



# Trustees' Annual Report for the period

Period start date

Period end date

From

January 2022

To

December 2022

## Section A

## Reference and administration details

Charity name

Moulton Community Association CIO

Other names charity is known by

N/A

Registered charity number (if any)

1154390

Charity's principal address

Moulton Community Association

3/5 Broad Lane, Moulton, Spalding,

Lincs

Postcode

PE12 6PN

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	James Arnott		Appointed October 2022	" "
2	Gisela Bell		Appointed January 2022 Resigned July 2022	" "
3	John Bell	Health & Safety Officer from February 2022	Appointed January 2022	" "
4	Margaret Coe	Minute Secretary	Resigned February 2022	" "
5	Lesley Fisher	Secretary from February 2022		" "
6	Ralph Fisher		Appointed March 2022 Resigned September 2022	" "
7	Claire Goy	Website Administrator from March 2022 + Events Co-ordinator from March 2022	Appointed February 2022	" "
8	Claire Gray	Joint Lettings Officer from March 2022	Appointed February 2022	" "
9	Martin Gray	Joint Lettings Officer from March 2022	Appointed February 2022	" "
10	Nigel Henderson	Premises Manager + Vice Chairman		" "
11	Dorran Scarsbrook	Treasurer		" "

12	James Scarsbrook	(a) Chairman; (b) Lettings Officer January and February 2022		" "
13	Barry Sherwood		Resigned April 2022	" "
14	Anthea Sherwood		Resigned April 2022	" "
15	Pamela Stanley			" "
16	Christopher Tibbs			" "
17	Stephen Winn		Appointed November 2022	" "

**Names of the charity, if any, (for example, any custodian trustees)**

Name	Dates acted if not for whole year
None	

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
None		

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document	Constitution Dated 2015
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection methods	Appointed by existing Trustees

**Additional governance issues (Optional information)**



You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The following policies have been adopted by the Charity:

- Health and Safety – updated 2020
- Environmental – updated 2021
- Equal Opportunities – updated 2021
- Safeguarding – updated 2020

The following procedures have been adopted by the Charity:

- Disciplinary Process – updated 2021
- Employee Grievance Process – updated 2021
- Trustee Grievance Process – adopted 2022

Where appropriate we aim to work with and support other voluntary organisations within the Village and the Church. In 2022 we worked with the Jubilee Committee in organising and putting on a number of well attended celebrations in the Village. We worked with All Saints Church, Moulton in organising Carols on the Green.

During the year we have reviewed the following having regard to the Charity Commission's "5 Minute Guides".

- Charity Purposes and Rules

The following had previously been reviewed:

- Good Decision Making (May 2021)
- Addressing Conflicts of Interest (August 2021)

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The provision and maintenance of a Village Hall and Community Centre for the use of the inhabitants of the Parish of Moulton in the County of Lincolnshire ("the area of benefit") without distinction of political, religious or other opinions including:

- a) Meetings, lectures and classes;
- b) Other forms of recreation and leisure time occupation with the object of improving the life of the said inhabitants.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The provision and maintenance of the Moulton Community Centre and Village Hall on behalf of the inhabitants of the Parish of Moulton, with the aim of improving the life of the said inhabitants.

By providing and maintaining the premises we are then able to let them for a variety of uses which inhabitants of all ages are able to attend according to preference. A number of user groups did not return following covid lockdown in 2020 and 2021. During 2022 there has been a focus on promoting the building with a considerable amount of success. The following were regular users during 2022:

- Brownies and Rainbows;
- Scouts, Cubs and Beavers;
- Tots and Carers
- Lace making;
- Flower arranging;
- U3A Needlework;
- Moulton Ladies;
- Yoga – various levels;
- Pilates;
- Knit Crochet and Craft;
- Zumba;
- Bible Study Group;
- Karate;
- Card Making;
- Wellbeing Groups;
- Exercise Groups;
- Miscellaneous meetings (including Parish Council)

During the year the buildings have also been used for:

- Cycling Event;
- Jubilee Celebrations;
- Children and family parties;
- Christening;
- Wedding Reception;
- Film Making;
- Village Hub / Cafe.

They have also been used for our own fund raising events:

- Bingo;
- Nearly New Sales;
- Autumn Fair;
- Garden Crawl and Scarecrow Weekend.

There are no restrictions on who may hire the buildings for public or private events although events which have the potential for causing a nuisance are considered on their merits. Regard must also be had to any necessary licences.

