny Tindale*

Chairperson

### 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

Financial procedures and controls

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

External monitoring and evaluation

Risk management along with a regular review of 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

<b>Jenny Tindale</b>	<b>Chairperson</b>	<b>parish council appointee</b>
<b>Ron Thornton</b>	<b>Treasurer</b>	<b>parish council appointee</b>
<b>Cath Cuthbertson</b>	<b>Secretary</b>	<b>community trustee</b>
<b>Ron Straughan</b>		<b>community trustee</b>
<b>Rebecca Wilczek</b>		<b>Parish Council appointee</b>
<b>Len Smith</b>		<b>user group trustee</b>
<b>Keith Scantlebury</b>		<b>parish council appointee</b>
<b>Brenda Forrest</b>		<b>user group trustee</b>
<b>David Jackson</b>		<b>community Trustee</b>
<b>Ian Sewell</b>		<b>community Trustee</b>
<b>Lindsey Jordon</b>	<b>(until Sept 2021)</b>	<b>community Trustee</b>

### 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**

**Stacey Price**

**Facilities Co-ordinator**

**Tommy Barnes**

**Caretaker (Jan 2022)**

**James Hunter**

**Caretaker (from Jan 2022)**

**Ryan Humble**

**Kickstart Trainee (Nov 2022)**

**Billie Law**

**Kickstart Trainee (Nov 2022)**

Kickstart was a national government programme to give young people aged 16 to 25 years real work experience over a six month period. The programme provided for 25 hours paid work which needed to include job search and training. One of our participants managed to secure a place at university with a view of joining the Police Force. During their time with us training was successfully completed in first aid, food hygiene, evacuation procedures, Barista & bar sales and health & safety.

### **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. Grant funding from the Blyth Offshore Windfarm Demonstrator Fund was spent in full following a successful Sew Like A Pro course which met with the aims and objectives of the original bid.

Further external funding has not been sought as the prudent financial management throughout the lockdown period had resulted in significant reserves. A new business plan will be developed in 2022 to identify the Centre's direction for the next three years.

East Bedlington Community Centre

Report and Accounts

31 March 2022

## **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 2022**

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 2022 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](http://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

12 July 2022

**East Bedlington Community Centre**  
**Profit and Loss Account**  
**for the year ended 31 March 2022**

	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
<b>Incoming Resources</b>	73,632	58,499
Operating Costs	(109,288)	(95,894)
Other Expenditure	(1,341)	(1,600)
<b>Net Incoming Resources for Period</b>	<u>(36,997)</u>	<u>(38,995)</u>
 Tax on profit on ordinary activities	 -	 -
<b>Net Incoming Resources for Period</b>	<u>(36,997)</u>	<u>(38,995)</u>

# East Bedlington Community Centre

## Balance Sheet as at 31 March 2022

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	1	957,671	1,018,096
<b>Current assets</b>			
Debtors	2	17,034	2,212
Cash at bank and in hand		84,871	68,060
		<u>101,905</u>	<u>70,272</u>
<b>Creditors: amounts falling due within one year</b>	3	(10,826)	(2,621)
<b>Net current assets</b>		<u>91,079</u>	<u>67,651</u>
<b>Net assets</b>		<u>1,048,750</u>	<u>1,085,747</u>
<b>Capital and reserves</b>			
Profit and loss account		1,048,750	1,085,747
<b>Shareholders' funds</b>		<u>1,048,750</u>	<u>1,085,747</u>



**East Bedlington Community Centre  
Statement of Changes in Equity  
for the year ended 31 March 2022**

	<b>Fund</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>At 1 April 2020</b>	1,124,742	1,124,742
Net Incoming Resources	(38,995)	(38,995)
<b>At 31 March 2021</b>	<u>1,085,747</u>	<u>1,085,747</u>
<b>At 1 April 2021</b>	1,085,747	1,085,747
Net Incoming Resources	(36,997)	(36,997)
<b>At 31 March 2022</b>	<u>1,048,750</u>	<u>1,048,750</u>

**East Bedlington Community Centre**  
**Notes to the Accounts**  
**for the year ended 31 March 2022**

**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%

**2**

	Land and buildings £	Fixtures & Fittings £	Total £
<b>Cost</b>			
At 1 April 2021	1,193,447	111,567	1,305,014
Additions	1,229	-	1,229
At 31 March 2022	<u>1,194,676</u>	<u>111,567</u>	<u>1,306,243</u>
<b>Depreciation</b>			
At 1 April 2021	197,123	89,795	286,918
Charge for the year	39,882	21,772	61,654
At 31 March 2022	<u>237,005</u>	<u>111,567</u>	<u>348,572</u>
<b>Net book value</b>			
At 31 March 2022	<u>957,671</u>	<u>-</u>	<u>957,671</u>
At 31 March 2021	<u>996,324</u>	<u>21,772</u>	<u>1,018,096</u>

**3 Debtors**

	2022 £	2021 £
Other debtors	<u>17,034</u>	<u>2,212</u>

**4 Creditors: amounts falling due within one year**

	2022 £	2021 £
Other creditors	<u>10,826</u>	<u>2,621</u>

**East Bedlington Community Centre**  
**Detailed profit and loss account**  
**for the year ended 31 March 2022**

	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
<b>Incoming Resources</b>	73,632	58,499
Operating Costs	(109,288)	(95,894)
Other Expenditure	(1,341)	(1,600)
<b>Net Incoming Resources</b>	<u>(36,997)</u>	<u>(38,995)</u>
 <b>Net Incoming Resources</b>	 <u>(36,997)</u>	 <u>(38,995)</u>

**East Bedlington Community Centre**  
**Detailed profit and loss account**  
**for the year ended 31 March 2022**  
*This schedule does not form part of the statutory accounts*

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Incoming Resources</b>		
Grants & Donations	28,809	48,668
Room Hire	35,293	4,101
Rent	9,530	5,730
	<u>73,632</u>	<u>58,499</u>
<b>Operating Costs</b>		
<b>Salaries:</b>		
Other Salaries	27,069	14,105
Pensions	103	1,237
Staff training and welfare	450	-
Expenses	153	-
	<u>27,775</u>	<u>15,342</u>
<b>Utilities:</b>		
Gas	2,807	2,253
Electric	3,907	3,239
Water	1,576	2,172
Telephone	968	1,000
	<u>9,258</u>	<u>8,664</u>
<b>General administrative expenses:</b>		
Insurance: Public/Employer Liability	2,861	2,843
Building Maintenance: Window Cleaner	-	542
Software	387	2,220
Repairs and maintenance	3,482	801
Depreciation	61,654	62,094
	<u>68,384</u>	<u>68,500</u>
<b>Running Costs:</b>		
Rent - 15 Station Street	28	245
Training	-	-
Janitorial	1,010	1,358
Licences	1,330	1,408
Printing & Stationery	1,258	47
Auditor	200	320
Subscriptions	45	10
	<u>3,871</u>	<u>3,388</u>
<b>Total Operating Costs</b>	<u>109,288</u>	<u>95,894</u>
<b>Other Expenditure</b>		
Misc	1,341	1,600
Tea Dances	-	-

## East Bedlington Community Centre

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*Walsh & Co*

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Chartered Accountants  
103 Station Road  
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12 July 2022

*I confirm that I have independently checked and verified the accounting records of East Bedlington community centre for the financial year ended 31st March 2022.*

*In my opinion, the accounts are in accordance with proper practices and no matters have come to my attention that relevant regulatory requirements have not been met.*

*M. Slaughter.*

*Internal Auditor*

*22 December 2022.*