

DUXFORD COMMUNITY CENTRE

England & Wales · Charity number 1157964

Details

Status Registered

Legal form CIO

Registered 2014-07-23

Register [View on the Charity Commission register](#)

Contact

Address Hunts Road
Duxford
Cambridge
CB22 4RE

Phone 01223269961

Email duxfordcommunitycentrecb22@gmail.com

Website www.duxfordcommunitycentre.co.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE: TO PROMOTE THE BENEFIT OF THE INHABITANTS OF THE AREA OF BENEFIT WITHOUT DISTINCTION OF SEX, SEXUAL ORIENTATION, AGE, DISABILITY, NATIONALITY, RACE OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING TOGETHER THE SAID INHABITANTS AND THE STATUTORY AUTHORITIES, VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS; To manage and maintain the Duxford Community Centre (whether alone or in cooperation with any statutory authority or any other person or body) and to ensure its continuing viability in furtherance of the Objects TO PROMOTE SUCH OTHER CHARITABLE PURPOSES AS MAY FROM TIME TO TIME BE DETERMINED. THE CHARITY SHALL BE NON-PARTY IN POLITICS AND NON-SECTARIAN IN RELIGION. THE AREA OF BENEFIT ("AREA OF BENEFIT") SHALL BE THE PARISH OF DUXFORD.

Activities: To organise community events which encourage local residents (individuals and groups/organisations) to come together for enjoyable social events whilst at the same time fundraise for a Community Centre in the village of Duxford. The whole community is welcome to join in the events and benefit by developing friendships and community spirit within the village.

Classification

- **How:** Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** General Charitable Purposes, Amateur Sport, Recreation, Other Charitable Purposes
- **Who:** Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** LOCAL
- Cambridgeshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-30	£86,390	£88,692	-	-
2024-04-30	£158,160	£108,613	-	-
2023-04-30	£72,938	£64,752	-	-
2022-04-30	£73,982	£63,560	-	-
2021-04-30	£64,150	£81,461	-	-

Trustees

Name	Role	Appointed
TIMOTHY NIELLE CLARKE	Chair	2014-04-28
Adam Kendall		2025-11-08
Christine Rose Lawrance		2021-11-03
Dean Urquhart Scotson		2025-03-11
Jacqueline Elizabeth Fox		2025-11-08
Lesley Hale		2019-03-09
Malcolm Patrick Hyde		2021-02-17
Peter William Dee		2019-12-14
SUSAN JOAN CLARKE		2024-09-28
Sijuwade Joseph Adeniran		2025-03-11

DUXFORD COMMUNITY CENTRE

England & Wales - Charity number 1157964

Accounts

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 April 2025
for
Duxford Community Centre**

Duxford Community Centre

**Contents of the Financial Statements
for the Year Ended 30 April 2025**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2025. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Summary of the objectives of the Charity set out in its governing document

1. To promote the benefit of the inhabitants of the area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
2. To manage and maintain the Duxford Community Centre (whether alone or in cooperation with any statutory authority or any other person or body) and to ensure its continuing viability in furtherance of the Objects.
3. To promote such charitable purposes as may from time to time be determined.
4. The Charity shall be non-party in politics and non-sectarian in religion. The area of benefit shall be the parish of Duxford.

Summary of the main activities undertaken for the public benefit

The Trustees have borne in mind the Charity Commission guidance on public benefit in setting out their activities for the year.

The Community Centre provides an attractive and competitively priced venue for a wide range of events and activities and usage has continued to grow albeit more slowly than in earlier years as the Community Centre matures.

Activities fall into 6 main categories:

1. Commercial classes, activities/events for residents of Duxford and surrounding areas.
2. Business meetings, seminars, training sessions, tutoring.
3. Not-for-profit community activities. These may be free to use or incur a small charge to cover expenses.
4. Private parties.
5. Entertainment.
6. Charity events and fundraising.

Occupancy of the Centre overall has fallen slightly this year; the Linda Martin Room and the Small Hall have maintained their occupancy rate but use of the biggest hall, the Peter Stribling Hall, has fallen slightly. There are inevitable changes in the groups using the Centre: this year, it has welcomed a new mother and baby group while the Thursday afternoon Community Games group was discontinued because of lack of support.

Professional and health-related groups continue to find the Centre a welcoming place to hold meetings and/or classes.

The Trustees continue to provide a Community Rate for local, voluntary, not-for-profit groups so that they are able to hire rooms at the Community Centre at a substantial discount. To encourage involvement in, and support for, the Community Centre, groups receiving this discount are required to be members of the Duxford Community Centre CIO (membership is free) and encouraged to hold a fundraising event for the Centre. This scheme has proved to be popular and the majority of groups using this scheme have generously contributed to the Centre. Private hire by Duxford residents is also discounted.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2025

An early decision was taken that hire charges would not be waived under any circumstances, but Trustees have continued a scheme whereby local voluntary groups or potential groups who wish to use the Centre but are unable to afford it may apply for a grant from the charitable use funds.

Trustees have made available, at no cost, facilities for the travelling Post Office to operate two mornings a week in the foyer of the Centre.

Information about the Community Centre, the Trustees and the Duxford Community Centre CIO and its policies and practices is available and regularly up-dated on the DCC website. There is also an increasingly popular DCC Facebook page to publicise various initiatives both by the DCC and by users of the Centre. Articles on the activities of the DCC and users of the Community Centre are also published in the monthly village newsletter.

The charity arm of the DCC continues to sponsor groups and activities that would otherwise be unable to afford to use the Community Centre. Applications for grants are encouraged not only to offset the cost of room hire, but for other functions as well.

The charity arm of the DCC continues to explore avenues for engagement with the village. Rather than another fete in 2024 an open afternoon called Duxday was held in July, both to acknowledge the Platinum Jubilee grant towards solar panels and to provide a forum for all users of the Centre and all village groups, whether they used the Centre or not to publicise their activities. Some 23 groups booked tables and the Tennis and Bowls' Club joined in the open day. A donation from Huntsman was used to provide entertainment. DCC also used this event to promote its own activities and achievements. Since then, the Events Committee has been actively planning another village fete and live music event, Duxfest, for July 2025.

The connection with Creative Arts East has continued and while only one performance was held during this financial year more are in the pipeline for coming months.

Additional details of objectives and activities

The Duxford Community Centre is now firmly established at the centre of village life and Trustees recognise that they must continue to build on present success and actively plan for the future.

There are four main aspects to this:

1. Financial viability.
2. User satisfaction.
3. Support for and from the local community.
4. An active and wide-ranging Board of Trustees.

In 2023/24, after sustained fundraising, solar panels were installed on the roof of the Centre along with storage batteries. 2024/25 has seen the financial benefits of this. Electricity costs have almost halved, and this has enabled Trustees to maintain hire charges at previous levels at a time when costs generally have been rising sharply. It is expected that there will also be a rebate from sale of electricity back to the grid of approximately £4,000. It was decided that this would be put towards depreciation of the solar panels which have an expected 20-year life span.

Trustees are quick to attend to minor maintenance matters and are fortunate that, among their number, are several handymen who are able and willing to provide assistance with everything from the replacement of toilet seats (a puzzling but on-going issue) to mending faulty door handles. On-going checks and repairs, where necessary, are also attended to promptly.

OBJECTIVES AND ACTIVITIES

Suggestions for improvement by users are also welcomed, and this year has seen the installation of blinds at the windows of the Café 19 and the related chill-out area. It was noted that the existing cycle racks were largely ignored by visiting cyclists mostly because they were regarded as not cycle friendly and DCC, along with the Parish Council, agreed to replace them. DCC secured a grant from South Cambs. District Council towards their replacement and additional installation costs were covered by the Parish Council. Queries about how to use the defibrillator installed on the outside wall of the Community Centre have led to DCC organising subsidised First Aid and Defibrillator training sessions, the first of which was held at the beginning of March, a second in April with another scheduled for May.

Although users of the Community Centre are, in general, very positive about the quality of the facilities, there has been growing concern, especially among the Trustees, about the lack of ventilation in the Peter Stribling Hall. Only the fire doors can be opened to allow fresh air into the Hall and in winter this affects the heating thermostats. An industrial sized fan was installed when the Hall was built but this is very noisy and cannot be used when anything is happening in the Hall. Two smaller fans barely make any difference to the space. Therefore during the year Trustees have been exploring options for improving ventilation. This has not been easy as Trustees lacked the knowledge as to what would be the best option, and a number of firms were reluctant to retrofit a system. However, persistence has paid off and a firm quote has been received. Once again, the Trustees are exploring avenues for raising the money to go ahead with this and it is hoped that the new ventilation system will be installed in 2025/26.

An important aspect of community engagement has been the ongoing Wednesday Coffee morning whereby anyone from the local community can come for conversation and companionship. This is free but donations towards the refreshments are welcomed. Additionally, a representative of the Parish Council is usually available at these events for discussion or assistance. 2024/25 has seen a significant upgrade to this. Cambs ACRE (Action with Communities in Rural England) was looking to expand its network of village hubs, with grants available to support them. The village hub corresponded closely to what was already happening with the DCC coffee morning and funding would enable the volunteers who have run it for many years to step back, while ensuring that the coffee morning was secure for the future. A grant from ACRE would cover room hire and £10 towards refreshments (which would now be provided by Café 19) until October 2024. DCC would cover any shortfall. Since then, further grants including one from the Duxford-based Wilfred & Grace Parkinson Trust have contributed towards costs. Attendees are asked to make a donation of £1. The establishment of the coffee morning as a village hub has also enabled DCC to join the ACRE's Village Agent scheme whereby a community worker attends the village hub and acts as a bridge between individuals and services, providing advice and general support. The Village Agent does not attend every week but frequently enough to build connections.

At the other end of the age spectrum there has been on-going support for the popular Youth Club run by professional youth workers. Both the DCC and the Parish Council see this as a core service within the village. DCC has provided a grant throughout the year to pay not only room hire but also an annual sum of £500 to cover consumables (to be match-funded by the Youth Club). The Parish Council will continue to cover salaries. A grant to the Football Club has also been extended to support under 18 players.

The DCC Charity and the Community Centre can only function with an active and healthy Board of Trustees. During 2024/25 there has been an active campaign to recruit new Trustees and volunteers. A variety of methods were used but the most successful was the distribution of flyers in the Community Centre and in particular in Café 19. As a result several people expressed an interest and at the meeting of March 11th 2025 three new Trustees were appointed and warmly welcomed. This has brought the Board of Trustees up to full strength.

ACHIEVEMENTS AND PERFORMANCE

Duxford Community Centre is now well established in Duxford and increasingly further afield. A wide range of activities, both commercial and community-based cater to the interests of locals and visitors while individuals looking for an attractive well-priced venue for events ranging from Christenings to Wakes and everything in between find a welcome. Word of mouth has been important in promoting the Centre in this sector. In the wider community education, health and business groups are also finding the Centre a useful and welcoming space. The DCC charity is also prepared to take a lead in addressing areas of concern within the Community.

In March Duxford Community Centre was chosen by ACRE to host its Village Halls' Week Event at which Platinum Jubilee plaques were presented by DEFRA minister, Daniel Zeichner.

Trustees are very conscious of the need to continue building on present success. Having successfully managed to raise the funds to install solar panels to reduce costs, Trustees are now looking at improving amenities by improving ventilation in the two main halls. On-going maintenance is increasingly important as the Centre ages, and usage increases, and features largely in budget discussions.

An emerging issue, not just for Duxford but for many village halls and community centres is the passing of "Martyn's Law" as a result of the Manchester bombings. It is not clear yet what changes will have to be made, and Trustees are looking for advice from ACRE about its implementation.

Duxford Community Centre could not operate without the work of volunteers, especially the Trustees. Operating a booking system, publicity, daily management, engaging with hirers and the public in general, and minor maintenance matters have all been tackled with enthusiasm and goodwill. This work, which is in addition to the regular duties of the Trustees, is estimated at 1,807 hours during the year. If it had been carried out by a paid employee at a salary of £15 per hour would amount to £27,105. Trustees recognise that this level of volunteer activity is not viable in the long term, and they are gradually moving to the use of paid assistance, starting with locking up duties in the evening. Further progress will be dependent on the availability of funds and a clear vision of what can be achieved by an employee and what will always depend on volunteers. Meanwhile thanks are due to all those who have contributed during the year.

Membership of the Duxford Community Centre CIO, both individual and organisational, has grown steadily during the year and provided support to the Trustees and the Community Centre. Trustees look forward to this continuing and developing into the future.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2025

FINANCIAL REVIEW

Financial position

At the start of the reporting period the amount of funds in the Charity's bank account totalled £47,740.

During the year the Charity received total income of £86,390 (2024 - £158,160).

The Charity received two grants. One enabling the Community Centre to run a coffee morning once a week totalling £1,556 (2024 - £nil) and the other to install a bike rack totalling £1,184 (2024 - £Nil). Additionally, the charity received income from room hire totalling £60,862 (2024 - £53,321), income for fundraising events totalling £1,589 (2024 - £14,357) income from electricity recharges totalling £13,651 (2024 - £24,365), and income from donations totalling £7,548 (2024 - £5,477).

During the period the Charity expenditure totalled £88,692 (2024 - £108,613). The largest outlays were for electricity of £22,352 (2024 - £35,213), depreciation of £23,209 (2024 - £30,219), cleaning of £15,734 (2024 - £14,485), insurance of £2,898 (2024 - £2,448) and accountancy and end of year examination of accounts of £2,327 (2024 - £2,090).

New Blinds were installed in Café 19 windows.

At the end of the accounting period, the amount in the Charity Bank totalled £66,294.

External advisers were appointed to independently examine the Charity's account for the period. The examination was performed by HSA & Co in July/August 2025.

Reserves policy

Overall the financial position of the charity remains healthy, though the trustees continue to pay close attention to the mix of activities in order to ensure that in trying to achieve its objectives it does not lead to deterioration in the financial stability of the charity.

At the year end the charity has unrestricted freely available current reserves of £69,063 (2024 - £50,668) which excludes tangible fixed assets of £69,618 (2024 - £90,656). Given the charity's current levels of expenditure this would allow for approximately just over nine months (2024 - nine months) of trading without further freely available reserves becoming available.

FUTURE PLANS

For the future the trustees want to develop the facilities and make improvements where possible and ensure the long term success of the Community Centre.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Constitution adopted 28 April 2014, amended December 2019, February 2021, September 2023 and May 2024.

Charity constitution

Charitable Incorporated Organisation.

Recruitment and appointment of new trustees

Trustees are elected, re-elected or appointed by members at the Annual General Meeting.

The Charity Trustees are responsible for the general control and management of the Charity. The Trustees give their time freely and receive no remuneration or other financial benefits. The Charity has not employed any paid staff over the reporting period.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Nine meetings of the Board of Trustees took place during the period of this report at approximately 6-week intervals. The purpose of these meetings was to review the running of the Community Centre, address any problems or issues arising from this and consider other charitable activities in accordance with the objectives of the Charity. In between meetings Trustees communicated by email and where necessary were able to take decisions on urgent matters.

Working parties continued to meet to develop and refine policies relating to the operations of the Community where necessary.

An Annual General Meeting was held in September 2024. One trustee stood down in September 2024 meaning that four vacancies remained. These vacancies were filled by a returning Susan Clarke in September 2024, followed by Sijuwade Adeniran, Sophie Urquhart-Scotson and Dean Urquhart-Scotson in March 2025.

The Events Committee continued to meet during the year to plan and hold social events and fundraise for the charity. Money raised from these events is accounted for separately from the running expenses of the community Centre. All events are risk-assessed.

The Trustees ensure that any activities involving children have volunteers in attendance who hold up-to-date Disclosure Barring Service (DBS) checks.

A number of the Trustees have successfully completed a Fire Extinguisher Awareness course.