Hire charges are fixed in advance having regard to charges for other halls in the area. All hirers are subject to the same charges, although charities are entitled to a small discount. Increases in energy costs are a matter of concern and charges are constantly being reviewed. However, charges were not increased during the year.

Our policies have regard to the Charity Commission's Guidance on public benefit.



## Additional details of objectives and activities (Optional information)

You may choose to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

In addition to the trustees, the Charity relies on help from friends and volunteers (FAVs), particularly when arranging fund raising activities.

The Charity does not make grants to individuals or bodies but has in the past, usually on an annual basis, sponsored the Village Magazine in which it advertises events and functions. A payment of £50 was made in 2022.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

As well as income from lettings we rely on income from events. In the past our main annual event has been the Garden Crawl and Scarecrow Weekend. This was successfully held in July 2022 after a two year absence due to covid.

A monthly bingo event is also very popular and raises much needed funds. Numbers attending in 2022 have far exceeded previous years.

Two "Nearly New Sales" and an Autumn Craft Fair were new adventures and also very popular raising funds.

Carols on the Green in December 2022 was held for the first time since 2019 and was, for the first time organised in conjunction with the Church.

Whilst these events do raise much needed funds to maintain the buildings, they are also important community events.

Wages increased in line with the Government's Living Wages with effect from April 2022.

Maintenance and improvement work continued throughout the year. Works undertaken included:

- A new Fridge in the Village Hall
- A Microphone and Speaker.
- New Curtains throughout both buildings
- Painting of toilets and corridor in the Community Centre
- Laying of carpet tiles in the Village Hall
- Improvements to heating systems
- Provision of a new Notice Board
- Electrical and Heating Improvements
- Removal of old obsolete radiators and fittings from the Myers Room;
- Loft Insulation over the Myers Room.

Underlying most things however has been the rising energy costs. A considerable amount of time and effort has been put into this, liaising with energy providers and regulating heating levels in an effort to keep costs as low as possible.

Section D	Achievements and performance
	<p>A new Website was commissioned during the year using a local website designer / builder.</p> <p>A promotional video has also been commissioned without cost which is available on our website.</p> <p>The garden area in front of the Community Centre has continued to be maintained by volunteers and looked good throughout the year, including appropriate displays, attracting positive feedback.</p>

Section E	Financial review
<p><b>Brief statement of the charity's policy on reserves</b></p>	<p>The Charity has a policy to keep a reserve of not less than £12,000 in the event of unexpected repairs or demand on funds. This has been proven to be prudent, particularly with uncertainties in respect of future energy costs.</p> <p>At the end of 2022 the Charity had a closing bank balance of £37,659.87. We have identified works of repair, maintenance and improvement although nothing is urgent at this point in time. The identified works could be done within our budget but a cautious approach must continue to be maintained.</p>
<p><b>Details of any funds materially in deficit</b></p>	<p>Not applicable</p>

#### Further financial review details (Optional information)

<p>You may choose to include additional information, where relevant about:</p> <ul style="list-style-type: none"> <li>the charity's principal sources of funds (including any fundraising);</li> <li>how expenditure has supported the key objectives of the charity;</li> <li>investment policy and objectives including any ethical investment policy adopted.</li> </ul>	<p>During the 2022 the Charity's principal sources of revenue / income were:</p> <ul style="list-style-type: none"> <li>Rental income from lettings Community Centre and Village Hall</li> <li>Fundraising events: <ul style="list-style-type: none"> <li>Bingo</li> <li>Garden Crawl and Scarecrow Weekend</li> <li>Autumn Craft Sale</li> <li>Nearly New Sales (2)</li> <li>Carols on the Green</li> <li>Jubilee Event</li> </ul> </li> <li>Grant income <ul style="list-style-type: none"> <li>Covid-19 Omicron and Leisure Hospitality Grant</li> <li>District Council Ward Councillors' Grant</li> <li>Parish Council Grant</li> </ul> </li> <li>Donations</li> </ul> <p>Fundraising and grant income enables us to maintain the buildings in a suitable state for letting. Income from lettings alone are insufficient to maintain the buildings which are old and in a conservation area. Although the buildings are not listed, the District Council Planning Officer has described them as being of historic importance to the Village.</p>
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Section F	Other optional information
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To assist with the maintenance of the premises the Charity employs a cleaner and person to undertake miscellaneous jobs.

