

COUNDON AND LEEHOLME COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT APRIL 2020 TO MARCH 2021

Registered Charity 1155072

Administrative Details:

The Charity address is Coundon and Leeholme Community Centre Leeholme Road,
 Leeholme Co Durham DL14 8HN

The Charity currently has 5 trustees:

	Trustee name	Office (if any)	Dates Appointed	Name of person (or body) entitled to appoint trustee (if any)
1	Charles Kay	Chairperson	16/12/19	Existing Trustees
2	Anthea Parsley		28/6/18	Existing Trustee
3	Pam Hymas	Treasurer	1/2/21	Existing Trustees
4	Helen Hart		1/3/21	Existing Trustees
5	Sarah Brown		16/12/19	Existing Trustees
	Patricia Clarey			Secretary/charity contact/Adviser

Structure, Governance and Management

The Charity is set up under the **CIO Foundation' model constitution** and was registered with the Charity Commission from 18 December 2013. It is an unincorporated organization.

Trustees are appointed for a term of 3 years. New trustees can be appointed at a meeting especially convened for the purpose and where a resolution is passed by existing trustees.

Training for Trustees

Pam Hymas and Pat Clarey completed open learning on COVID restriction and building risk assessment management. In addition, the Trustees and committee members have been provided with written and verbal guidance on all policies and Health and Safety and Fire Risks legislation.

Trustees sign a declaration to the effect that they are fully aware of the legal obligations and responsibilities of being a trustee. All trustees and those considering becoming a trustee should be fully aware of the Governance policies and procedure, the Constitution and should have accessed the information on the Charity Commission

website. The secretary keeps up to date with charity legislation using the Charity Commission website and Charity Commission updates.

Financial Review 2020/21

The Reserve Policy is as follows:

RESERVES POLICY 2020/2021

A fund will be held in reserve to cover 6 months running costs for Coundon and Leeholme Community Centre, a contingency fund for major building work and withdrawal of hire by a significant contributor will be added.

The fund for 2019/20 which can be subject to review at any time by the Trustees has been agreed as follows:

6 months forecast running costs = £8000

Contingency for major repairs = £4000

Contingency for withdrawal of hire =£3000

Total £15000

RESTRICTED FUNDS POLICY (designated funds)

Restricted funds are those which have been granted by funders for a specific purpose plus those which have been earned/allocated by the association for the sustainability of a project. Receipts and expenditure are included in the main accounts however sub accounts will also be kept for restricted funds.

These restricted funds will not be available towards the running costs and upkeep of the hall.

Records will separate restricted funds from the hall maintenance funds showing clearly what money is available in these accounts.

At the end of March 2021, the Accounts show the following: (rounded to nearest £)

Fund	Amount	Date to be used by
Total Funds Held by Coundon and Leeholme Community Association as at 31/3/19	£50981	
Restricted or Designated Funds total	£8562	
Breakdown of Designated Funds:		
Coundon and Leeholme Craft Club	£647	Ongoing
Coundon and Leeholme Tea Dancers	£914	Ongoing

Coundon and Leeholme Junior Youth Club	£250	Ongoing
Bags of Help (Tesco)	£1351	Flexible
Scotto Fence Fund	£5391	Flexible
Remaining Hall Maintenance Fund	£42429	ongoing

PUBLIC BENEFIT STATEMENT:

The Charity Trustees have complied fully with their duty to have due regard to the guidance on public benefit, published by the Charity Commission, in exercising their powers of duties.

Objects

To establish and run a community building and to promote for the benefit of the inhabitants of Coundon and Leeholme and the surrounding area without distinction of sex sexual orientation, age, disability , nationality race or political religious or any other opinions, the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity or disablement or financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants

Main Activities (as of 31 March 2021)

Our main weekly activities for the public benefit are aimed at the very young, families and the older members of the community. They aim to provide affordable social opportunities and leisure activities in the neighborhood with the main aim of relieving social isolation by offering volunteer opportunities and a wide variety of activities to people of all ages. These activities have been seriously curtailed due to the restrictions put upon operating due to the COVID pandemic.

SUSPENDED FROM 15-3-20 NOT RESUMED IN FINANCIAL YEAR

1. Mother and Toddler for 0-4 years 30 children with carers
2. Junior Youth Club 5-13years 20 children 5-13 years
3. Bowls 6 adults
4. Tea Dance 60 adults
5. Golden Hearts limited mobility exercise 20 adults
6. WI 10 adults
7. Craft Club 15 adults
8. Open Circle for mediums 25 adults

OPEN UNDER COVID RESTRICTIONS 29 JULY TO 31 OCTOBER 2020

9. Latino Dance	15 adults
10. Keep Fit	15 adults
11. Yoga	12 adults
12. Jazz Band Practice	15 adults/children
13. Slimming world	30 adults in 2 sessions
14. Dance Clubs	45 adults in 3 sessions

In this financial year we have not been able to have fund raising or family events or private party hires considerably reducing revenue We chose not to reopen our children and family events due to equipment handling and households likelihood to mix.

Partnerships

The trustees are continually seeking new partners to increase the diversity of activities we offer.

Among the new partnerships we have built are

Northern Heartlands

Durham County Council Community culture and development

We are working in partnership with the above art organisation on the development of an arts and heritage projects.

Asda and Tesco and Sainsburys Community Champions

We are developing relationships with our local supermarkets to see how they can support the activities we offer in their communities.