Regular meetings with the management of A la Cuisine who lease and run Café 19 within the Community Centre provide mutual information and support.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
CE002327 (England and Wales)

Registered Charity number
1157964

Registered office
Hunts Road
Duxford
CAMBRIDGE
CB22 4RE

Duxford Community Centre

**Report of the Trustees
for the Year Ended 30 April 2025**

Trustees

Mrs C Lawrance Treasurer
Mr T N Clarke Chair
Mr R J Brisley (resigned 28.9.24)
Mrs B Barker
Mr M P Hyde
Mrs J Tarrant Secretary
Mr P W Dee
Ms L Hale
Dr H A S Tarrant
Ms S J Clarke (appointed 28.9.24)
Mr S J Adeniran (appointed 11.3.25)
Mrs S J Urquhart Scotson (appointed 11.3.25)
Mr D Urquhart Scotson (appointed 11.3.25)

Independent Examiner

HSA & Co
Chartered Accountants
Lewis House
Great Chesterford Court
Great Chesterford
Essex
CB10 1PF

Approved by order of the board of trustees on^{20 September 25}..... and signed on its behalf by:

.....^{C Lawrance}.....
Mrs C Lawrance - Trustee

**Independent Examiner's Report to the Trustees of
Duxford Community Centre**

Independent examiner's report to the trustees of Duxford Community Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Adam Burt ACA FCCA

HSA & Co
Chartered Accountants
Lewis House
Great Chesterford Court
Great Chesterford
Essex
CB10 1PF

Date: 10/10/2025

Duxford Community Centre

**Statement of Financial Activities
for the Year Ended 30 April 2025**

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	4	8,732	1,556	10,288	66,117
Charitable activities					
Room hire	6	59,345	1,517	60,862	53,321
Other trading activities	5	1,589	-	1,589	14,357
Other income		<u>13,651</u>	<u>-</u>	<u>13,651</u>	<u>24,365</u>
Total		<u>83,317</u>	<u>3,073</u>	<u>86,390</u>	<u>158,160</u>
EXPENDITURE ON					
Raising funds		2,457	2,592	5,049	8,775
Charitable activities					
Room hire	7	<u>83,503</u>	<u>140</u>	<u>83,643</u>	<u>99,838</u>
Total		<u>85,960</u>	<u>2,732</u>	<u>88,692</u>	<u>108,613</u>
NET INCOME/(EXPENDITURE)		(2,643)	341	(2,302)	49,547
RECONCILIATION OF FUNDS					
Total funds brought forward		141,324	456	141,780	92,233
TOTAL FUNDS CARRIED FORWARD		<u>138,681</u>	<u>797</u>	<u>139,478</u>	<u>141,780</u>

The notes form part of these financial statements

Duxford Community Centre**Statement of Financial Position
30 April 2025**

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
FIXED ASSETS					
Tangible assets	12	69,618	-	69,618	90,656
CURRENT ASSETS					
Debtors	13	5,810	190	6,000	4,666
Cash at bank		<u>65,687</u>	<u>607</u>	<u>66,294</u>	<u>47,740</u>
		71,497	797	72,294	52,406
CREDITORS					
Amounts falling due within one year	14	(2,434)	-	(2,434)	(1,282)
NET CURRENT ASSETS		<u>69,063</u>	<u>797</u>	<u>69,860</u>	<u>51,124</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>138,681</u>	<u>797</u>	<u>139,478</u>	<u>141,780</u>
NET ASSETS		<u>138,681</u>	<u>797</u>	<u>139,478</u>	<u>141,780</u>
FUNDS	16				
Unrestricted funds				138,681	141,324
Restricted funds				<u>797</u>	<u>456</u>
TOTAL FUNDS				<u>139,478</u>	<u>141,780</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Duxford Community Centre

Statement of Financial Position - continued
30 April 2025

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 20 September 25 and were signed on its behalf by:

C Lawrance
Mrs C Lawrance - Trustee

J Tarrant
Mrs J Tarrant - Trustee

The notes form part of these financial statements

1. STATUTORY INFORMATION

Duxford Community Centre is a charitable company limited by guarantee registered in England and Wales. The registered charity number, company number, and principle address can be found on the Reference and Administrative Details page.

The charitable company constitutes a public benefit entity as defined by FRS 102.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants and donations

Donations and grants are recognised when they have been communicated and received in writing with notification of both the amount and settlement date.

In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Hall hire income

Income relating to hall hire is initially recognised on the date that it is invoiced. Income relating to bookings occurring after the year end is then deferred and recognised as a creditor in the financial statements.

Rents received and electricity recharges

Income relating to rent received and electricity recharges are initially recognised on the date that it is invoiced. Income accrued but not invoiced in the period is recognised as a debtor in the financial statements.

Income in relation to donated services

Income relating to room hire services provided free of charge to a youth club is recognised on the date that the service is provided.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Going concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. After making enquiries the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

As such the charity can expect to be able to meet its liabilities as they fall due in the period of at least 12 months from the date of approval of these accounts. However, there can be no certainty in relation to these matters.

On this basis the Trustees have concluded that the charity is a going concern. The financial statements do not include any adjustments that would result from the charity not being able to meet its liabilities as they fall due.

**3. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION
UNCERTAINTY**

The preparation of the financial statements requires the charity's trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the levels of income and expenditure reported for the year. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant, however the nature of estimation means that actual outcomes could differ from those estimates.

The trustees do not consider there to be any significant judgements, estimates, and assumptions that require the further explanation than that disclosed within the charity's accounting policies and the notes to these financial statements.

Notes to the Financial Statements - continued
for the Year Ended 30 April 2025

4. DONATIONS AND LEGACIES

	2025	2024
	£	£
Donations	7,548	5,477
Gift aid	-	2,500
Grants	<u>2,740</u>	<u>58,140</u>
	<u>10,288</u>	<u>66,117</u>

Grants received, included in the above, are as follows:

	2025	2024
	£	£
Solar Panel Grant	-	58,140
Bike Rack Grant	1,184	-
ACRE - Coffee Morning Grant	<u>1,556</u>	<u>-</u>
	<u>2,740</u>	<u>58,140</u>

5. OTHER TRADING ACTIVITIES

	2025	2024
	£	£
Fundraising events	<u>1,589</u>	<u>14,357</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	2025	2024
	£	£
Charitable activities		
Activity		
Room hire	<u>60,862</u>	<u>53,321</u>

Included in income for room hire is an amount of £1,794 (2024 - £Nil) relating to a room provided free of charge to a youth club. The expense of this is recognised within charitable activity costs.

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Room hire	<u>58,107</u>	<u>25,536</u>	<u>83,643</u>

8. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Room hire	<u>23,209</u>	<u>2,327</u>	<u>25,536</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2025 £	2024 £
Auditors' remuneration	973	936
Auditors' remuneration for non audit work	1,354	1,154
Depreciation - owned assets	<u>23,209</u>	<u>30,219</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2025 nor for the year ended 30 April 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2025 nor for the year ended 30 April 2024.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	7,977	58,140	66,117
Charitable activities			
Room hire	53,321	-	53,321
Other trading activities	14,357	-	14,357
Other income	<u>24,365</u>	<u>-</u>	<u>24,365</u>
Total	<u>100,020</u>	<u>58,140</u>	<u>158,160</u>

EXPENDITURE ON

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted funds £	Total funds £
Raising funds	8,775	-	8,775
Charitable activities			
Room hire	<u>99,838</u>	<u>-</u>	<u>99,838</u>
Total	<u>108,613</u>	<u>-</u>	<u>108,613</u>
NET INCOME/(EXPENDITURE)	(8,593)	58,140	49,547
Transfers between funds	<u>58,140</u>	<u>(58,140)</u>	<u>-</u>
Net movement in funds	49,547	-	49,547
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>91,777</u>	<u>456</u>	<u>92,233</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>141,324</u></u>	<u><u>456</u></u>	<u><u>141,780</u></u>
12. TANGIBLE FIXED ASSETS	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 May 2024	140,165	8,273	148,438
Additions	<u>2,171</u>	<u>-</u>	<u>2,171</u>
At 30 April 2025	<u>142,336</u>	<u>8,273</u>	<u>150,609</u>
DEPRECIATION			
At 1 May 2024	52,999	4,783	57,782
Charge for year	<u>22,336</u>	<u>873</u>	<u>23,209</u>
At 30 April 2025	<u>75,335</u>	<u>5,656</u>	<u>80,991</u>
NET BOOK VALUE			
At 30 April 2025	<u>67,001</u>	<u>2,617</u>	<u>69,618</u>
At 30 April 2024	<u>87,166</u>	<u>3,490</u>	<u>90,656</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade debtors	2,610	1,437
Other debtors	330	331
Prepayments	<u>3,060</u>	<u>2,898</u>
	<u>6,000</u>	<u>4,666</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Trade creditors	1,120	1,239
Accruals and deferred income	<u>1,314</u>	<u>43</u>
	<u>2,434</u>	<u>1,282</u>

15. LEASING AGREEMENTS

The Community Centre is owned by the Duxford Parish Council and leased to the Duxford Community Centre on a profit share basis for a period of 25 years as per the Lease agreement dated 27 July 2020. No payment was necessary for 2024/25 (2023/24- £Nil) under the terms of the agreement.

16. MOVEMENT IN FUNDS

	At 1/5/24	Net movement	Transfers between funds	At 30/4/25
	£	in funds	£	£
		£		
Unrestricted funds				
General fund	129,173	(1,574)	(4,152)	123,447
Working Capital Reserve	8,000	-	-	8,000
Fundraising/Events Committee	4,151	-	-	4,151
Duxfest fund	<u>-</u>	<u>(1,069)</u>	<u>4,152</u>	<u>3,083</u>
	141,324	(2,643)	-	138,681
Restricted funds				
SCDC Tree fund	126	-	-	126
Football Club fund	330	(140)	-	190
Acre Coffee morning	<u>-</u>	<u>481</u>	<u>-</u>	<u>481</u>
	456	341	-	797
TOTAL FUNDS	<u>141,780</u>	<u>(2,302)</u>	<u>-</u>	<u>139,478</u>

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	82,760	(84,334)	(1,574)
Duxfest fund	<u>557</u>	<u>(1,626)</u>	<u>(1,069)</u>
	83,317	(85,960)	(2,643)
Restricted funds			
Football Club fund	-	(140)	(140)
Acre Coffee morning	<u>3,073</u>	<u>(2,592)</u>	<u>481</u>
	<u>3,073</u>	<u>(2,732)</u>	<u>341</u>
TOTAL FUNDS	<u><u>86,390</u></u>	<u><u>(88,692)</u></u>	<u><u>(2,302)</u></u>

Comparatives for movement in funds

	At 1/5/23 £	Net movement in funds £	Transfers between funds £	At 30/4/24 £
Unrestricted funds				
General fund	81,777	(12,744)	60,140	129,173
Working Capital Reserve	8,000	-	-	8,000
Fundraising/Events Committee	<u>2,000</u>	<u>4,151</u>	<u>(2,000)</u>	<u>4,151</u>
	91,777	(8,593)	58,140	141,324
Restricted funds				
SCDC Tree fund	126	-	-	126
Football Club fund	330	-	-	330
Solar panel	<u>-</u>	<u>58,140</u>	<u>(58,140)</u>	<u>-</u>
	<u>456</u>	<u>58,140</u>	<u>(58,140)</u>	<u>456</u>
TOTAL FUNDS	<u><u>92,233</u></u>	<u><u>49,547</u></u>	<u><u>-</u></u>	<u><u>141,780</u></u>

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	88,780	(101,524)	(12,744)
Fundraising/Events Committee	<u>11,240</u>	<u>(7,089)</u>	<u>4,151</u>
	100,020	(108,613)	(8,593)
Restricted funds			
Solar panel	58,140	-	58,140
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>158,160</u>	<u>(108,613)</u>	<u>49,547</u>

Fundraising/Events committee

This committee/fund was created to allocate funds to cover the costs of events held by the community centre.

Working capital reserve

This fund was created to cover the cost of future maintenance of the centre and equipment.

SCDC Tree fund

This fund was created following a grant received in the year ended 30 April 2023 from South Cambs District Council. The purpose of the fund is to cover costs of purchasing a tree in memorial of the late Queen Elizabeth II.

Football Club fund

This fund was created following a grant receivable in the year ended 30 April 2023. The purpose of the fund is to cover costs of supporting the local football team who play at the Community Centre.

Solar Panel fund

The Solar Panel fund was created to hold the various grants and donations received as contributions to the purchase of a solar energy system for the Community Centre. Installation took place in November 2023.

Acre coffee morning fund

This fund was created to facilitate contributions towards the weekly coffee morning, a free event for local community members.

Duxfest fund

This fund was created to manage income and expenses related to the Duxfest event, a festival for the community of Duxford.

Transfers between funds

During the year, a transfer was made from the General fund to the Duxfest fund totalling £4,152 (2024 - £nil). This was to allocate the income received and expenditure incurred relating to Duxfest to a designated fund as decided by the Trustees.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 April 2025 nor for the year ended 30 April 2024.

DUXFORD COMMUNITY CENTRE

England & Wales - Charity number 1157964

Accounts

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 April 2024
for
Duxford Community Centre**

Duxford Community Centre

**Contents of the Financial Statements
for the Year Ended 30 April 2024**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Summary of the objectives of the Charity set out in its governing document

1. To promote the benefit of the inhabitants of the area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

2. To manage and maintain the Duxford Community Centre (whether alone or in cooperation with any statutory authority or any other person or body) and to ensure its continuing viability in furtherance of the Objects.

3. To promote such charitable purposes as may from time to time be determined.

Summary of the main activities undertaken for the public benefit

The Trustees have borne in mind the Charity Commission guidance on public benefit in setting out their activities for the year.

The Community Centre provides an attractive and competitively priced venue for a wide range of events and activities and usage has continued to grow albeit more slowly than in earlier years as the Community Centre matures.

Activities fall into 6 main categories:

1. Commercial classes, activities/events for residents of Duxford and surrounding areas.
2. Business meetings, seminars, training sessions, tutoring.
3. Not-for-profit community activities. These may be free to use or incur a small charge to cover expenses.
4. Private parties.
5. Entertainment.
6. Charity events and fundraising.

Usage of the Linda Martin Room, the smallest of the three rooms available, has grown throughout the year with local small businesses and enterprises, both during the week and at weekends.

With the completion of staging and stage lighting the use of the Centre for drama and music events has become feasible. Some of this is commercial, some local drama groups and some sponsored by the DCC charity. It is hoped to expand on this in future years.

Children's parties continue to be very popular and at least one is held most weekends. The Community Centre has also hosted weddings, anniversary parties, christenings and wakes during the year, providing a popular venue for all such life events.

Trustees have continued the policy that regular users would take priority over private events and that, on Saturday evenings, bookings would be restricted to Duxford residents.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2024

The Trustees have continued to provide a Community Rate for local, voluntary, not-for-profit groups so that they are able to hire rooms at the Community Centre at a substantial discount. To encourage involvement in, and support for, the Community Centre, groups receiving this discount are required to be members of the Duxford Community Centre CIO (membership is free) and encouraged to hold a fundraising event for the Centre. This scheme has proved to be popular and the majority of groups using this scheme have generously contributed to the Centre. Private hire by Duxford residents is also discounted.

An early decision was taken that hire charges would not be waived under any circumstances, but Trustees have continued a scheme whereby local voluntary groups or potential groups who wish to use the Centre but are unable to afford it may apply for a grant from the charitable use funds. This has included a weekly Community Coffee morning open to everyone for conversation and companionship. Additionally a representative of the Parish Council is usually available at these events for discussion or assistance. This year a grant to cover room hire has allowed the establishment of a Community Games afternoon, which is proving very popular.

Trustees have made available, at no cost, facilities for the travelling Post Office to operate two mornings a week in the foyer of the Centre.

Information about the Community Centre, the Trustees and the Duxford Community Centre CIO and its policies and practices is available and regularly up-dated on the DCC website. There is also an increasingly popular DCC Facebook page and Twitter account to publicise various initiatives both by the DCC and by users of the Centre. Articles on the activities of the DCC and users of the Community Centre are also published in the monthly village newsletter.

The charity arm of the DCC has become increasingly active. A village fête and live music evening was held in July 2023. Inclement weather made many of the planned activities difficult but with the help of sponsors, the event managed to break even. Other events include a quiz evening and a number of market type stalls. DCC has also subscribed to Creative Arts East in order to bring live performances to Duxford. These are not fundraisers as such, but it is hoped that ticket and refreshment sales will at least cover costs and a little more. The first two performances have been positively received and DCC will continue with this initiative.

Additional details of objectives and activities

The Duxford Community Centre is now firmly established at the centre of village life. Recognising this, at the 2023 Annual General Meeting, a revision of the second of our objectives put a duty on the Trustees not only to maintain and manage the Community Centre but to ensure its long-term viability.

There are four main aspects to this:

1. Financial viability.
2. User satisfaction leading to further growth.
3. Support from the local community.
4. An active and wide-ranging Board of Trustees.

At the beginning of the financial year, hire charges were reviewed. Continuing high energy costs, even though the Centre was built to high energy efficiency standards, and other rising costs left the Trustees with little option but to agree a small increase in hire charges for commercial and private hirers. The Trustees felt that it was important to support the local community by not increasing the community rate. Three months' notice of the increased hire rates was given. Usage of the Community Centre continued to grow albeit more slowly and is now around 40% of total available capacity. While some hirers have moved away, new ones have taken their place, and a wide range of activities is available to Duxford residents and beyond.

This year solar panels have been installed which, it is hoped, will significantly reduce running costs for both the Community Centre and the Café.

OBJECTIVES AND ACTIVITIES

Feedback from users of the Community Centre is very positive and Trustees are keen to improve the experience where possible. Minor re-decorating, purchase of additional tables and chairs and swift attention to reported problems aim to maintain and improve user experiences.

Once again trustees considered whether to employ a caretaker/manager for the Centre. A full-time manager position is out of reach financially and at present Trustees remain willing to act as Duty Managers while some volunteers from among the membership assist with locking up the Centre at night. There is an option in place to pay someone to act as caretaker on an ad hoc basis. Trustees also carry out minor maintenance and repairs where necessary.

The DCC Charity and the Community Centre can only function with an active and healthy Board of Trustees. The functioning of this Board is likely to become an issue in future years. Under the Constitution each Trustee can only serve three consecutive terms of three years. Many of the existing Trustees who have been involved with the DCC CIO from its inception are coming to the end of their term of office and cannot stand for election for another three years. At the AGM in September 2023 three Trustees stood down, two of whom were not eligible for re-election. Up to three members may be co-opted and this option was utilised at the AGM. Three places on the Board of Trustees remain unfilled. Trustees will continue to explore all avenues to encourage users of the Centre and residents of Duxford to join the Board of Trustees.

Trustees are encouraging community organisations to apply for small grants to promote activities which benefit the community. This year a Youth Club has been established with professional youth workers, sponsored jointly by the DCC and the Parish Council. The DCC has covered the cost of room hire and the purchase of sundries while the Parish Council has covered salaries. Support has continued for the weekly community coffee morning, and for the football club for the encouragement of under 18 players.

Seed funding for social and fundraising activities has been ringfenced within the DCC accounts to enable early planning. These events are organised by volunteers from within the membership.

