

COUNDON AND LEEHOLME COMMUNITY ASSOCIATION
TRUSTEES ANNUAL REPORT APRIL 2021 TO MARCH 2022

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		26-6-21	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 continued to update themselves on Covid guidance for community buildings keeping up to date with the changes in COVID restrictions 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.

Six volunteers completed First aid training

Trustees are asked to 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 2021 -22

The Reserve Policy is as follows:

RESERVES POLICY 2021/2022

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, withdrawal of hire and emergency closure 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 = £9000

Contingency for major repairs = £5000

Contingency for withdrawal of hire =£2000

Contingency for emergency closure -£4000

Total £20000

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 2022, 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	£51039	
Restricted or Designated Funds total	£3532	
Breakdown of Designated Funds:		

Coundon and Leeholme Craft Club	£1194	Ongoing
Coundon and Leeholme Tea Dancers	£1830	Ongoing
Coundon and Leeholme Playgroup	£500	Ongoing
Remaining Hall Maintenance Fund	£47516	

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 2022)

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.

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

- Mother and Toddler for 0-4 years 30 children with carers
- Bowls 6 adults

- Tea Dance /Supper Dances 60 adults
- Golden Hearts limited mobility exercise 20 adults

- Craft Club 15 adults
- Open Circle for mediums 25 adults
- Yoga 12 adults
- Jazz Band Practice 15 adults/children
- Slimming world 30 adults
- Family fun days 60 adults 60 children

In this financial year we have not been able to have fund raising or family events or private party hires for children's parties until Feb 22 thus reducing revenue from hire. 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 Shildon and Bishop Auckland
- 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
- Coundon Primary School
- CaroleW productions live theatre
- Believe Housing

Hall Hire:

The total revenue from hall hire in 2022 (including hire charge to sub activity accounts) was £9356. The hire revenue was affected by the late opening of some activities due to COVID restrictions. We are now fully operational and expect hall hire revenue to return to normal levels in 2022-23 financial year of estimated £13500

Fund Raising and Donations and Grants

As for hall hire fund raising events were suspended in 2021-22 financial year due to COVID restrictions.

A total of £13667 in Covid grants was received in this financial year compensating the loss in revenue

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.

Restricted Funding of £6000 awarded in 2018-19 from Scotto Trust towards a security fence was finally spent. The total cost of the fence and planning permissions coming to £12000 plus

Volunteers/Management Team

Services delivered by Coundon and Leeholme Community Association including the trustees 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.

There are 20 regular volunteers including the management team and 5 trustees.

COVID PANDEMIC

We have followed all COVID guidance during the pandemic. Although limited for some of this financial year we have opened to hirers where it was possible making sure that the building was COVID ready and hiring agreements were suitably adapted. We became fully operational in February 2022 but most hirers returned in September 2021

Future Developments

Our focus in the 22-23 will be to sustain our current activities and to support additional children and family activities for those living in the village and surrounding areas

We now have a secure outside space for the children to enjoy which will be further developed.

We will continue to promote the hire of our hall to increase revenue and the diversity of the activities we offer.

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.

Plans are in place to install an external defibrillator for use by community and NHS response teams.

We will install CCTV to cover the main entrance and defibrillator cabinet

We will replace the entrance doors to comply with current fire regulations and to make access to larger events easier

Budget Forecasting for 2022-23

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

Income Forecast 2022-23 is:

£13500 from hall hire £400 from fund raising

Expenditure forecast:

£11000 capital costs

£17000 Revenue costs

It is estimated that our end of year balance will be £32445 well above our reserve of £20000

Verification and Acceptance of Report

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

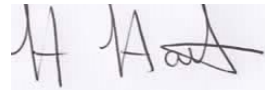
Signed:

Trustee



Signed:

Trustee



28-6-22



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
COUNDON AND LEEHOLME COMMUNITY ASSOCIATION

1155072

Receipts and payments accounts

For the period from	Period start date 1-Apr-21	To	Period end date 31-Mar-22
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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 £
A1 Receipts				
Restricted Funds and Grants	-	-	-	-
Hall Hire	6,629	-	-	6,629
Fund Raising Events	97	-	-	97
Club Activities	6,076	-	-	6,076
Donations	-	-	-	-
Bank Interest	2	-	-	2
Covid Revenue Grants	13,667	-	-	13,667
	-	-	-	-
Sub total (Gross income for AR)	26,471	-	-	26,471
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	26,471	-	-	26,471
A3 Payments				
Electric	915	-	-	915
Gas	667	-	-	667
Water	-	-	-	-
Wages	4,544	-	-	4,544
Insurances and Licences	707	-	-	707
Building checks	1,584	-	-	1,584
General Running costs	6,859	-	-	6,859
Events and Clubs	721	-	-	721
Capital Works (fence)	10,040	-	-	10,040
training	378	-	-	378
Planning Application	-	-	-	-
Sub total	26,415	-	-	26,415
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	26,415	-	-	26,415
Net of receipts/(payments)	56	-	-	56
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	50,281	700	-	50,981
Cash funds this year end	50,337	700	-	51,037

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	BANK ACCOUNT	49,417	-
	CASH IN HAND	1,620	-
		-	-
	Total cash funds	51,037	-
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
B3 Investment assets			-
			-
			-
			-
			-
B4 Assets retained for the charity's own use			-
			-
			-
			-
			-
			-
			-
			-
			-
B5 Liabilities			-
			-
			-
			-
			-

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

Signature

Print Name

P. Hyman
H. Hart

PAM HYMAS
HELEN HART

CC16a



Last year
to the nearest £

1,500
2,953
-
745
44
28
22,239
-
27,509

-
-

27,509

827
365
404
3,628
909
1,438
4,137
157
609
12,474

-

12,474

15,035
-
-
15,035



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

Date of
approval

5/25/2022

5/25/2022

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 2022 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

1July 21