Existing Partnerships:

- DCC Community Building Support Team: Support Officer
- Durham Community Aid and learning network.
- Beamish Museum Community Team
- Local Durham County Councillor
- AAP Team
- DCC Electoral Services – Use of a polling Station.
- County Durham and Darlington Fire Service
- Sainsbury's Local)
- Asda Spennymoor
- Tesco Newton Aycliffe
- Police and Community team

Although there were very few opportunities to network in this financial year we hope to resume working together with partners as soon as we can.

Hall Hire:

The total revenue from hall hire in was £2952 a decrease on previous year of £13271. The hire revenue has obviously been badly affected by the suspension of activities due to COVID.

Fund Raising and Donations

We were unable to raise additional revenue from funding events although opening of 3 small dance clubs for the period July to October raised £744.

Improving the Condition of the building

The trustees have continued with their program to improve the fabric of the building following asset transfer. All maintenance issues and compliance checks are up to date and the building has been passed as fully compliant with public building regulations and health and safety law by an independent assessor from Durham County Council.

Funding of £1500 was awarded from the Area Action Partnership neighbourhood budget towards the cost of redecorating the main hall. The main hall floor has also been refurbished.

Volunteers/Management Team

Services delivered by Coundon and Leeholme Community Association including the management and administration of the building and charitable organization are entirely carried out by volunteers. We employ a part time paid cleaner who has remained employed throughout the COVID pandemic receiving 80% of her wage.

There are 20 regular volunteers including the management team. Their duties have been suspended this year. The management of the hall including Covid Risk, building maintenance, management of hire and cleaning has been covered by 2 designated members of the management team Pam Hymas and Pat Clarey.

A talk group was set up to communicate remotely with other members.

COVID PANDEMIC

We have followed all COVID guidance during the pandemic. Although limited we have opened to hirers where it was possible making sure that the building was COVID ready and hiring agreements were suitably adapted.

The loss of revenue from hire and events has been well covered by COVID grants of £12238 with a further £10000 to cover building costs.

Future Developments

Our focus in the 2021-22 will be to continue to manage our way through and out the pandemic and gradually re-introduce our suspended activities.

We hope to develop the outside space of the building once planning permission is received. The funding is in place.

We will continue to promote the hire of our hall to increase revenue and the diversity of the activities we offer as soon as it is safe to do so.

Succession planning will be a focus of all our activities in the future. We aim to encourage young volunteers who have used the hall as children to become volunteers and members of our management committee.

Budget Forecasting for 2021/22 (excluding projects and restricted funds)

Due to COVID 19 grants and our own efforts to open when allowed to, we are currently in a strong financial position.

Income Forecast 2021/22 is:

£ 8000 COVID restart grant

Limited hire and activities based on Stage 3 and stage 4 opening £4000.

Total: £12000

Expenditure forecast: £12000

It is expected that our current financial position at the end of 21-22 financial year will be well within the current reserve of £15000.

Increasing Reserve Fund: It will be put to the Trustees as to whether we should increase our reserve fund to consider further closures and loss of revenue from hirers not returning following the pandemic.

Verification and Acceptance of Report

This report has been accepted and verified by 2 trustees. All trustees have been sent a copy.

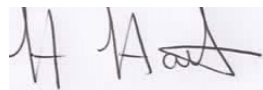
Signed:

Trustee



Signed:

Trustee



22-6-21



CHARITY COMMISSION
FOR ENGLAND AND WALES

COUNDON AND Leeholme Community Association

1155072

Receipts and payments accounts

CC16a

For the period
from

Period start date
01-Apr-20

To

Period end date
31-Mar-21

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Restricted Funds small Grants		1,500		1,500	700
Hall Hire	2,953			2,953	12,924
Fund Raising events	-			-	5,217
Clubs	745			745	9,112
Donations	44			44	1,854
Bank Interest	28			28	21
Covid grants	22,239			22,239	-
				-	-
Sub total (Gross income for AR)	26,009	1,500	-	27,509	29,834
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	26,009	1,500	-	27,509	29,834
A3 Payments					
Electric	827	-	-	827	1,466
Gas	365	-	-	365	1,796
water	404	-	-	404	-
wages	3,628	-	-	3,628	6,083
Insurance and licences	909	-	-	909	1,612
building checks	1,438	-	-	1,438	2,161
repairs maintenance replacements	2,637	1,500	-	4,137	5,316
events and clubs	157		-	157	6,741
planning application	609		-	609	
Sub total	10,974	1,500	-	12,474	25,175
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,974	1,500	-	12,474	25,175
Net of receipts/(payments)	15,035	-	-	15,035	4,659
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	35,246	700	-	35,946	35,246
Cash funds this year end	50,281	700	-	50,981	39,905

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 £
B1 Cash funds		50,981		-
		-	-	-
		-	-	-
	Total cash funds	50,981	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		P. Hymas	Pam Hymas	07/05/2021

Independent examiner's report to the charity trustees of 'Coundon and Leeholme Trust

I report on the accounts of the Trust for the year ended 31 March 2021 which are set out on pages 1 to 2.

Respective responsibilities of charity trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (. It is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. That accounting records were not kept in accordance with section 63 of the Charities Act
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

Name: Christine Bates

Relevant professional qualification or body: retired Finance Officer DWP

Address: 107 ETHERLEY LANE BISHOP AUCKLAND DL146UQ5

1 June 21