Café 19 continues to be very popular and has established a good reputation not only in Duxford but also in surrounding areas. The buzz around the café undoubtedly plays a part in the overall success of the Community Centre, drawing in people who are not necessarily users of the halls. As with other hospitality venues rising costs have eaten into profitability and although prices have had to rise they are limited by the community they serve. As a result, no turnover rent has been payable this year.

ACHIEVEMENT AND PERFORMANCE

Duxford Community Centre is now well established at the centre of Duxford village life. A wide variety of community groups regularly use the Centre, and residents of all ages can access a wide range of activities, both commercial and community based. Of particular note is the re-establishment, after several years, of a Youth Club, catering to an age group previously under-represented in the village activities. Support from both the Parish Council and the Duxford Community Centre CIO have made this possible.

In the wider community education, health and business groups are also finding the Centre a useful and welcoming space.

Trustees continued to work to raise the capital needed to install solar panels on the roof of the Centre as it was felt that this was an important way to reduce running costs, not only for the DCC but also for Café 19. Grants were received from a local donor, The Platinum Jubilee fund, Zero Carbon Communities Fund, National Lottery Community Fund and Garfield Weston Foundation. The balance of the cost came from DCC funds and Café 19. The Solar Panels have now been installed and substantial savings were being noted by the end of the financial year even before rebates for exporting power to the grid. The DCC wishes to thank everyone who contributed to this project.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2024

Duxford Community Centre could not operate without the work of volunteers, especially the Trustees. Operating a booking system, publicity, management, engaging with hirers and the public in general, and minor maintenance matters have all been tackled with enthusiasm and goodwill. This work, which is in addition to the regular duties of the Trustees, is estimated at 1,355 hours during the year. If it had been carried out by a paid employee at a salary of £15 per hour would amount to £20,325. Trustees recognise that this level of volunteer activity will not be viable in the long term, and they intend to continue to explore the possibility of a paid manager. Meanwhile thanks are due to all those who have contributed during the year.

Membership of the Duxford Community Centre CIO, both individual and organisational, has grown steadily during the year and provided support to the Trustees and the Community Centre. Trustees look forward to this continuing and developing into the future.

FINANCIAL REVIEW

Financial position

At the start of the reporting period the amount of funds in the Charity's bank account totalled £51,967.

During the year the Charity received total income of £158,160 (2023 - £72,938).

The charity received one grant relating to the purchase of solar panels totalling £58,140 (2023 - £nil). Additionally, the charity received income from room hire totalling £53,321 (2023 - £53,706), income for fundraising events totalling £14,357 (2023 - £nil) income from electricity recharges totalling £24,365 (2023 - £15,623), income from Gift Aid £2,500 (2023 - £nil) and income from donations totalling £5,477 (2023 - £2,751).

During the period the Charity expenditure totalled £108,613 (2023 - £64,752). The largest outlays were for electricity of £35,213 (2023 - £24,125), depreciation of £30,219 (2023 - £12,179), cleaning of £14,485 (2023 - £11,338), event costs of £8,775 (2023 - £nil), insurance of £2,448 (2023 - £2,246) and accountancy, bookkeeping fees and end of year examination of accounts of £2,090 (2023 - £2,074).

New fixtures and fittings were installed including the installation of solar panels, installation of security cameras and the purchase of new tables.

At the end of the accounting period, the amount in the Charity Bank totalled £47,740 (2023 - £51,967).

External advisers were appointed to independently examine the Charity's account for the period. The examination was performed by HSA & Co in July/August 2024.

Reserves policy

Overall the financial position of the charity remains healthy, though the trustees continue to pay close attention to the mix of activities in order to ensure that in trying to achieve its objectives it does not lead to deterioration in the financial stability of the charity.

At the year end the charity has unrestricted freely available current reserves of £50,668 (2023 - £55,240) which excludes tangible fixed assets of £90,656 (2023 - £36,537). Given the charity's current levels of expenditure this would allow for approximately just over nine months (2023 - thirteen months) of trading without further freely available reserves becoming available.

FUTURE PLANS

For the future the trustees want to develop the facilities and make improvements where possible and ensure the long term success of the Community Centre.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2024

Constitution adopted 28 April 2014, amended December 2019, February 2021 and September 2023.

Charity constitution

Charitable Incorporated Organisation.

Recruitment and appointment of new trustees

Trustees are elected, re-elected or appointed by members at the Annual General Meeting.

The Charity Trustees are responsible for the general control and management of the Charity. The Trustees give their time freely and receive no remuneration or other financial benefits. The Charity has not employed any paid staff over the reporting period.

Nine meetings of the Board of Trustees took place during the period of this report at approximately 6-week intervals. The purpose of these meetings was to review the running of the Community Centre, address any problems or issues arising from this and consider other charitable activities in accordance with the objectives of the Charity. In between meetings Trustees communicated by email and where necessary were able to take decisions on urgent matters.

Working parties continued to meet to develop and refine policies relating to the operations of the Community where necessary.

An Annual General Meeting was held in September 2023. Under the Charity's Constitution three Trustees were required to stand down. One was eligible for re-election but did not stand. Two other Trustees had completed three consecutive terms as Trustees and so were not eligible to be re-elected. Tim Clarke was subsequently co-opted as a Trustee until the next AGM. Three vacancies remain.

The Events Committee continued to meet during the year to plan and hold social events and fundraise for the charity. Money raised from these events is accounted for separately from the running expenses of the community Centre. All events are risk-assessed.

The Trustees ensure that any activities involving children have volunteers in attendance who hold up-to-date Disclosure Barring Service (DBS) checks.

A number of the Trustees have successfully completed a Fire Extinguisher Awareness course.

Regular meetings with the management of A la Cuisine who lease and run Café 19 within the Community Centre provide mutual information and support.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CE002327 (England and Wales)

Registered Charity number

1157964

Registered office

Hunts Road
Duxford
CAMBRIDGE
CB22 4RE

**Report of the Trustees
for the Year Ended 30 April 2024**

Trustees

Mrs C Lawrance Treasurer
Mr T N Clarke Chair
Mr R J Brisley
Mrs B Barker
Mr M P Hyde
Mrs J Tarrant Secretary
Mr P W Dee
Ms L Hale
Dr H A S Tarrant
Mr A R Bywaters (resigned 30.9.23)
Ms S J Clarke (resigned 30.9.23)

Independent Examiner

HSA & Co
Chartered Accountants
Lewis House
Great Chesterford Court
Great Chesterford
Essex
CB10 1PF

TRUSTEES' RESPONSIBILITY STATEMENT

The trustees (who are also the directors of Duxford Community Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 20 August 2024 and signed on its behalf by:

CL Lawrance

Mrs C Lawrance - Trustee

**Independent Examiner's Report to the Trustees of
Duxford Community Centre**

Independent examiner's report to the trustees of Duxford Community Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Adam Burt ACA FCCA

HSA & Co
Chartered Accountants
Lewis House
Great Chesterford Court
Great Chesterford
Essex
CB10 1PF

Date: 22/8/24

Duxford Community Centre

Statement of Financial Activities
for the Year Ended 30 April 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	4	7,977	58,140	66,117	3,609
Charitable activities					
Room hire	6	53,321	-	53,321	53,706
Other trading activities	5	14,357	-	14,357	-
Other income		<u>24,365</u>	<u>-</u>	<u>24,365</u>	<u>15,623</u>
Total		<u>100,020</u>	<u>58,140</u>	<u>158,160</u>	<u>72,938</u>
EXPENDITURE ON					
Raising funds		8,775	-	8,775	-
Charitable activities					
Room hire	7	<u>99,838</u>	<u>-</u>	<u>99,838</u>	<u>64,752</u>
Total		<u>108,613</u>	<u>-</u>	<u>108,613</u>	<u>64,752</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	16	(8,593) <u>58,140</u>	58,140 <u>(58,140)</u>	49,547 <u>-</u>	8,186 <u>-</u>
Net movement in funds		49,547	-	49,547	8,186
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>91,777</u>	<u>456</u>	<u>92,233</u>	<u>84,047</u>
TOTAL FUNDS CARRIED FORWARD		<u>141,324</u>	<u>456</u>	<u>141,780</u>	<u>92,233</u>

The notes form part of these financial statements

Duxford Community Centre

Statement of Financial Position
30 April 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
FIXED ASSETS					
Tangible assets	12	90,656	-	90,656	36,537
CURRENT ASSETS					
Debtors	13	4,666	-	4,666	6,058
Cash at bank		<u>47,284</u>	<u>456</u>	<u>47,740</u>	<u>51,967</u>
		51,950	456	52,406	58,025
CREDITORS					
Amounts falling due within one year	14	<u>(1,282)</u>	-	<u>(1,282)</u>	<u>(2,329)</u>
NET CURRENT ASSETS					
		<u>50,668</u>	<u>456</u>	<u>51,124</u>	<u>55,696</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>141,324</u>	<u>456</u>	<u>141,780</u>	<u>92,233</u>
NET ASSETS					
		<u>141,324</u>	<u>456</u>	<u>141,780</u>	<u>92,233</u>
FUNDS					
Unrestricted funds	16			141,324	91,777
Restricted funds				<u>456</u>	<u>456</u>
TOTAL FUNDS					
				<u>141,780</u>	<u>92,233</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.


The notes form part of these financial statements

Statement of Financial Position - continued
30 April 2024

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 20 August 2024 and were signed on its behalf by:


.....
Mrs C Lawrance - Trustee


.....
Mrs J Tarrant - Trustee

1. STATUTORY INFORMATION

Duxford Community Centre is a charitable company limited by guarantee registered in England and Wales. The registered charity number, company number, and principle address can be found on the Reference and Administrative Details page.

The charitable company constitutes a public benefit entity as defined by FRS 102.

The presentation current of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants and donations

Donations and grants are recognised when they have been communicated and received in writing with notification of both the amount and settlement date.

In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Hall hire income

Income relating to hall hire is initially recognised on the date that it is invoiced. Income relating to bookings occurring after the year end is then deferred and recognised as a creditor in the financial statements.

Rents received and electricity recharges

Income relating to rent received and electricity recharges are initially recognised on the date that it is invoiced. Income accrued but not invoiced in the period is recognised as a debtor in the financial statements.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

2. ACCOUNTING POLICIES - continued

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Going concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. After making enquiries the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

As such the charity can expect to be able to meet its liabilities as they fall due in the period of at least 12 months from the date of approval of these accounts. However, there can be no certainty in relation to these matters.

On this basis the Trustees have concluded that the charity is a going concern. The financial statements do not include any adjustments that would result from the charity not being able to meet its liabilities as they fall due.

3. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of the financial statements requires the charity's trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the levels of income and expenditure reported for the year. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant, however the nature of estimation means that actual outcomes could differ from those estimates.

The trustees do not consider there to be any significant judgements, estimates, and assumptions that require the further explanation than that disclosed within the charity's accounting policies and the notes to these financial statements.

4. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	5,477	2,751
Gift aid	2,500	-
Grants	<u>58,140</u>	<u>858</u>
	<u>66,117</u>	<u>3,609</u>

4. DONATIONS AND LEGACIES - continued

Grants received, included in the above, are as follows:

	2024 £	2023 £
SCDC Tree fund Grant	-	528
Football Club Grant	-	330
Solar Panel Grant	<u>58,140</u>	-
	<u>58,140</u>	<u>858</u>

5. OTHER TRADING ACTIVITIES

	2024 £	2023 £
Fundraising events	<u>14,357</u>	-

6. INCOME FROM CHARITABLE ACTIVITIES

	2024 £	2023 £
Charitable activities	<u>53,321</u>	<u>53,706</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Room hire	<u>67,521</u>	<u>32,317</u>	<u>99,838</u>

8. SUPPORT COSTS

	Finance £	Other £	Governance costs £	Totals £
Room hire	<u>8</u>	<u>30,219</u>	<u>2,090</u>	<u>32,317</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2024 £	2023 £
Auditors' remuneration	936	936
Auditors' remuneration for non audit work	1,154	1,138
Depreciation - owned assets	<u>30,219</u>	<u>12,179</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2024 nor for the year ended 30 April 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2024 nor for the year ended 30 April 2023.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2,751	858	3,609
Charitable activities			
Room hire	53,706	-	53,706
Other income	<u>15,623</u>	-	<u>15,623</u>
Total	<u>72,080</u>	<u>858</u>	<u>72,938</u>
EXPENDITURE ON			
Charitable activities			
Room hire	<u>64,350</u>	<u>402</u>	<u>64,752</u>
NET INCOME	7,730	456	8,186
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>84,047</u>	-	<u>84,047</u>
TOTAL FUNDS CARRIED FORWARD	<u>91,777</u>	<u>456</u>	<u>92,233</u>

12. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 May 2023	55,827	8,273	64,100
Additions	<u>84,338</u>	<u>-</u>	<u>84,338</u>
At 30 April 2024	<u>140,165</u>	<u>8,273</u>	<u>148,438</u>
DEPRECIATION			
At 1 May 2023	23,944	3,619	27,563
Charge for year	<u>29,055</u>	<u>1,164</u>	<u>30,219</u>
At 30 April 2024	<u>52,999</u>	<u>4,783</u>	<u>57,782</u>
NET BOOK VALUE			
At 30 April 2024	<u>87,166</u>	<u>3,490</u>	<u>90,656</u>
At 30 April 2023	<u>31,883</u>	<u>4,654</u>	<u>36,537</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade debtors	1,437	3,280
Other debtors	331	330
Prepayments	<u>2,898</u>	<u>2,448</u>
	<u>4,666</u>	<u>6,058</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024 £	2023 £
Trade creditors	1,239	394
Other creditors	-	1,893
Accruals and deferred income	<u>43</u>	<u>42</u>
	<u>1,282</u>	<u>2,329</u>

15. LEASING AGREEMENTS

The Community Centre is owned by the Duxford Parish Council and leased to the Duxford Community Centre on a profit share basis for a period of 25 years as per the Lease agreement dated 27 July 2020. No payment was necessary for 2023/24 (2022/23- £Nil) under the terms of the agreement.

16. MOVEMENT IN FUNDS

	At 1/5/23 £	Net movement in funds £	Transfers between funds £	At 30/4/24 £
Unrestricted funds				
General fund	81,777	(12,744)	60,140	129,173
Working Capital Reserve	8,000	-	-	8,000
Fundraising/Events Committee	<u>2,000</u>	<u>4,151</u>	<u>(2,000)</u>	<u>4,151</u>
	91,777	(8,593)	58,140	141,324
Restricted funds				
SCDC Tree fund	126	-	-	126
Football Club fund	330	-	-	330
Solar panel	<u>-</u>	<u>58,140</u>	<u>(58,140)</u>	<u>-</u>
	456	58,140	(58,140)	456
TOTAL FUNDS	<u>92,233</u>	<u>49,547</u>	<u>-</u>	<u>141,780</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	88,780	(101,524)	(12,744)
Fundraising/Events Committee	<u>11,240</u>	<u>(7,089)</u>	<u>4,151</u>
	100,020	(108,613)	(8,593)
Restricted funds			
Solar panel	58,140	-	58,140
TOTAL FUNDS	<u>158,160</u>	<u>(108,613)</u>	<u>49,547</u>

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/5/22 £	Net movement in funds £	At 30/4/23 £
Unrestricted funds			
General fund	74,047	7,730	81,777
Working Capital Reserve	8,000	-	8,000
Fundraising/Events Committee	<u>2,000</u>	<u>-</u>	<u>2,000</u>
	84,047	7,730	91,777
Restricted funds			
SCDC Tree fund	-	126	126
Football Club fund	<u>-</u>	<u>330</u>	<u>330</u>
	-	456	456
TOTAL FUNDS	<u>84,047</u>	<u>8,186</u>	<u>92,233</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	72,080	(64,350)	7,730
Restricted funds			
SCDC Tree fund	528	(402)	126
Football Club fund	<u>330</u>	<u>-</u>	<u>330</u>
	858	(402)	456
TOTAL FUNDS	<u>72,938</u>	<u>(64,752)</u>	<u>8,186</u>

Fundraising/Events committee

This committee/fund was created to allocate funds to cover the costs of events held by the community centre.

Working capital reserve

This fund was created to cover the cost of future maintenance of the centre and equipment.

SCDC Tree fund

This fund was created following a grant received in the year ended 30 April 2023 from South Cambs District Council. The purpose of the fund is to cover costs of purchasing a tree in memorial of the late Queen Elizabeth II.

Football Club fund

This fund was created following a grant receivable in the year ended 30 April 2023. The purpose of the fund is to cover costs of supporting the local football team who play at the Community Centre.

16. MOVEMENT IN FUNDS - continued

Solar Panel Fund

The Solar Panel fund was created to hold the various grants and donations received as contributions to the purchase of a solar energy system for the Community Centre. Installation took place in November 2023.

Transfers between funds

During the year, there was a net transfer of funds from the Solar Panel fund to the General fund of £58,140. This transfer represents £21,079 transferred from the General fund to cover the remaining cost of the solar panels and total expenditure incurred on the solar panels of £79,219 which is recognised on the balance sheet as a tangible fixed asset.

Additionally, there was a transfer of funds from the Fundraising/Events committee to the General fund of £2,000 as this was in excess of the budget.

There were no transfers between funds in the year ended 30 April 2023.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 April 2024 nor for the year ended 30 April 2023.