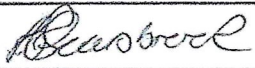
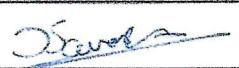
Unfortunately we lost four trustees during the year. A recruitment campaign was therefore undertaken with some signs of success.

During the year much more use has been made of social media, including Facebook, to promote the Community Association's facilities and events. The new website has aided this.

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	James A Scarsbrook	Dorran L Scarsbrook
Position (eg Secretary, Chair, etc)	Chairman	Treasurer
Date	6 / 3 / 2023	



Section A

Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Charity Name Moulton Community Association CIO		
<b>On accounts for the year ended</b>	31 December 2022	<b>Charity no (if any)</b>	1154390
<b>Set out on pages</b>	CC16a Receipts and payments accounts and Statement of assets and liabilities at the end of the period <small>(remember to include the page numbers of additional sheets)</small>		
	I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2022.		
<b>Responsibilities and basis of report</b>	As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").  I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.		
<b>Independent examiner's statement</b>	I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect: <ul style="list-style-type: none"><li>• accounting records were not kept in accordance with section 130 of the Act or</li><li>• the accounts do not accord with the accounting records</li></ul> I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.		
<b>Signed:</b>			<b>Date:</b> 21/03/2023
<b>Name:</b>	Ken Maggs		
<b>Relevant professional qualification(s) or body (if any):</b>	ICAEW		
<b>Address:</b>	16 Hoekman Way Spalding Lincs PE11 3HE		





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Moulton Community Association CIO

1154390

## Receipts and payments accounts

CC16a

For the period  
from

01-Jan-22

To

31-Dec-22

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Rental / Lettings	11,087	-	-	11,087	3,524
Donations	11,234	-	-	11,234	935
Grants	3,667	500	-	4,167	17,669
Fundraising	10,346	-	-	10,346	2,366
Bank Interest	132	-	-	132	3
Sale of Equipment	10	-	-	10	15
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>36,476</b>	<b>500</b>	<b>-</b>	<b>36,976</b>	<b>24,512</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>36,476</b>	<b>500</b>	<b>-</b>	<b>36,976</b>	<b>24,512</b>
<b>A3 Payments</b>					
Equipment	945	-	-	945	2,343
Light and Heat	4,206	-	-	4,206	2,015
Wages	6,169	-	-	6,169	3,690
Repairs and Maintenance	15,499	-	-	15,499	3,513
Cleaning Materials	204	-	-	204	151
Water	332	-	-	332	393
Insurance	1,700	-	-	1,700	1,535
Stationery and Advertising	115	-	-	115	85
Accountancy	-	-	-	-	-
Hire Refunds	-	-	-	-	-
Broadband	402	-	-	402	335
Performing Rights Society Licence	11	-	-	11	549
Bank Charges	117	-	-	117	97
Garden Maintenance	38	-	-	38	-
Fundraising Expenses	2,481	-	-	2,481	1,364
Website	350	-	-	350	24
Donations and Sponsorship	50	-	-	50	300
<b>Sub total</b>	<b>32,619</b>	<b>-</b>	<b>-</b>	<b>32,619</b>	<b>16,394</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>32,619</b>	<b>-</b>	<b>-</b>	<b>32,619</b>	<b>16,394</b>
<b>Net of receipts/(payments)</b>	<b>3,857</b>	<b>500</b>	<b>-</b>	<b>4,357</b>	<b>8,118</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>31,533</b>	<b>1,770</b>	<b>-</b>	<b>33,303</b>	<b>25,185</b>
<b>Cash funds this year end</b>	<b>35,390</b>	<b>2,270</b>	<b>-</b>	<b>37,660</b>	<b>33,303</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Balance	35,390	2,270	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>35,390</b>	<b>2,270</b>	<b>-</b>
	(agree balances with receipts and payments account(s))			



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	Hire income	202	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Land and Buildings	Endowment	-	798,000
	Other fixtures and fittings	Unrestricted	3,498	-
	Office and hall equipment	Unrestricted	405	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Independent examination	Unrestricted	350	28/02/23
	Wages	Unrestricted	95	09/01/23
	Repair works undertaken	Unrestricted	493	09/01/23
	Insulation works	Restricted	500	09/01/23
	Insulation works	Unrestricted	1,500	09/01/23

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	James A Scarsbrook - Chairman	6/3/23
	Dorran L Scarsbrook - Treasurer	6/3/23