Duxford Community Centre**Detailed Statement of Financial Activities
for the Year Ended 30 April 2024**

	2024 £	2023 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	5,477	2,751
Gift aid	2,500	-
Grants	<u>58,140</u>	<u>858</u>
	66,117	3,609
Other trading activities		
Fundraising events	14,357	-
Charitable activities		
Charitable activities	53,321	53,706
Other income		
Electricity recharges	<u>24,365</u>	<u>15,623</u>
Total incoming resources	158,160	72,938
EXPENDITURE		
Other trading activities		
Event costs	8,775	-
Charitable activities		
Rates and water	2,554	1,955
Insurance	2,448	2,246
Light and heat	35,213	24,125
Telephone	1,184	866
Postage and stationery	22	-
Repairs & maintenance	10,318	7,014
Cleaning	14,485	11,338
Centre supplies	850	2,098
Subscriptions	447	239
IT software & consumables	-	216
Tree purchase	<u>-</u>	<u>402</u>
	67,521	50,499
Support costs		
Finance		
Bank charges	8	-
Other		
Depreciation	30,219	12,179

This page does not form part of the statutory financial statements

Duxford Community Centre

Detailed Statement of Financial Activities
for the Year Ended 30 April 2024

	2024	2023
	£	£
Other		
Governance costs		
Auditors' remuneration	936	936
Auditors' remuneration for non audit work	<u>1,154</u>	<u>1,138</u>
	<u>2,090</u>	<u>2,074</u>
Total resources expended	<u>108,613</u>	<u>64,752</u>
Net income	<u>49,547</u>	<u>8,186</u>

This page does not form part of the statutory financial statements

DUXFORD COMMUNITY CENTRE

England & Wales - Charity number 1157964

Accounts

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 April 2023
for
Duxford Community Centre**

Duxford Community Centre

**Contents of the Financial Statements
for the Year Ended 30 April 2023**

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Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Summary of the objectives of the Charity set out in its governing document

1. To promote the benefit of the inhabitants of the area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.

2. To maintain and manage the Duxford Community Centre in furtherance of the Objects

3. To promote such charitable purposes as may from time to time be determined.

Summary of the main activities undertaken for the public benefit

The Trustees have borne in mind the Charity Commission guidance on public benefit in setting out their activities for the year.

The Community Centre has hosted a wide variety of activities during 2022/2023. Usage has steadily increased and although some activities were discontinued for a variety of reasons others have taken their place.

These activities fall into three main categories;

1. Commercial classes/activities/events for residents of Duxford and surrounding areas
2. Not-for-profit community activities. These may be free to use or incur a small charge to cover expenses.
3. Private Events. These include business meetings, private parties and health and education related activities. Children's parties are especially popular.

The trustees decided, as a matter of Policy, that regular users would take priority over private events and that on Saturday evenings, bookings would be restricted to Duxford residents.

The Trustees have continued to provide a Community Rate for local, voluntary, not-for-profit groups so that they are able to hire rooms at the Community Centre at a substantial discount. To encourage involvement in, and support for, the Community Centre, groups receiving this discount are required to be members of the Duxford Community Centre CIO (membership is free) and encouraged to hold a fundraising event for the Centre. This scheme has proved to be popular and the majority of groups using this scheme have generously contributed to the Centre. Private hire by Duxford residents is also discounted.

An early decision was taken that hire charges would not be waived under any circumstances, but Trustees have continued a scheme whereby local voluntary groups or potential groups who wish to use the Centre but are unable to afford it may apply for a grant from the charitable use funds. This has included a weekly Community Coffee morning open to everyone for conversation and companionship. Additionally a representative of the Parish Council is usually available at these events for discussion or assistance. This year a grant to cover room hire has allowed the establishment of a Community Games afternoon, which is proving very popular.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2023

OBJECTIVES AND ACTIVITIES

Trustees have made available, at no cost, facilities for the travelling Post Office to operate two mornings a week in the foyer of the Centre.

Information about the Community Centre, the Trustees and the Duxford Community Centre CIO and its policies and practices is available and regularly up-dated on the DCC website. There is also an increasingly popular DCC Facebook page and Twitter account to publicise various initiatives both by the DCC and by users of the Centre. Articles on the activities of the DCC and users of the Community Centre are also published in the monthly village newsletter.

With the removal of all restrictions following the Covid pandemic, fundraising and social activities could be resumed. A very successful fete and concert was held with the support of other village groups to mark the Platinum Jubilee.

A further quiz night and several tabletop sales, organised by the events committee and the members of the DCC were supported by the wider community. Planning for further events is on-going.

Additional details of objectives and activities

The Duxford Community Centre is now firmly established at the centre of village life. A major objective is to ensure that this continues and that the Community Centre remains viable in the long term.

There are three aspects to this:

1. financial viability
2. user satisfaction leading to further growth
3. support from the local community.

At the beginning of the financial year hire charges were reviewed, and a small increase in hire charges for commercial and private hirers, in line with inflation, was agreed by Trustees. Three months notice of the price increases was given. The community rate was not increased. Usage of the Centre has continued to grow and hire income increased as did running costs but the Centre ended the year in a better financial position than the previous year. This was largely due to government support with the substantial increase in electricity costs.

In view of the uncertainty around price increases, and with the agreement of the Trustees the use of voluntary Duty Managers continued throughout the year, although provision was made for payment for caretaker services where necessary (especially for locking-up late at night).

In view of rising energy prices and continued uncertainty around them it was decided to look at the installation of solar panels on the roof of the Centre. Funding of these panels will be a major issue and trustees are investigating possible grants towards this project.

Trustees are looking to expand the use of small grants to support activities which benefit the community. These can include start up grants, support for the local football club with the increase of under 18 players, as well as the Coffee mornings and Games afternoon. In principle agreement to support a Youth Club should it be formed was also agreed. So far grants have covered the cost of room hire but are not restricted to this and the wider community have been encouraged to consider applying for a suitable project.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2023

OBJECTIVES AND ACTIVITIES

A small amount of seed funding for social and fundraising activities has been ring-fenced to enable early planning.

Café 19 continues to be very popular and its expansion into theme nights and Sunday roasts has proved equally popular. As a result additional tables and chairs have been purchased to increase footfall. The buzz around the café undoubtedly plays a part in the overall success of the Community Centre, drawing in people who might otherwise not be attracted. As with other hospitality venues, rising costs have eaten into profitability and although prices have had to rise, they are limited by the community they serve. As a result no turnover rent has been received by the DCC. The installation of solar panels would also benefit Café 19.

ACHIEVEMENT AND PERFORMANCE

Duxford Community Centre is now well established at the centre of Duxford village life. A wide variety of community groups regularly use the Centre and residents of all ages can access a wide range of activities, both commercial and community based. It is also a social hub and this aspect is widening. In the wider community, education, health and business groups are also finding the Centre a welcoming space. Occupation rates are continuing to rise. Financially the Centre is on a sound footing although uncertainty around rising energy and other prices is being closely monitored by Trustees.

All this has been achieved through the work of volunteers, especially the Trustees. Operating a booking system, publicity, management, engaging with hirers and the public in general, minor maintenance have all been tackled with enthusiasm and goodwill. This work, which is in addition to the regular duties of the Trustees, amounted to 1,481 hours during the year. If it had been carried out by a paid employee at a salary of £14 per hour would amount to £20,734. Trustees recognise that this level of volunteer activity is not viable in the long term and there has been an increased use of paid assistance, which is likely to increase. Meanwhile thanks are due to all those who have contributed during the year.

Membership of the Duxford Community Centre CIO, both individual and organisational, has grown steadily during the year and provided support to the Trustees and the Community Centre. Trustees look forward to this continuing and developing into the future.

FINANCIAL REVIEW

Financial position

At the start of the reporting period the amount of funds in the Charity's bank account totalled £41,678.

During the year the Charity received total income of £72,938 (2022 - £73,982).

The charity received two grants relating to the SCDC Tree Fund totalling £528 (2022 - £Nil) and the football club totalling £330 (2022 - £Nil). Additionally, the charity received income from room hire totalling £53,706 (2022 - £36,626), income from electricity recharges totalling £15,623 (2022 - £9,790) and income from donations totalling £2,751 (2022 - £10,889).

During the period the Charity expenditure totalled £64,752 (2022 - £63,560). The largest outlays were for electricity of £24,125 (2022 - £18,274), accountancy, bookkeeping fees and end of year examination of accounts of £2,074 (2022 - £5,416), insurance of £2,246 (2022 - £2,175), depreciation of £12,179 (2022 - £15,384) and cleaning of £11,338 (2022 - £10,911).

Additionally, new fixtures and fittings were installed including the installation of amp sockets and trunking in the hall and the purchase of new tables.

At the end of the accounting period, the amount in the Charity Bank totalled £51,967.

External advisers were appointed to examine independently the Charity's account for the period. The examination was performed by HSA & Co in July/August 2023.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2023

FINANCIAL REVIEW

Reserves policy

Overall the financial position of the charity remains healthy, though the trustees continue to pay close attention to the mix of activities in order to ensure that in trying to achieve its objectives it does not lead to deterioration in the financial stability of the charity.

FUTURE PLANS

For the future the trustees want to develop the facilities and make improvements where possible and ensure the long term success of the Community Centre.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Constitution adopted 28 April 2014, amended December 2019 and February 2021.

Charity constitution

Charitable Incorporated Organisation.

Recruitment and appointment of new trustees

Trustees are elected, re-elected or appointed by members at the Annual General Meeting.

The Charity Trustees are responsible for the general control and management of the Charity. The Trustees give their time freely and receive no remuneration or other financial benefits. The Charity has not employed any paid staff over the reporting period.

Eight meetings of the Board of Trustees' took place during the year 1st May 2022 to April 30th 2023 at approximately six week intervals. The purpose of these meetings was to review the running of the Community Centre, address any problems or issues arising from this and consider other charitable activities in accordance with the objectives of the charity.

An Annual General Meeting was held in September 2022. Under the Charity's Constitution three Trustees were required to stand down. All were eligible for re-election and all were re-elected. One vacancy remains.

The previously established Events Committee met throughout the year to plan and hold social events and fundraise for the charity. Money raised from these events is accounted for separately from the running expenses of the Community Centre. All events are risk-assessed.

Membership, both individual and organisations, of the DCC has grown steadily throughout the year.

The Trustees ensure that any activities involving children have volunteers in attendance who hold up-to-date Disclosure Barring Service (DBS) checks.

A number of the Trustees have successfully completed a Fire Extinguisher Awareness course.

Regular meetings with the management of ALaCuisine who lease and run Café 19 within the Community Centre provide mutual information and support.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CE002327 (England and Wales)

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2023

Registered Charity number

1157964

Registered office

Hunts Road
Duxford
CAMBRIDGE
CB22 4RE

Trustees

Mrs C Lawrance Treasurer
Mr T N Clarke Chair
Mr R J Brisley
Mrs B Barker
Mr M P Hyde
Mrs J Tarrant Secretary
Mr P W Dee
Ms L Hale
Dr H A S Tarrant
Mr A R Bywaters
Ms S J Clarke

Independent Examiner

HSA & Co
Chartered Accountants
Lewis House
Great Chesterford Court
Great Chesterford
Essex
CB10 1PF

TRUSTEES' RESPONSIBILITY STATEMENT

The trustees (who are also the directors of Duxford Community Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Duxford Community Centre

**Report of the Trustees
for the Year Ended 30 April 2023**

Approved by order of the board of trustees on12 Sept 23..... and signed on its behalf by:

C Lawrance
Mrs C Lawrance - Trustee

**Independent Examiner's Report to the Trustees of
Duxford Community Centre**

Independent examiner's report to the trustees of Duxford Community Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Adam Burt ACA FCCA

HSA & Co
Chartered Accountants
Lewis House
Great Chesterford Court
Great Chesterford
Essex
CB10 1PF

Date:12/09/2023.....

Duxford Community Centre**Statement of Financial Activities
for the Year Ended 30 April 2023**

		Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME AND ENDOWMENTS FROM	Notes				
Donations and legacies	4	2,751	858	3,609	10,889
Charitable activities	6				
Room hire		53,706	-	53,706	36,626
Other trading activities	5	-	-	-	10
Other income		15,623	-	15,623	26,457
Total		<u>72,080</u>	<u>858</u>	<u>72,938</u>	<u>73,982</u>
EXPENDITURE ON					
Charitable activities	7				
Room hire		<u>64,350</u>	<u>402</u>	<u>64,752</u>	<u>63,560</u>
NET INCOME		7,730	456	8,186	10,422
RECONCILIATION OF FUNDS					
Total funds brought forward		84,047	-	84,047	73,625
TOTAL FUNDS CARRIED FORWARD		<u>91,777</u>	<u>456</u>	<u>92,233</u>	<u>84,047</u>

The notes form part of these financial statements

Duxford Community Centre**Statement of Financial Position
30 April 2023**

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
FIXED ASSETS					
Tangible assets	12	36,537	-	36,537	46,149
CURRENT ASSETS					
Debtors	13	5,728	330	6,058	4,801
Cash at bank		51,841	126	51,967	41,678
		<u>57,569</u>	<u>456</u>	<u>58,025</u>	<u>46,479</u>
CREDITORS					
Amounts falling due within one year	14	(2,329)	-	(2,329)	(8,581)
NET CURRENT ASSETS		<u>55,240</u>	<u>456</u>	<u>55,696</u>	<u>37,898</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>91,777</u>	<u>456</u>	<u>92,233</u>	<u>84,047</u>
NET ASSETS		<u>91,777</u>	<u>456</u>	<u>92,233</u>	<u>84,047</u>
FUNDS	16				
Unrestricted funds				91,777	84,047
Restricted funds				456	-
TOTAL FUNDS				<u>92,233</u>	<u>84,047</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

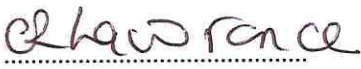
The notes form part of these financial statements

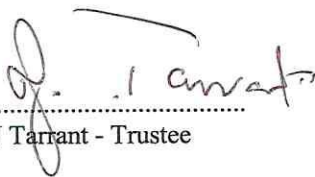
Duxford Community Centre

Statement of Financial Position - continued
30 April 2023

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 12/09/2023
and were signed on its behalf by:


.....
Mrs C Lawrance - Trustee


.....
Mrs J Tarrant - Trustee

The notes form part of these financial statements

1. STATUTORY INFORMATION

Duxford Community Centre is a charitable company limited by guarantee registered in England and Wales. The registered charity number, company number, and principle address can be found on the Reference and Administrative Details page.

The charitable company constitutes a public benefit entity as defined by FRS 102.

The presentation current of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants and donations

Donations and grants including Covid 19 support grants are recognised when they have been communicated and received in writing with notification of both the amount and settlement date.

In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Hall hire income

Income relating to hall hire is initially recognised on the date that it is invoiced. Income relating to bookings occurring after the year end is then deferred and recognised as a creditor in the financial statements.

Rents received and electricity recharges

Income relating to rent received and electricity recharges are initially recognised on the date that it is invoiced. Income accrued but not invoiced in the period is recognised as a debtor in the financial statements.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 25% on reducing balance

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

Computer equipment - 25% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Going concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. After making enquiries the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

As such the charity can expect to be able to meet its liabilities as they fall due in the period of at least 12 months from the date of approval of these accounts. However, there can be no certainty in relation to these matters.

On this basis the Trustees have concluded that the charity is a going concern. The financial statements do not include any adjustments that would result from the charity not being able to meet its liabilities as they fall due.

3. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of the financial statements requires the charity's trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the levels of income and expenditure reported for the year. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant, however the nature of estimation means that actual outcomes could differ from those estimates.

The trustees do not consider there to be any significant judgements, estimates, and assumptions that require the further explanation than that disclosed within the charity's accounting policies and the notes to these financial statements.

Duxford Community Centre

**Notes to the Financial Statements - continued
for the Year Ended 30 April 2023**

4. DONATIONS AND LEGACIES

	2023	2022
	£	£
Donations	2,751	10,889
Grants	858	-
	<u>3,609</u>	<u>10,889</u>

Grants received, included in the above, are as follows:

	2023	2022
	£	£
SCDC Tree fund Grant	528	-
Football Club Grant	330	-
	<u>858</u>	<u>-</u>

5. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Fundraising events	-	10
	<u>-</u>	<u>10</u>

6. INCOME FROM CHARITABLE ACTIVITIES

	2023	2022
	£	£
Charitable activities	53,706	36,626
Activity Room hire	-	-
	<u>53,706</u>	<u>36,626</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Room hire	50,499	14,253	64,752
	<u>50,499</u>	<u>14,253</u>	<u>64,752</u>

Notes to the Financial Statements - continued
for the Year Ended 30 April 2023

8. SUPPORT COSTS

	Other £	Governance costs £	Totals £
Room hire	12,179	2,074	14,253

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2023 £	2022 £
Auditors' remuneration	936	936
Auditors' remuneration for non audit work	1,138	4,480
Depreciation - owned assets	12,179	15,384

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2023 nor for the year ended 30 April 2022.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2023 nor for the year ended 30 April 2022.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	10,889	-	10,889
Charitable activities			
Room hire	36,626	-	36,626
Other trading activities	10	-	10
Other income	26,457	-	26,457
Total	<u>73,982</u>	<u>-</u>	<u>73,982</u>
EXPENDITURE ON			
Charitable activities			
Room hire	63,560	-	63,560
NET INCOME	10,422	-	10,422
Transfers between funds	7,427	(7,427)	-
Net movement in funds	<u>17,849</u>	<u>(7,427)</u>	<u>10,422</u>

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	66,198	7,427	73,625
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD	<u>84,047</u>	<u>-</u>	<u>84,047</u>
12. TANGIBLE FIXED ASSETS	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 May 2022	53,260	8,273	61,533
Additions	2,567	-	2,567
	<u> </u>	<u> </u>	<u> </u>
At 30 April 2023	55,827	8,273	64,100
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1 May 2022	13,316	2,068	15,384
Charge for year	10,628	1,551	12,179
	<u> </u>	<u> </u>	<u> </u>
At 30 April 2023	23,944	3,619	27,563
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 30 April 2023	31,883	4,654	36,537
	<u> </u>	<u> </u>	<u> </u>
At 30 April 2022	39,944	6,205	46,149
	<u> </u>	<u> </u>	<u> </u>
13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2023 £	2022 £
Trade debtors		3,280	2,317
Other debtors		330	-
Prepayments		2,448	2,484
		<u> </u>	<u> </u>
		6,058	4,801
		<u> </u>	<u> </u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	394	4,175
Other creditors	1,893	-
Accruals and deferred income	42	4,406
	<u>2,329</u>	<u>8,581</u>

15. LEASING AGREEMENTS

The Community Centre is owned by the Duxford Parish Council and leased to the Duxford Community Centre on a profit share basis for a period of 25 years as per the Lease agreement dated 27 July 2020. No payment was necessary for 2022/23 (2021/22- £Nil) under the terms of the agreement.

16. MOVEMENT IN FUNDS

	At 1/5/22	Net movement in funds	At 30/4/23
	£	£	£
Unrestricted funds			
General fund	74,047	7,730	81,777
Working Capital Reserve	8,000	-	8,000
Events Committee	2,000	-	2,000
	<u>84,047</u>	<u>7,730</u>	<u>91,777</u>
Restricted funds			
SCDC Tree fund	-	126	126
Football Club fund	-	330	330
	<u>-</u>	<u>456</u>	<u>456</u>
TOTAL FUNDS	<u>84,047</u>	<u>8,186</u>	<u>92,233</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	72,080	(64,350)	7,730
Restricted funds			
SCDC Tree fund	528	(402)	126
Football Club fund	330	-	330
	<u>858</u>	<u>(402)</u>	<u>456</u>
TOTAL FUNDS	<u>72,938</u>	<u>(64,752)</u>	<u>8,186</u>

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/5/21 £	Net movement in funds £	Transfers between funds £	At 30/4/22 £
Unrestricted funds				
General fund	51,280	10,422	12,345	74,047
Fundraising	118	-	(118)	-
Stage	6,800	-	(6,800)	-
Working Capital Reserve	8,000	-	-	8,000
Events Committee	-	-	2,000	2,000
	<u>66,198</u>	<u>10,422</u>	<u>7,427</u>	<u>84,047</u>
Restricted funds				
Kitchen	6,158	-	(6,158)	-
Stage	1,000	-	(1,000)	-
Audio visual equipment	269	-	(269)	-
	<u>7,427</u>	<u>-</u>	<u>(7,427)</u>	<u>-</u>
TOTAL FUNDS	<u>73,625</u>	<u>10,422</u>	<u>-</u>	<u>84,047</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	73,982	(63,560)	10,422
TOTAL FUNDS	<u>73,982</u>	<u>(63,560)</u>	<u>10,422</u>

Kitchen

This fund was created following a donation in 2020 from a women's meeting group. The purpose of the fund is to cover costs of purchasing equipment and maintenance of the communal kitchen.

Stage

The restricted fund was created to fund the purchase of specialist theatrical lighting tracking for the stage at the community centre. The unrestricted fund was created to fund the purchase of demountable moveable staging for theatre and band productions.

Audio visual equipment

This fund was created to purchase audio and visual equipment for the community centre.

16. MOVEMENT IN FUNDS - continued

Events committee

This fund was created to allocate funds to cover the costs of events held by the community centre.

Working capital reserve

This fund was created to cover the cost of future maintenance of the centre and equipment.

SCDC Tree fund

This fund was created following a grant received in the year ended 30 April 2023 from South Cambs District Council. The purpose of the fund is to cover costs of purchasing a tree in memorial of the late Queen Elizabeth II.

Football Club fund

This fund was created following a grant receivable in the year ended 30 April 2023. The purpose of the fund is to cover costs of supporting the local football team who play at the Community Centre.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 April 2023.

In the year ended 30 April 2022 there were no related party transactions during the year.

Duxford Community Centre

Detailed Statement of Financial Activities for the Year Ended 30 April 2023

	2023 £	2022 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	2,751	10,889
Grants	858	-
	<u>3,609</u>	<u>10,889</u>
Other trading activities		
Fundraising events	-	10
Charitable activities		
Charitable activities	53,706	36,626
Other income		
Electricity Recharges	15,623	9,790
Rents received	-	4,000
Covid-19 business support	-	12,667
	<u>15,623</u>	<u>26,457</u>
Total incoming resources	72,938	73,982
EXPENDITURE		
Charitable activities		
Rates and water	1,955	1,141
Insurance	2,246	2,175
Light and heat	24,125	18,274
Telephone	866	1,007
Postage and stationery	-	71
Repairs & Maintenance	7,014	5,349
Furnishings & Fittings	-	66
Cleaning	11,338	10,911
Centre Supplies	2,098	3,204
Subscriptions	239	232
Security	-	72
IT software & consumables	216	258
Tree Purchase	402	-
	<u>50,499</u>	<u>42,760</u>
Support costs		

This page does not form part of the statutory financial statements

Duxford Community Centre

**Detailed Statement of Financial Activities
for the Year Ended 30 April 2023**

	2023	2022
	£	£
Support costs		
Other		
Depreciation	12,179	15,384
Governance costs		
Auditors' remuneration	936	936
Auditors' remuneration for non audit work	1,138	4,480
	<u>2,074</u>	<u>5,416</u>
Total resources expended	<u>64,752</u>	<u>63,560</u>
Net income	<u><u>8,186</u></u>	<u><u>10,422</u></u>

This page does not form part of the statutory financial statements

DUXFORD COMMUNITY CENTRE

England & Wales - Charity number 1157964

Accounts

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 April 2022
for
Duxford Community Centre**

Duxford Community Centre

**Contents of the Financial Statements
for the Year Ended 30 April 2022**

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Independent Examiner's Report	6
Statement of Financial Activities	7
Statement of Financial Position	8 to 9
Notes to the Financial Statements	10 to 17
Detailed Statement of Financial Activities	18 to 19

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Summary of the objectives of the Charity set out in its governing document

1. To promote the benefit of the inhabitants of the area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
2. To maintain and manage the Duxford Community Centre in furtherance of the Objects
3. To promote such charitable purposes as may from time to time be determined.

Summary of the main activities undertaken for the public benefit

The Trustees have borne in mind the Charity Commission guidance on public benefit in setting out their activities for the year.

2021/2022 saw the first full year of the Duxford Community Centre. Because of the on-going Covid pandemic and government regulations, there were, at times, restrictions on numbers and types of groups who could use the Centre and from December 2021 to March 2022, the Centre was only available to therapy and exercise groups, and the Post Office. Since March there have been no restrictions and a wide range of commercial and community groups have used the Centre, providing activities for all ages and interests. Café 19 has proved to be a popular venue, not only for those participating in activities at the Centre but as a meeting place for local residents. Duxford Community Centre also provides venues for private events and parties and is increasingly popular, especially for children's parties. The trustees decided, as a matter of Policy, that regular users would take priority over private events.

The Trustees have continued to provide a Community Rate for local, voluntary, not-for-profit groups so that they are able to hire rooms at the Community Centre at a substantial discount. To encourage involvement in, and support for, the Community Centre, groups receiving this discount are required to be members of the Duxford Community Centre CIO (membership is free) and encouraged to hold a fundraising event for the Centre. This scheme has proved to be popular and the majority of groups using this scheme have generously contributed to the Centre. Private hire by Duxford residents is also discounted.

An early decision was taken that hire charges would not be waived under any circumstances, but Trustees have continued a scheme whereby local voluntary groups or potential groups who wish to use the Centre but are unable to afford it may apply for a grant from the charitable use funds. This has included a weekly Community Coffee morning open to everyone for conversation and companionship. Additionally a representative of the Parish Council is usually available at these events for discussion or assistance.

Trustees have made available, at no cost, facilities for the travelling Post Office to operate two mornings a week in the foyer of the Centre.

Information about the Community Centre, the Trustees and the Duxford Community Centre CIO and its policies and practices is available and regularly up-dated on the DCC website. There is also an increasingly popular DCC Facebook page and Twitter account to publicise various initiatives both by the DCC and by users of the Centre. Articles on the activities of the DCC and users of the Community Centre are also published in the monthly village newsletter.

Direct fundraising by members of the DCC was restricted for much of the year, but a very popular Quiz night was held in October 2021, albeit with restricted numbers. By the end of the reporting period members of the DCC were planning substantial activities around the Platinum Jubilee in concert with other village groups.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2022

OBJECTIVES AND ACTIVITIES

Additional details of objectives and activities

Having successfully opened the Community Centre in 2020 the main objective in 2021/2022 has been to ensure the long-term success of the Community Centre. There are three aspects of this;

1. financial viability
2. user satisfaction leading to further growth
3. support from the local community.

The beginning of the new financial year provided an opportunity for Trustees to review hire charges in light of usage during the first year. Reluctantly the decision was made to raise charges by approximately 25% for commercial users and significantly less for community users. Although the percentage seems very high, in monetary terms it was more modest. In particular the need to establish a depreciation fund and to fund at least, a part-time duty manager informed this decision. Three months notice of the price increases was given and the decision did not result in any loss of business. It is intended that rises in hire charges will be much smaller in future years.

As events and activities at the Community Centre have increased Trustees have used the experience to develop and refine policies especially around one-off activities. Decisions were made to restrict bookings for private evening events to Duxford residents to minimise parking and noise problems for nearby residents, and a process was put in place for inductions for all new users. The reason for this is twofold; to ensure that the Community Centre is aware of the needs of the user and appropriate furniture and equipment is available and to make the user aware of noise, health and safety requirements. Other conditions for hire of rooms in the Centre were also refined in the light of experience.

Trustees continued to develop the facilities of the Centre. New staging and stage lighting have been purchased offering further opportunities for local and visiting dramatic and music groups.

Once usage restrictions were lifted the Community Centre saw a significant growth in occupancy in all categories; commercial community based and private functions.

From the first Café 19 proved to be very popular both with community centre users and local residents. One downside of this was increasing pressure on storage areas. Consequently the decision was made to build an outside storage area for bins and maintenance equipment for the Centre. As well as the café the leaseholder offers a catering service for private functions.

Continued uncertainty over Covid restrictions and lockdowns made the employment of a manager, even on a part-time basis, unviable for this year. Therefore Trustees continued to volunteer to act as Duty Managers and a rota ensures that someone is available each day to open up and close down the Centre and be available if users of the Centre need assistance. Ad hoc assistance with late night lock-ups is being trialled.

The AGM for 2020/2021 was held in August 2021. Under the Charity's Constitution three Trustees were required to stand down. One did not seek re-election while the other two Trustees were re-elected and a further nominee was also elected. A further Trustee was appointed in October 2021 and also took up the post of Treasurer.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2022

ACHIEVEMENT AND PERFORMANCE

By the end of the reporting period the Duxford Community Centre had established itself at the centre of Duxford village life. A wide variety of community groups regularly use the Centre and residents of all ages can access a wide range of activities, both commercial and community based. It is also a social hub. In the wider community, education, health and business groups are also finding the Centre a welcoming space. Occupation rates are steadily rising. Financially the Centre is on a sound footing although Covid restrictions for much of the year have inevitably had an effect.

All this has been achieved through the work of volunteers, especially the Trustees. Operating a booking system, publicity, management, engaging with hirers and the public in general, minor maintenance have all been tackled with enthusiasm and goodwill. This work, which is in addition to the regular duties of the Trustees, amounted to 1,857 hours during the year. If it had been carried out by a paid employee at a salary of £14 per hour would amount to £25,998. Trustees recognise that this level of volunteer activity is unviable in the long term and intend, now that restrictions have been removed, to move toward a paid manager. Meanwhile thanks are due to all those who have contributed during the year.

Membership of the Duxford Community Centre CIO, both individual and organisational, has grown steadily during the year and provided support to the Trustees and the Community Centre. Trustees look forward to this continuing and developing into the future.

FINANCIAL REVIEW

Financial position

At the start of the reporting period the amount of funds in the Charity's bank account totalled £33,464.

During the year the Charity received total income of £73,982 (2021 - £65,899).

The charity received three grants from South Cambridgeshire District Council totalling £12,667 (2021 - £12,908): £8,000 as a Restart Grant; £2,667 as an Omicron Covid grant; and a Community Chest Grant of £2,000 which was to be used towards new storage area. The charity received a refund from HMRC and various donations totalling £10,889 (2021 - £21,340). Income from fundraising events totalled £10 (2021 - £60).

In addition rent of £4,000 (2021 - £Nil) and electricity recharges of £9,790 (2021 - £927) was received from Café 19.

The balance of £36,626 (2021 - £10,024) came from Room Hire. 2021 also included a refund from Duxford Parish Council of £20,287 and other income of £353.

During the period the Charity expenditure totalled £63,560 (2021 - £43,049). The largest outlays were for electricity; £18,274 (2021 - £6,856) including that used by Café 19, but as noted above Café 19 repaid £9,790. Accountant and Bookkeeping fees and end of year examination of accounts amounted £5,416 (2021 - £7,909), insurance £2,175 (2021 - £1,244), depreciation £15,384 (2021 - £Nil) and cleaning £10,911 (2021 - £3,385).

In addition new equipment was purchased including Rapid Platform, Scaffolding Tower, Acoustics, Tables, Laptop and New Storage Area attached to the side of the building.

At the end of the accounting period, the amount in the Charity Bank totalled £41,678.

External advisers were appointed to examine independently the Charity's account for the period. The examination was performed by HSA & Co in July 2022.

Reserves policy

Overall the financial position of the charity remains healthy, though the trustees continue to pay close attention to the mix of activities in order to ensure that in trying to achieve its objectives it does not lead to deterioration in the financial stability of the charity.

FUTURE PLANS

For the future the trustees want to develop the facilities and make improvements where possible and ensure the long term success of the Community Centre.

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Constitution adopted 28 April 2014, amended December 2019 and February 2021

Charity constitution

Charitable Incorporated Organisation

Recruitment and appointment of new trustees

Trustees are elected or re-elected by members at the Annual General Meeting.

The Charity Trustees are responsible for the general control and management of the Charity. The Trustees give their time freely and receive no remuneration or other financial benefits. The Charity has not employed any paid staff over the reporting period.

Duxford Community Centre remained open through 2021/2022 but the range of activities was limited at times by government restrictions relating to the Covid pandemic.

Fourteen meetings of the Board of Trustees' took place during the period of this Report, fortnightly during the first two months, then approximately monthly. The frequency of meetings at the beginning of the reporting period reflected the re-opening of the Community Centre after compulsory Covid restrictions were lifted and the need to ensure that appropriate practices and policies were in place and working. Where it was deemed necessary, meetings were held by Zoom; face-to-face meetings were held at the Community Centre.

Working parties continued to meet to develop and refine policies relating to the operations of the Community where necessary.

No General or Public meetings were held during the year. For part of the period Government policies restricted the numbers allowed to meet. When all restrictions were lifted the Trustees considered that the continuing prevalence of high infection rates made it inadvisable to bring together potentially large numbers of people inside.

The Trustees ensure that any activities involving children have volunteers in attendance who hold up-to-date Disclosure Barring Service (DBS) checks.

A number of the Trustees have successfully completed a Fire Extinguisher Awareness course

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

1157964 (England and Wales)

Registered Charity number

1157964

Registered office

Hunts Road
Duxford
CAMBRIDGE
CB22 4RE

Duxford Community Centre

Report of the Trustees for the Year Ended 30 April 2022

Trustees

Mrs C Lawrance Treasurer (appointed 3.11.21)
Mr T N Clarke Chair
Mr R J Brisley (appointed 21.8.21)
Mrs B Barker
Mr M P Hyde
Mrs J Tarrant Secretary
Mr P W Dee
Ms L Hale
Dr H A S Tarrant
Mr A R Bywaters
Ms S J Clarke
Mrs P Chudleigh (resigned 21.8.21)

Independent Examiner

HSA & Co
Chartered Accountants
Lewis House
Great Chesterford Court
Great Chesterford
Essex
CB10 1PF

TRUSTEES' RESPONSIBILITY STATEMENT

The trustees (who are also the directors of Duxford Community Centre for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 24 August 22 and signed on its behalf by:

cklawrance
Mrs C Lawrance - Trustee

**Independent Examiner's Report to the Trustees of
Duxford Community Centre**

Independent examiner's report to the trustees of Duxford Community Centre ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 30 April 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Adam Burt ACA FCCA
HSA & Co
Chartered Accountants
Lewis House
Great Chesterford Court
Great Chesterford
Essex
CB10 1PF

Date: 30/09/2022

Duxford Community Centre**Statement of Financial Activities
for the Year Ended 30 April 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	4	10,889	-	10,889	21,340
Charitable activities					
Room hire	6	36,626	-	36,626	10,024
Other trading activities	5	10	-	10	60
Other income		26,457	-	26,457	34,475
Total		<u>73,982</u>	<u>-</u>	<u>73,982</u>	<u>65,899</u>
EXPENDITURE ON					
Charitable activities					
Room hire	7	63,560	-	63,560	43,049
NET INCOME		<u>10,422</u>	<u>-</u>	<u>10,422</u>	<u>22,850</u>
Transfers between funds	16	<u>7,427</u>	<u>(7,427)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>17,849</u>	<u>(7,427)</u>	<u>10,422</u>	<u>22,850</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>66,198</u>	<u>7,427</u>	<u>73,625</u>	<u>50,775</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>84,047</u></u>	<u><u>-</u></u>	<u><u>84,047</u></u>	<u><u>73,625</u></u>

Duxford Community Centre**Statement of Financial Position
30 April 2022**

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Tangible assets	12	46,149	-	46,149	40,272
CURRENT ASSETS					
Debtors	13	4,801	-	4,801	2,175
Cash at bank		41,678	-	41,678	33,464
		<u>46,479</u>	<u>-</u>	<u>46,479</u>	<u>35,639</u>
CREDITORS					
Amounts falling due within one year	14	(8,581)	-	(8,581)	(2,286)
NET CURRENT ASSETS		<u>37,898</u>	<u>-</u>	<u>37,898</u>	<u>33,353</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>84,047</u>	<u>-</u>	<u>84,047</u>	<u>73,625</u>
NET ASSETS		<u>84,047</u>	<u>-</u>	<u>84,047</u>	<u>73,625</u>
FUNDS	16				
Unrestricted funds				84,047	66,198
Restricted funds				-	7,427
TOTAL FUNDS				<u>84,047</u>	<u>73,625</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Duxford Community Centre

Statement of Financial Position - continued
30 April 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 24 August 22 and were signed on its behalf by:

C Lawrance
Mrs C Lawrance - Trustee

J Tarrant
Mrs J Tarrant - Trustee

1. STATUTORY INFORMATION

Duxford Community Centre is a charitable company limited by guarantee registered in England and Wales. The registered charity number, company number, and principle address can be found on the Reference and Administrative Details page.

The charitable company constitutes a public benefit entity as defined by FRS 102.

The presentation current of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Income from grants and donations

Donations and grants including Covid 19 support grants are recognised when they have been communicated and received in writing with notification of both the amount and settlement date.

In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Hall hire income

Income relating to hall hire is initially recognised on the date that it is invoiced. Income relating to bookings occurring after the year end is then deferred and recognised as a creditor in the financial statements.

Rents received and electricity recharges

Income relating to rent received and electricity recharges are initially recognised on the date that it is invoiced. Income accrued but not invoiced in the period is recognised as a debtor in the financial statements.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

2. ACCOUNTING POLICIES - continued

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Going concern

The Trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. After making enquiries the trustees have concluded that there is a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

As such the charity can expect to be able to meet its liabilities as they fall due in the period of at least 12 months from the date of approval of these accounts. However, there can be no certainty in relation to these matters.

On this basis the Trustees have concluded that the charity is a going concern. The financial statements do not include any adjustments that would result from the charity not being able to meet its liabilities as they fall due.

3. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

The preparation of the financial statements requires the charity's trustees to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the levels of income and expenditure reported for the year. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant, however the nature of estimation means that actual outcomes could differ from those estimates.

The trustees do not consider there to be any significant judgements, estimates, and assumptions that require the further explanation than that disclosed within the charity's accounting policies and the notes to these financial statements.

4. DONATIONS AND LEGACIES

	2022	2021
	£	£
Donations	10,889	14,800
Grants	-	6,540
	<u>10,889</u>	<u>21,340</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Peter Stibling donation	-	6,540
	<u>-</u>	<u>6,540</u>

Duxford Community Centre**Notes to the Financial Statements - continued
for the Year Ended 30 April 2022****5. OTHER TRADING ACTIVITIES**

	2022	2021
	£	£
Fundraising events	10	60

6. INCOME FROM CHARITABLE ACTIVITIES

	2022	2021
	£	£
Charitable activities	36,626	10,024

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs (see note 8)	Totals
	£	£	£
Room hire	42,760	20,800	63,560

8. SUPPORT COSTS

	Other	Governance costs	Totals
	£	£	£
Room hire	15,384	5,416	20,800

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Auditors' remuneration	936	1,475
Auditors' remuneration for non audit work	4,480	6,434
Depreciation - owned assets	15,384	-

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2022 nor for the year ended 30 April 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2022 nor for the year ended 30 April 2021.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	13,507	7,833	21,340
Charitable activities			
Room hire	10,024	-	10,024
Other trading activities	60	-	60
Other income	34,475	-	34,475
Total	<u>58,066</u>	<u>7,833</u>	<u>65,899</u>
EXPENDITURE ON			
Charitable activities			
Room hire	42,141	908	43,049
NET INCOME	<u>15,925</u>	<u>6,925</u>	<u>22,850</u>
Transfers between funds	<u>5,521</u>	<u>(5,521)</u>	<u>-</u>
Net movement in funds	21,446	1,404	22,850
RECONCILIATION OF FUNDS			
Total funds brought forward	44,752	6,023	50,775
TOTAL FUNDS CARRIED FORWARD	<u><u>66,198</u></u>	<u><u>7,427</u></u>	<u><u>73,625</u></u>

12. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 May 2021	32,441	7,831	40,272
Additions	20,819	442	21,261
At 30 April 2022	<u>53,260</u>	<u>8,273</u>	<u>61,533</u>
DEPRECIATION			
Charge for year	<u>13,316</u>	<u>2,068</u>	<u>15,384</u>
NET BOOK VALUE			
At 30 April 2022	<u><u>39,944</u></u>	<u><u>6,205</u></u>	<u><u>46,149</u></u>
At 30 April 2021	<u><u>32,441</u></u>	<u><u>7,831</u></u>	<u><u>40,272</u></u>

Duxford Community Centre

**Notes to the Financial Statements - continued
for the Year Ended 30 April 2022**

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade debtors	2,317	-
Prepayments	2,484	2,175
	<u>4,801</u>	<u>2,175</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	4,175	-
Accruals and deferred income	4,406	2,286
	<u>8,581</u>	<u>2,286</u>

15. LEASING AGREEMENTS

The Community Centre is owned by the Duxford Parish Council and leased to the Duxford Community Centre on a profit share basis for a period of 25 years as per the Lease agreement dated 27 July 2020. No payment was necessary for 2021/22 (2020/21- £Nil) under the terms of the agreement.

16. MOVEMENT IN FUNDS

	At 1/5/21	Net movement in funds	Transfers between funds	At 30/4/22
	£	£	£	£
Unrestricted funds				
General fund	51,280	10,422	12,345	74,047
Fundraising	118	-	(118)	-
Stage	6,800	-	(6,800)	-
Working Capital Reserve	8,000	-	-	8,000
Events Committee	-	-	2,000	2,000
	<u>66,198</u>	<u>10,422</u>	<u>7,427</u>	<u>84,047</u>
Restricted funds				
Kitchen	6,158	-	(6,158)	-
Stage	1,000	-	(1,000)	-
Audio visual equipment	269	-	(269)	-
	<u>7,427</u>	<u>-</u>	<u>(7,427)</u>	<u>-</u>
TOTAL FUNDS	<u>73,625</u>	<u>10,422</u>	<u>-</u>	<u>84,047</u>

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	73,982	(63,560)	10,422
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>73,982</u>	<u>(63,560)</u>	<u>10,422</u>

Comparatives for movement in funds

	At 1/5/20 £	Net movement in funds £	Transfers between funds £	At 30/4/21 £
Unrestricted funds				
General fund	38,952	21,607	(9,279)	51,280
Fundraising	-	118	-	118
Stage	-	-	6,800	6,800
Working Capital Reserve	-	-	8,000	8,000
Professional fees	5,800	(5,800)	-	-
	<u>44,752</u>	<u>15,925</u>	<u>5,521</u>	<u>66,198</u>
Restricted funds				
Kitchen	6,023	135	-	6,158
Stage	-	1,000	-	1,000
Audio visual equipment	-	5,790	(5,521)	269
	<u>6,023</u>	<u>6,925</u>	<u>(5,521)</u>	<u>7,427</u>
TOTAL FUNDS	<u>50,775</u>	<u>22,850</u>	<u>-</u>	<u>73,625</u>

Duxford Community Centre

Notes to the Financial Statements - continued for the Year Ended 30 April 2022

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	57,948	(36,341)	21,607
Fundraising	118	-	118
Professional fees	-	(5,800)	(5,800)
	<u>58,066</u>	<u>(42,141)</u>	<u>15,925</u>
Restricted funds			
Kitchen	1,043	(908)	135
Stage	1,000	-	1,000
Audio visual equipment	5,790	-	5,790
	<u>7,833</u>	<u>(908)</u>	<u>6,925</u>
TOTAL FUNDS	<u>65,899</u>	<u>(43,049)</u>	<u>22,850</u>

Kitchen

This fund was created following a donation in 2020 from a women's meeting group. The purpose of the fund is to cover costs of purchasing equipment and maintenance of the communal kitchen.

Stage

The restricted fund was created to fund the purchase of specialist theatrical lighting tracking for the stage at the community centre. The unrestricted fund was created to fund the purchase of demountable moveable staging for theatre and band productions.

Audio visual equipment

This fund was created to purchase audio and visual equipment for the community centre.

Events committee

This fund was created to allocate funds to cover the costs of events held by the community centre.

Working capital reserve

This fund was created to cover the cost of future maintenance of the centre and equipment.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 April 2022.

In the year ended 30 April 2021 there were two related party transactions during the year. A receipt of £20,287 was received from Duxford Parish Council of which Peter Dee (Trustee) and Malcolm Hyde (Trustee) are members. Edward Harris who is also a Duxford Parish Council member donated £1,000 for use of a storage cupboard for five years for the local youth club.

18. CHANGE OF BASIS

The financial statements have been prepared on an accruals basis, whereby previously they were prepared on a receipts and payments basis. This change has been made to ensure the financial statements show an accurate reflection of the financial position of the charity at the year end, including adjustments for the depreciation of fixed the assets held by the charity, inline with their use.

Duxford Community Centre**Detailed Statement of Financial Activities
for the Year Ended 30 April 2022**

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	10,889	14,800
Grants	-	6,540
	<u>10,889</u>	<u>21,340</u>
Other trading activities		
Fundraising events	10	60
Charitable activities		
Charitable activities	36,626	10,024
Other income		
Electricity Recharges	9,790	927
Duxford Parish Council refund	-	20,287
Other Income	-	353
Rents received	4,000	-
Covid-19 business support	12,667	12,908
	<u>26,457</u>	<u>34,475</u>
Total incoming resources	73,982	65,899
EXPENDITURE		
Charitable activities		
Rates and water	1,141	-
Insurance	2,175	1,244
Light and heat	18,274	6,856
Telephone	1,007	570
Postage and stationery	71	103
Advertising	-	72
Sundries	-	909
Repairs & Maintenance	5,349	5,855
Furnishings & Fittings	66	937
Cleaning	10,911	3,385
Centre Supplies	3,204	5,954
Subscriptions	232	-
Security	72	-
IT software & consumables	258	1,455
	<u>42,760</u>	<u>27,340</u>
Support costs		
Other		
Depreciation	15,384	-

Duxford Community Centre

**Detailed Statement of Financial Activities
for the Year Ended 30 April 2022**

	2022	2021
	£	£
Other		
Governance costs		
Auditors' remuneration	936	1,475
Auditors' remuneration for non audit work	4,480	6,434
Legal fees	-	7,800
	<hr/>	<hr/>
	5,416	15,709
	<hr/>	<hr/>
Total resources expended	63,560	43,049
	<hr/>	<hr/>
Net income	10,422	22,850
	<hr/> <hr/>	<hr/> <hr/>

DUXFORD COMMUNITY CENTRE

England & Wales - Charity number 1157964

Accounts



Duxford Community Centre

Trustees Annual Report 2020/21

Period start date 01 May 2020

Period End Date 30 April 2021

Section A Reference and Administration Details

Charity name Duxford Community Centre

Registered charity number 1157964

Charity's principal address Hunts Road,
Duxford
Cambridge
CB22 4RE

Names of Trustees who manage the Charity

1	Barbara BARKER	
2	Alan Ronald BYWATERS	
3	Patricia Margaret CHUDLEIGH	Treasurer
4	Susan Joan CLARKE	
5	Timothy Nielle CLARKE	Chair, re-elected 17/02/21
6.	Peter William DEE	
7.	Lesley HALE	
8.	Malcolm Patrick HYDE	elected 17/02/21
9.	Michelle PRESTON	Stood down at AGM 17/02/21
10.	Lesley Linda STRAULI	resigned 27/6/20
11.	Harold Adrian Stuart TARRANT	
12.	Judith TARRANT	Secretary, re-elected 17/2/21

Section B Structure, governance & management

Type of governing document Constitution adopted 28 April 2014, amended December 2019 and February 2021

How the Charity is constituted Charitable Incorporated Organisation

Trustee selection methods Trustees are appointed or re-appointed by members at the Annual General Meeting.

Additional governance issues

The Charity Trustees are responsible for the general control and management of the Charity. The Trustees give their time freely and receive no remuneration or other financial benefits. The Charity has not employed any paid staff over the reporting period.

At the Annual General Meeting for 2019/2020 held on February 17th 2021 one constitutional amendment was passed. This was to allow Duxford Parish Council to nominate two persons for the position of Trustee. In the previous constitution one person could be nominated but, as the Parish Council had provided all the funds for the building of the Community Centre, the lease between Duxford Parish Council and Duxford Community Centre CIO for the running of the Community Centre specified two nominees to represent the Parish Council on the governing body running the Community Centre. These nominees are subject to appointment by members at the Annual General Meeting

A 25 year lease was signed in July 2020 between Duxford Parish Council and Duxford Community Centre CIO granting the Duxford Community Centre CIO the right to run the Duxford Community Centre for 25 years. No rent is payable but if the annual income of the DCC exceeds £60,000, the surplus is split 50/50 with Duxford Parish Council.

The Trustees took over the responsibility for the Community Centre building on July 28th 2020.

A lease was also signed in early September between Duxford Community Centre CIO and A LA Cuisine Ltd. which allows the latter to operate a commercial café, known as Café 19, in the Community Centre on a profit sharing basis.

A Premises Licence has been granted and Trustees have taken steps to ensure that the requirements in this have been implemented.

The Fundraising Committee, active in earlier years, was unable to function in 2020/2021 owing to the government restrictions on social activities because of the Covid pandemic. A number of working parties continued to operate, mainly electronically, to fully equip the Community Centre and develop policies around its operations.

The majority of meetings of the Duxford Community Centre CIO were held remotely in 2020/2021 because of restrictions around the Covid pandemic

The Trustees ensure that any activities involving children have volunteers in attendance who hold up to date Disclosure Barring Service (DBS) checks.

Section C Objectives and Activities

Summary of the objectives of the Charity set out in its governing document

1. To promote the benefit of the inhabitants of the area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
2. To maintain and manage the Duxford Community Centre in furtherance of the Objects
3. To promote such charitable purposes as may from time to time be determined.

Summary of the main activities undertaken for the public benefit in relation to these objects

The Trustees have borne in mind the Charity Commission guidance on public benefit in setting out their activities for the year.

The Duxford Community Centre was opened to the public on August 29th 2020. Two halls and a meeting room were available to hire and Café 19 was open 7 days a week to the public. The changing room suite was unable to be used because of Covid restrictions. Because of Covid regulations, numbers able to use the facilities were limited and Trustees instituted additional cleaning and other precautions to limit the spread of infection. A Covid-19 Policy was developed and published by the Trustees and use of the facilities was monitored to ensure compliance. The Community Centre was forced to close in December and was unable to re-open until April 17th in line with government regulations. During this time the Centre was able to provide a venue for counselling services. The Post Office continued to open two mornings a week.

Although many Community Groups were unable to function this year, the Trustees continued to refine a scheme whereby local, voluntary groups are able to hire rooms in the Centre at a discount. To encourage involvement in, and support for, the Community Centre, groups receiving this discount are required to be members of the Duxford Community Centre CIO (membership is free) and encouraged to hold a fundraising event for the Centre. This scheme has proved to be popular. Private hire by Duxford residents is also discounted.

Trustees have also set up a grants scheme whereby local, voluntary groups or potential groups who wish to use the Centre, but are unable to afford it, may apply for funding.

Trustees have made available, at no cost, facilities for the travelling Post Office to operate two mornings a week in the foyer of the Centre.

Information about the Community Centre, the Trustees and the Duxford Community Centre CIO and its policies and practices is available and regularly up-dated on the DCC website. There is also an increasingly popular DCC Facebook page and Twitter account to publicise various initiatives both by the DCC and by users of the Centre. Articles on the activities of the DCC and users of the Community Centre are also published in the monthly village newsletter.

Additional Details of Objectives and Activities

Government regulations preventing social interaction because of the Covid pandemic had brought plans for the opening of the Community Centre in April 2020 to an abrupt halt and, until the situation became clearer, planning and meetings were put on hold.

In June 2020, with the situation becoming clearer, Trustees' meetings resumed and the decision was taken for the DCC to commence the lease of the Centre on July 28th and open to the public on August 29th. Thereafter meetings were held frequently, mostly electronically, but in person during August and September when regulations allowed.

The decision was made to hold only Trustees' meetings during the year. The reason for this was threefold;

1. meetings were usually too close together to allow for required notice to be given for General Meetings
2. the meetings were mainly about operational issues rather than broader policy
3. the need for remote meetings made occasional attendance at meetings more difficult

Nevertheless any member of the DCC who was either involved in the running of the Centre or expressed an interest was welcomed to Trustees' meetings as an observer. A number of people took up this invitation and made a positive contribution.

Overwhelmingly during the year the focus has been on operational issues and this was overlaid by the need to develop Covid secure policies and practices. None of the trustees had previous experience of running a Community Centre, but previous life experiences, goodwill and hard work combined to set the functioning of the Centre on a secure basis. Clear policies and practices were established and continue to be assessed where necessary.

Financial restrictions and the continued uncertainty made the employment of a manager, even on a part-time basis, unviable for this year. Therefore Trustees volunteered to act as Duty Managers and a rota was established to ensure that someone is available each day to open up and close down the Centre and be available if users of the Centre need assistance.

Fundraising and social activities by the DCC had to be put on hold because of Covid restrictions this year. A small opening reception, with restricted numbers, was held for Trustees and Parish Councillors, followed by tours of the Centre by Duxford residents, with refreshments available at Café 19. Trustees have also been available to show potential users the facilities of the Centre and

provide induction courses for safe use. The Café has been generally welcomed as a village asset and is well used when it is allowed to be open.

The AGM for 2019/2020 was held in February 2021. Because of Covid restrictions this was held by Zoom. Under the Charity's Constitution three Trustees were required to stand down. One did not seek re-election while the other two Trustees were re-elected and a further nominee was also elected. One other Trustee stood down during the year as she had moved away from the village.

Section D Achievement and Performance

In July 2020 with Covid restrictions eased (although temporarily as it turned out) the DCC signed a 25 year lease with Duxford Parish Council to run the newly built Duxford Community Centre. After a month's preparations the Centre opened to the public on August 29th. From the first there were a substantial number of commercial bookings even though there were restrictions on numbers in place and added cleaning requirements. Booking enquiries were at a high level but many community events and private parties were unable to take place, which was a matter of regret to the Trustees. The commercial kitchen and café area had been sub-leased after open advertisement, to a local company A LA Cuisine and opened at the same time as the Community Centre as Café 19. This also proved very popular even though it had to operate at reduced capacity.

After 3 months it was clear that the Community Centre was financially viable with potential for substantial growth once restrictions were lifted. This raised an important question for Trustees about a potential clash between commercial interests and the benefit to the well-being of the Community. It was agreed that the benefit to the Community must be our primary concern, both as a charity and as individuals, and that any potential bookings that might clash with this would be declined.

In early December 2020 a new lockdown was imposed and the Community Centre was forced to close to all activities except some counselling services and the twice-weekly Post Office. This obviously had a serious impact on the finances of the Community Centre, especially as it had not been open long enough to build up reserves. The Trustees therefore gratefully acknowledge the support given by South Cambridgeshire District Council through Covid grants.

DCC were also successful in obtaining a Community Chest from South Cambridgeshire District Council for £1,000 towards the provision of a stage for the main hall.

The Community Centre re-opened on April 17th 2021 under similar restrictions as the period August- December 2020. As with so many other organisations it has been an incredibly difficult year but the Trustees are proud that they have managed to overcome so many known and unknown hurdles, not only to get

the Community Centre up and running but also to make it, increasingly, the focus for village activities.

As a result of this, membership, both individual and organisational, has grown steadily during the year. With more opportunities to host community events the Trustees hope that this will continue.

Many members of the Charity have willingly given their time and expertise to make this Community Centre a reality and ensure that it runs effectively but there must be a special acknowledgement that, time after time, the Trustees have gone beyond what might be expected of them to make a success of a long awaited project.

The Trustees provided 1,458 hours of voluntary service to the Community Centre, which if valued at £13 per hour, would equate to £18,954. This time did not include any normal Trustee responsibilities but covered tasks such as duty manager, bookings, ensuring compliance with Covid 19 restrictions and publicity etc.

Section E Financial Review

At the start of the reporting period the amount of funds in the Charity's bank account totalled £50,775 comprising £6,023 of restricted funds carried over from the previous reporting period and £44,752 of unrestricted funds. During the current reporting period the trustees agreed to set up a second restricted fund, of £8,000, for contingency planning and to earmark a further £6,800 for staging and a further £118 of unspent fundraising income.

During the year the Charity received a total of £64,150 in donations, grants, rebates and repayments. These comprised £7,865 from individual and village organisation donations, £118 in donations from commercial companies (Amazon and the Co-op), a £5,540 grant from the National Lottery and £12,908 in 'Covid Grants' from South Cambridgeshire District Council. In addition, £5,067 was received from the HMRC in tax rebates and £20,287 was received from Duxford Parish Council as repayment of the Charity's previous loan to the Parish Council. Of the grants and donations, £1,000 was specifically requested to be put towards the stage, £1,043 for the community kitchen, £5,540 was for audio-visual equipment and a donation of £250 was donated specifically towards the audiovisual costs of the Linda Martin Room. These have been treated as restricted income.

During the period, the Charity's expenditure totalled £81461. The largest outlays were for electricity, of £5,929 (this did not include Café 19's electricity costs which are re-charged), chartered accountant fees for booking keeping and end of year examination of accounts of £5,623, insurance of £3,419 and cleaning of £3,385.

Income from room hire during the reporting period totalled £23,197.

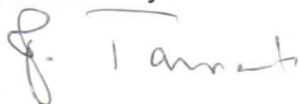
At the end of the period, the total amount in the Charity's bank account totalled £33,464, comprising £7,427 of restricted funds to carry over and £26,037 of unrestricted funds.

External auditors were appointed to examine independently the Charity's accounts for the period. The examination was performed by Peters, Elworthy & Moore, Chartered Accountants in July 2021.

Section F Declaration

The Trustees declare that they have approved the Trustees' report above.
Signed on behalf of the Charity's Trustees

Signature



Full Name(s)

Judith Tarrant

Position

Secretary

Signature



Full Name(s)

Patricia Margaret Chudleigh

Position

Treasurer

Date

21st August 2021



Duxford Community Centre

Registered No. 1157964

DUXFORD COMMUNITY CENTRE

Financial Statements

For the Year Ended

30 April 2021

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Receipts and Payments Account	8
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Notes to the Financial Statements	10-11

Trustees

Dr Harold Tarrant
Susan Clarke
Peter Dee
Dr Patricia Chudleigh
Timothy Clarke
Judith Tarrant
Barbara Barker
Lesley Hale
Alan Bywaters
Malcolm Hyde

Address

Hunts Road
Duxford
Cambridge
CB22 4RE

Legal Status

The charity was formed as a Charitable Incorporated Organisation (CIO) on 23 July 2014
Charity Commission Registration No: 1157964

Bankers

Santander Bank UK Plc

Independent Examiner

M Hewett ACA DChA
Peters, Elworthy & Moore
Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

Website

www.duxfordcommunitycentre.co.uk

The Trustees present their Annual Report and the financial statements for the year ended 30 April 2021. This report has been prepared in accordance with the provisions under section 133 of the Charities Act 2011 which allows for the preparation of Receipts and Payments accounts by CIO's with income less than £250,000 and using guidelines made available by the Charity Commission. The CIO is therefore not required to follow the requirements of the new Charity SORP (FRS 102) with regard to content and disclosure.

OBJECTIVES AND ACTIVITIES

Objects

The objectives of the CIO as set out in the governing document are as follows:

1. To promote the benefit of the inhabitants of the area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
2. To maintain and manage the Duxford Community Centre in furtherance of the Objects
3. To promote such charitable purposes as may from time to time be determined.

Activities

The Trustees have borne in mind the Charity Commission guidance on public benefit in setting out their activities.

Information about the Community Centre, the Trustees and the Duxford Community Centre CIO and its policies and practices is available and regularly updated on the DCC website. There is also an increasingly popular DCC Facebook page and Twitter account to publicise various initiatives both by the DCC and by users of the Centre. Articles on the activities of the DCC and users of the Community Centre are also published in the monthly village newsletter.

Trustees have made available, at no cost, facilities for the travelling Post Office to operate two mornings a week in the foyer of the Centre. Trustees have also set up a grants scheme whereby local, voluntary groups or potential groups who wish to use the Centre, but are unable to afford it, may apply for funding.

ACHIEVEMENTS AND PERFORMANCE

Government regulations preventing social interaction because of the Covid pandemic had brought plans for the opening of the Community Centre in April 2020 to an abrupt halt and, until the situation became clearer, planning and meetings were put on hold.

In June 2020, with the situation becoming clearer, Trustees' meetings resumed and the decision was taken for the DCC to commence the lease of the Centre on July 28th and open to the public on August 29th. Thereafter meetings were held frequently, mostly electronically, but in person during August and September when regulations allowed.

In July 2020 with Covid restrictions eased (although temporarily as it turned out) the DCC signed a 25 year lease with Duxford Parish Council to run the newly built Duxford Community Centre. After a month's preparations the Centre opened to the public on August 29th. Two halls and a meeting room were available to hire and Café 19 was open 7 days a week to the public. The changing room suite was unable to be used because of Covid restrictions. Because of Covid regulations, numbers able to use the facilities were limited and Trustees instituted additional cleaning and other precautions to limit the spread of infection. A Covid-19 Policy was developed and published by the Trustees and use of the facilities was monitored to ensure compliance.

From the first there were a substantial number of commercial bookings even though there were restrictions on numbers in place and added cleaning requirements. Booking enquiries were at a high level but many community events and private parties were unable to take place, which was a matter of regret to the Trustees. The commercial kitchen and café area had been sub-leased after open advertisement, to a local company A LA Cuisine and opened at the same time as the Community Centre as Café 19. This also proved very popular even though it had to operate at reduced capacity.

DUXFORD COMMUNITY CENTRE
Trustees' Annual Report for the Year Ended 30 April 2021 (continued)

After 3 months it was clear that the Community Centre was financially viable with potential for substantial growth once restrictions were lifted. This raised an important question for Trustees about a potential clash between commercial interests and the benefit to the well-being of the Community. It was agreed that the benefit to the Community must be our primary concern, both as a charity and as individuals, and that any potential bookings that might clash with this would be declined.

In early December 2020 a new lockdown was imposed and the Community Centre was forced to close to all activities except some counselling services and the twice-weekly Post Office. This obviously had a serious impact on the finances of the Community Centre, especially as it had not been open long enough to build up reserves. The Trustees therefore gratefully acknowledge the support given by South Cambridgeshire District Council through Covid grants.

DCC were also successful in obtaining a Community Chest from South Cambridgeshire District Council for £1,000 towards the provision of a stage for the main hall.

The Community Centre re-opened on April 17th 2021 under similar restrictions as the period August- December 2020. As with so many other organisations it has been an incredibly difficult year, but the Trustees are proud that they have managed to overcome so many known and unknown hurdles, not only to get the Community Centre up and running but also to make it, increasingly, the focus for village activities.

As a result of this, membership, both individual and organisational, has grown steadily during the year. With more opportunities to host community events the Trustees hope that this will continue.

Many members of the Charity have willingly given their time and expertise to make this Community Centre a reality and ensure that it runs effectively but there must be a special acknowledgement that, time after time, the Trustees have gone beyond what might be expected of them to make a success of a long-awaited project.

The Trustees provided 1,458 hours of voluntary service to the Community Centre, which if valued at £13 per hour would equate to £18,954. This time did not include any normal Trustee responsibilities but covered tasks such as duty manager, bookings, ensuring compliance with Covid-19 restrictions and publicity etc.

Although many Community Groups were unable to function this year, the Trustees continued to refine a scheme whereby local, voluntary groups are able to hire rooms in the Centre at a discount. To encourage involvement in, and support for, the Community Centre, groups receiving this discount are required to be members of the Duxford Community Centre CIO (membership is free) and encouraged to hold a fundraising event for the Centre. This scheme has proved to be popular. Private hire by Duxford residents is also discounted.

The decision was made to hold only Trustees' meetings during the year. The reason for this was threefold: meetings were usually too close together to allow for required notice to be given for General Meetings; the meetings were mainly about operational issues rather than broader policy; the need for remote meetings made occasional attendance at meetings more difficult. Nevertheless, any member of the DCC who was either involved in the running of the Centre or expressed an interest was welcomed to Trustees' meetings as an observer. A number of people took up this invitation and made a positive contribution.

Overwhelmingly during the year the focus has been on operational issues and this was overlaid by the need to develop Covid secure policies and practices. None of the trustees had previous experience of running a Community Centre, but previous life experiences, goodwill and hard work combined to set the functioning of the Centre on a secure basis. Clear policies and practices were established and continue to be assessed where necessary.

Financial restrictions and the continued uncertainty made the employment of a manager, even on a part-time basis, unviable for this year. Therefore Trustees volunteered to act as Duty Managers and a rota was established to ensure that someone is available each day to open up and close down the Centre and be available if users of the Centre need assistance.

Fundraising and social activities by the DCC had to be put on hold because of Covid restrictions this year. A small opening reception, with restricted numbers, was held for Trustees and Parish Councillors, followed by tours of the Centre by Duxford residents, with refreshments available at Café 19. Trustees have also been available to show potential users the facilities of the Centre and provide induction courses for safe use. The Café has been generally welcomed as a village asset and is well used when it is allowed to be open.

DUXFORD COMMUNITY CENTRE

Trustees' Annual Report for the Year Ended 30 April 2021 (continued)

The AGM for 2019/2020 was held in February 2021. Because of Covid restrictions this was held by Zoom. Under the Charity's Constitution three Trustees were required to stand down. One did not seek re-election while the other two Trustees were re-elected and a further nominee was also elected. One other Trustee stood down during the year as she had moved away from the village.

FINANCIAL REVIEW AND RESERVES POLICY

At the start of the reporting period the amount of funds in the Charity's bank account totalled £50,775 comprising £6,023 of restricted funds carried over from the previous reporting period and £44,752 of unrestricted funds. Unrestricted funds brought forward included £5,800 of designated funds and during the current reporting period the trustees agreed to set up further designated funds of £8,000, for contingency planning, £6,800 for staging and a further £118 of unspent fundraising income.

During the year the Charity received a total of £64,150. This comprised £7,865 from individual and village organisation donations, £118 in donations from commercial companies (Amazon and the Co-op), a £5,540 grant from the National Lottery, £1,000 from South Cambridgeshire Community Chest and £12,908 in 'Covid Grants' from South Cambridgeshire District Council. In addition, £5,067 was received from the HMRC in tax rebates and £20,287 was received from Duxford Parish Council as repayment of the Charity's previous loan to the Parish Council. Income from room hire during the reporting period totalled £10,024 and there was other income of £1,341. Of the grants and donations, £1,000 was specifically requested to be put towards the stage, £1,043 for the kitchen, £5,540 was for audio-visual equipment and a donation of £250 was specifically towards the audio-visual costs of the Linda Martin Room. These have been treated as restricted income.

During the period, the Charity's expenditure totalled £81,461. The largest outlays were for electricity, of £5,929 (this did not include Café 19's electricity costs which are recharged), chartered accountant fees for bookkeeping and end of year examination of accounts of £5,623, insurance of £3,419 and cleaning of £3,385. In addition, fixtures and fittings were purchased in the year including audio-visual equipment, camera, chairs and other furniture.

At the end of the period, the total amount in the Charity's bank account totalled £33,464, comprising £7,427 of restricted funds to carry over and £26,037 of unrestricted funds. Designated funds at the end of the period were £14,918.

External advisers were appointed to examine independently the Charity's accounts for the period. The examination was performed by Peters, Elworthy & Moore, Chartered Accountants in July 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Legal Status

The Charity was formed as a Charitable Incorporated Organisation (CIO) on 23 July 2014 and is governed by its constitution of that dated, as amended by updates in December 2019 and February 2021. The CIO is registered with the Charity Commission under number 1157964.

Trustees and committees

The CIO trustees are responsible for the general control and management of the CIO. The trustees give their time freely and receive no remuneration or other financial benefits. The CIO has not employed any paid staff over the reporting period.

At the Annual General Meeting for 2019/2020 held on February 17th 2021 one constitutional amendment was passed. This was to allow Duxford Parish Council to nominate two persons for the position of Trustee. In the previous constitution one person could be nominated but, as the Parish Council had provided all the funds for the building of the Community Centre, the lease between Duxford Parish Council and Duxford Community Centre CIO for the running of the Community Centre specified two nominees to represent the Parish Council on the governing body running the Community Centre. These nominees are subject to appointment by members at the Annual General Meeting

DUXFORD COMMUNITY CENTRE
Trustees' Annual Report for the Year Ended 30 April 2021 (continued)

A 25 year lease was signed in July 2020 between Duxford Parish Council and Duxford Community Centre CIO granting the Duxford Community Centre CIO the right to run the Duxford Community Centre for 25 years. No rent is payable but if the annual income of the DCC exceeds £60,000, the surplus is split 50/50 with Duxford Parish Council. The Trustees took over the responsibility for the Community Centre building on July 28th 2020.

A lease was also signed in early September between Duxford Community Centre CIO and A LA Cuisine Ltd. which allows the latter to operate a commercial café, known as Café 19, in the Community Centre on a profit sharing basis.

A Premises Licence has been granted and Trustees have taken steps to ensure that the requirements in this have been implemented.

The Fundraising Committee, active in earlier years, was unable to function in 2020/2021 owing to the government restrictions on social activities because of the Covid pandemic. A number of working parties continued to operate, mainly electronically, to fully equip the Community Centre and develop policies around its operations.

The majority of meetings of the Duxford Community Centre CIO were held remotely in 2020/2021 because of restrictions around the Covid pandemic

The Trustees ensure that any activities involving children have volunteers in attendance who hold up to date Disclosure Barring Service (DBS) checks.

Appointment of Trustees

The Trustees who held office during the period were:

Barbara Barker
Alan Ronald Bywaters
Patricia Margaret Chudleigh, Treasurer
Susan Joan Clarke
Timothy Nielle Clarke, Chair (re-elected 17/02/2021)
Peter William Dee
Lesley Hale
Malcolm Patrick Hyde (elected 17/02/2021)
Michelle Preston (stood down at AGM 17/02/2021)
Lesley Linda Strauli (resigned 27/6/2020)
Harold Adrian Stuart Tarrant
Judith Tarrant, Secretary (re-elected 17/2/2021)

The Board of Trustees endeavours to appoint Trustees with necessary regard to the skills, knowledge and experience required for the post. New Trustees are made aware of their responsibilities under charity law.

Statement of Trustees' Responsibilities

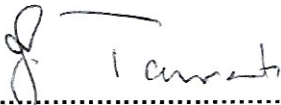
The Trustees are responsible for preparing the annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England and Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the CIO and of the incoming resources and application of resources of the CIO for that period. In preparing these financial statements, the trustees should follow best practice and:

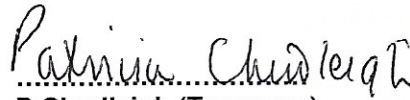
- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the CIO and which enable them to ascertain the financial position of the CIO and which enable them to ensure that the financial statements comply with the Charities Act 2011, supporting regulations and the Trust Deed. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:


.....
J Tarrant (Secretary)
Trustee

Date: 21st August 2021


.....
P Chudleigh (Treasurer)
Trustee

Date: 21st August 2021

**Independent Examiner's Report to the Trustees of DUXFORD COMMUNITY CENTRE
For the Year Ended 30 April 2021**

I report on the accounts of the CIO for the year ended 30 April 2021 which are set out on pages 8 to 11

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The CIO's trustees are responsible for the preparation of the accounts. The CIO's trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the CIO and a comparison of the accounts prepared with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with sections 130 and 131 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records,have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michael Hewett

**M Hewett ACA DChA
For and on behalf of PETERS, ELWORTHY & MOORE**

Chartered Accountants
Cambridge

Date: 24 August 2021

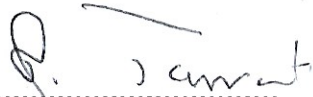
DUXFORD COMMUNITY CENTRE
Receipts and Payments Account
for the year ended 30 April 2021

	2021 Restricted £	2021 Unrestricted £	2021 Total £	2020 Restricted £	2020 Unrestricted £	2020 Total £
Receipts						
Charitable Activities (room hire)	-	10,024	10,024	-	-	-
Grants	6,540	-	6,540	2,000	40,500	42,500
Donations	1,293	11,757	13,050	10,433	23,282	33,725
Fundraising	-	60	60	-	3,352	3,352
Electricity recharges	-	927	927	-	-	-
Covid-19 business support	-	12,908	12,908	-	-	-
Duxford Parish Council refund	-	20,287	20,287	-	-	-
Other income	-	354	354	-	-	-
Total receipts for period	7,833	56,317	64,150	12,443	67,134	79,577
Payments						
Community Centre costs:						
Audio & visual equipment	5,521	2,310	7,831	-	-	-
Fixtures & fittings	-	30,692	30,692	-	-	-
Repairs & maintenance	908	4,947	5,855	-	-	-
Telephone & internet	-	570	570	-	-	-
Electricity	-	6,856	6,856	-	-	-
Insurance	-	3,419	3,419	-	-	-
Cleaning	-	3,385	3,385	-	-	-
Furnishings expense	-	937	937	-	-	-
Supplies	-	5,954	5,954	-	-	-
Contribution to build costs	-	-	-	6,420	34,602	41,022
Other costs	-	-	-	-	1,589	1,589
Professional: Independent examination (IE) & accountancy/bookkeeping (2021: IE £1,475)	-	5,623	5,623	-	2,892	2,892
Professional fees: Legal fees	-	7,800	7,800	-	-	-
Event refreshments	-	-	-	-	1,007	1,007
Advertising	-	72	72	-	353	353
Sundry expenditure	-	1,012	1,012	-	50	50
IT software & consumables	-	1,455	1,455	-	-	-
Total payments for period	6,429	75,032	81,461	6,420	40,493	46,913
Net receipts being net movement in funds	1,404	(18,715)	(17,311)	6,023	26,641	32,664
Cash funds brought forward	6,023	44,752	50,775	-	18,111	18,111
Cash funds at the period end	7,427	26,037	33,464	6,023	44,752	50,775

DUXFORD COMMUNITY CENTRE
Statement of Assets and Liabilities
for the year ended 30 April 2021

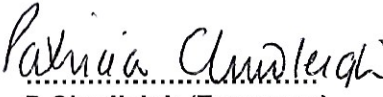
	2021 Restricted £	2021 Unrestricted £	2021 Total £	2020 Restricted £	2020 Unrestricted £	2020 Total £
Monetary Assets						
Santander - GBP	7,427	26,037	33,464	6,023	44,752	50,775
Cash funds at end of the period : Total Monetary Assets	<u>7,427</u>	<u>26,037</u>	<u>33,464</u>	<u>6,023</u>	<u>44,752</u>	<u>50,755</u>
Non-Monetary Assets						
Fixed assets at cost	-	38,523	38,523	-	-	-
Fixed assets (donations – at estimated value)	-	1,750	1,750	-	-	-
Refund due from Duxford Parish Council	-	-	-	-	20,228	20,228
Insurance paid in advance for 2021/22 (2020/21)	-	2,175	2,175	-	428	428
Total Non-Monetary Assets	<u>-</u>	<u>42,448</u>	<u>42,448</u>	<u>-</u>	<u>20,716</u>	<u>20,716</u>
Liabilities						
Accountancy fee accrual	-	2,286	2,286	-	2,220	2,220
Total Liabilities	<u>-</u>	<u>2,286</u>	<u>2,286</u>	<u>-</u>	<u>2,220</u>	<u>2,220</u>

Approved by the Trustees and signed on their behalf by:



J Tarrant (Secretary)
 Trustee

Date: 21st August 2021



P Chudleigh (Treasurer)
 Trustee

Date: 21st August 2021

1 Accounting Policies

The financial statements have been prepared under Section 133 of the Charities Act 2011 and in accordance with Charity Commission guidance.

Particular accounting policies adopted by the trustees are described below.

a) Income and Expenditure

Income and expenditure is accounted for on a receipts and payments basis.

2 Trustees' Expenses

No trustees received any remuneration during the year (2020: £Nil).

No trustees had any expenses reimbursed to them or paid directly to a third party on their behalf (2020: £Nil).

3 Related Party Transactions

There have been two related party transactions during the year ended 30 April 2021. A receipt of £20,287 was received from Duxford Parish Council of which Peter Dee (Trustee) and Malcolm Hyde (Trustee) are members. Edward Harris who is also a Duxford Parish Council member donated £1,000 for use of a storage cupboard for five years for the local youth club.

4 Restricted Funds

Restricted funds are to be used for the purposes stated

	Kitchen £	Stage £	Audio-Visual Equipment £	Total £
Restricted funds brought forward	6,023	-	-	6,023
Income	1,043	1,000	5,790	7,833
Expenditure	(908)	-	(5,521)	(6,429)
Restricted funds carried forward	<u>6,158</u>	<u>1,000</u>	<u>269</u>	<u>7,427</u>

5 Designated Funds

The trustees have designated funds for the use of the CIO of administrative and operational costs. This fund could also be used at the trustee's discretion to further promote the CIO's charitable objectives within the community by supporting other local events and charities. Additionally, funds have been set aside by the trustees for working capital requirements, the stage and fundraising. These funds form part of the CIO's unrestricted funds.

Designated Fund	Professional Fees £	Fundraising £	Stage £	Working Capital Reserve £	Total £
Designated funds brought forward	5,800	-	-	-	5,800
Income	-	118	-	-	118
Expenditure	(5,800)	-	-	-	(5,800)
Transfers from/(to) General Funds	-	-	6,800	8,000	14,800
Designated funds carried forward	<u>-</u>	<u>118</u>	<u>6,800</u>	<u>8,000</u>	<u>14,918</u>

6 Community Centre Lease

The Community Centre is owned by the Duxford Parish Council and leased to the Duxford Community Centre on a profit share basis for a period of 25 years as per the Lease agreement dated 27 July 2020. No payment was necessary for 2020/21 under the terms of the agreement.

7 Fixed assets

Fixed assets held at cost	Audio and Visual Equipment £	Fixtures and Fittings £	Total £
Fixed assets at cost brought forward	-	-	-
Additions	7,831	30,692	38,523
Disposals	-	-	-
Fixed assets at cost carried forward	<u>7,831</u>	<u>30,692</u>	<u>38,523</u>

During 2020/2021 a piano, pool table and football table were donated to the Community Centre. The estimated value of these items is £1,750.



Duxford Community Centre

Registered No. 1157964

DUXFORD COMMUNITY CENTRE

Financial Statements

For the Year Ended

30 April 2021

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Notes to the Financial Statements	10-11

Trustees

Dr Harold Tarrant
Susan Clarke
Peter Dee
Dr Patricia Chudleigh
Timothy Clarke
Judith Tarrant
Barbara Barker
Lesley Hale
Alan Bywaters
Malcolm Hyde

Address

Hunts Road
Duxford
Cambridge
CB22 4RE

Legal Status

The charity was formed as a Charitable Incorporated Organisation (CIO) on 23 July 2014
Charity Commission Registration No: 1157964

Bankers

Santander Bank UK Plc

Independent Examiner

M Hewett ACA DChA
Peters, Elworthy & Moore
Chartered Accountants
Salisbury House
Station Road
Cambridge
CB1 2LA

Website

www.duxfordcommunitycentre.co.uk

The Trustees present their Annual Report and the financial statements for the year ended 30 April 2021. This report has been prepared in accordance with the provisions under section 133 of the Charities Act 2011 which allows for the preparation of Receipts and Payments accounts by CIO's with income less than £250,000 and using guidelines made available by the Charity Commission. The CIO is therefore not required to follow the requirements of the new Charity SORP (FRS 102) with regard to content and disclosure.

OBJECTIVES AND ACTIVITIES

Objects

The objectives of the CIO as set out in the governing document are as follows:

1. To promote the benefit of the inhabitants of the area without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
2. To maintain and manage the Duxford Community Centre in furtherance of the Objects
3. To promote such charitable purposes as may from time to time be determined.

Activities

The Trustees have borne in mind the Charity Commission guidance on public benefit in setting out their activities.

Information about the Community Centre, the Trustees and the Duxford Community Centre CIO and its policies and practices is available and regularly updated on the DCC website. There is also an increasingly popular DCC Facebook page and Twitter account to publicise various initiatives both by the DCC and by users of the Centre. Articles on the activities of the DCC and users of the Community Centre are also published in the monthly village newsletter.

Trustees have made available, at no cost, facilities for the travelling Post Office to operate two mornings a week in the foyer of the Centre. Trustees have also set up a grants scheme whereby local, voluntary groups or potential groups who wish to use the Centre, but are unable to afford it, may apply for funding.

ACHIEVEMENTS AND PERFORMANCE

Government regulations preventing social interaction because of the Covid pandemic had brought plans for the opening of the Community Centre in April 2020 to an abrupt halt and, until the situation became clearer, planning and meetings were put on hold.

In June 2020, with the situation becoming clearer, Trustees' meetings resumed and the decision was taken for the DCC to commence the lease of the Centre on July 28th and open to the public on August 29th. Thereafter meetings were held frequently, mostly electronically, but in person during August and September when regulations allowed.

In July 2020 with Covid restrictions eased (although temporarily as it turned out) the DCC signed a 25 year lease with Duxford Parish Council to run the newly built Duxford Community Centre. After a month's preparations the Centre opened to the public on August 29th. Two halls and a meeting room were available to hire and Café 19 was open 7 days a week to the public. The changing room suite was unable to be used because of Covid restrictions. Because of Covid regulations, numbers able to use the facilities were limited and Trustees instituted additional cleaning and other precautions to limit the spread of infection. A Covid-19 Policy was developed and published by the Trustees and use of the facilities was monitored to ensure compliance.

From the first there were a substantial number of commercial bookings even though there were restrictions on numbers in place and added cleaning requirements. Booking enquiries were at a high level but many community events and private parties were unable to take place, which was a matter of regret to the Trustees. The commercial kitchen and café area had been sub-leased after open advertisement, to a local company A LA Cuisine and opened at the same time as the Community Centre as Café 19. This also proved very popular even though it had to operate at reduced capacity.

DUXFORD COMMUNITY CENTRE
Trustees' Annual Report for the Year Ended 30 April 2021 (continued)

After 3 months it was clear that the Community Centre was financially viable with potential for substantial growth once restrictions were lifted. This raised an important question for Trustees about a potential clash between commercial interests and the benefit to the well-being of the Community. It was agreed that the benefit to the Community must be our primary concern, both as a charity and as individuals, and that any potential bookings that might clash with this would be declined.

In early December 2020 a new lockdown was imposed and the Community Centre was forced to close to all activities except some counselling services and the twice-weekly Post Office. This obviously had a serious impact on the finances of the Community Centre, especially as it had not been open long enough to build up reserves. The Trustees therefore gratefully acknowledge the support given by South Cambridgeshire District Council through Covid grants.

DCC were also successful in obtaining a Community Chest from South Cambridgeshire District Council for £1,000 towards the provision of a stage for the main hall.

The Community Centre re-opened on April 17th 2021 under similar restrictions as the period August- December 2020. As with so many other organisations it has been an incredibly difficult year, but the Trustees are proud that they have managed to overcome so many known and unknown hurdles, not only to get the Community Centre up and running but also to make it, increasingly, the focus for village activities.

As a result of this, membership, both individual and organisational, has grown steadily during the year. With more opportunities to host community events the Trustees hope that this will continue.

Many members of the Charity have willingly given their time and expertise to make this Community Centre a reality and ensure that it runs effectively but there must be a special acknowledgement that, time after time, the Trustees have gone beyond what might be expected of them to make a success of a long-awaited project.

The Trustees provided 1,458 hours of voluntary service to the Community Centre, which if valued at £13 per hour would equate to £18,954. This time did not include any normal Trustee responsibilities but covered tasks such as duty manager, bookings, ensuring compliance with Covid-19 restrictions and publicity etc.

Although many Community Groups were unable to function this year, the Trustees continued to refine a scheme whereby local, voluntary groups are able to hire rooms in the Centre at a discount. To encourage involvement in, and support for, the Community Centre, groups receiving this discount are required to be members of the Duxford Community Centre CIO (membership is free) and encouraged to hold a fundraising event for the Centre. This scheme has proved to be popular. Private hire by Duxford residents is also discounted.

The decision was made to hold only Trustees' meetings during the year. The reason for this was threefold: meetings were usually too close together to allow for required notice to be given for General Meetings; the meetings were mainly about operational issues rather than broader policy; the need for remote meetings made occasional attendance at meetings more difficult. Nevertheless, any member of the DCC who was either involved in the running of the Centre or expressed an interest was welcomed to Trustees' meetings as an observer. A number of people took up this invitation and made a positive contribution.

Overwhelmingly during the year the focus has been on operational issues and this was overlaid by the need to develop Covid secure policies and practices. None of the trustees had previous experience of running a Community Centre, but previous life experiences, goodwill and hard work combined to set the functioning of the Centre on a secure basis. Clear policies and practices were established and continue to be assessed where necessary.

Financial restrictions and the continued uncertainty made the employment of a manager, even on a part-time basis, unviable for this year. Therefore Trustees volunteered to act as Duty Managers and a rota was established to ensure that someone is available each day to open up and close down the Centre and be available if users of the Centre need assistance.

Fundraising and social activities by the DCC had to be put on hold because of Covid restrictions this year. A small opening reception, with restricted numbers, was held for Trustees and Parish Councillors, followed by tours of the Centre by Duxford residents, with refreshments available at Café 19. Trustees have also been available to show potential users the facilities of the Centre and provide induction courses for safe use. The Café has been generally welcomed as a village asset and is well used when it is allowed to be open.

DUXFORD COMMUNITY CENTRE

Trustees' Annual Report for the Year Ended 30 April 2021 (continued)

The AGM for 2019/2020 was held in February 2021. Because of Covid restrictions this was held by Zoom. Under the Charity's Constitution three Trustees were required to stand down. One did not seek re-election while the other two Trustees were re-elected and a further nominee was also elected. One other Trustee stood down during the year as she had moved away from the village.

FINANCIAL REVIEW AND RESERVES POLICY

At the start of the reporting period the amount of funds in the Charity's bank account totalled £50,775 comprising £6,023 of restricted funds carried over from the previous reporting period and £44,752 of unrestricted funds. Unrestricted funds brought forward included £5,800 of designated funds and during the current reporting period the trustees agreed to set up further designated funds of £8,000, for contingency planning, £6,800 for staging and a further £118 of unspent fundraising income.

During the year the Charity received a total of £64,150. This comprised £7,865 from individual and village organisation donations, £118 in donations from commercial companies (Amazon and the Co-op), a £5,540 grant from the National Lottery, £1,000 from South Cambridgeshire Community Chest and £12,908 in 'Covid Grants' from South Cambridgeshire District Council. In addition, £5,067 was received from the HMRC in tax rebates and £20,287 was received from Duxford Parish Council as repayment of the Charity's previous loan to the Parish Council. Income from room hire during the reporting period totalled £10,024 and there was other income of £1,341. Of the grants and donations, £1,000 was specifically requested to be put towards the stage, £1,043 for the kitchen, £5,540 was for audio-visual equipment and a donation of £250 was specifically towards the audio-visual costs of the Linda Martin Room. These have been treated as restricted income.

During the period, the Charity's expenditure totalled £81,461. The largest outlays were for electricity, of £5,929 (this did not include Café 19's electricity costs which are recharged), chartered accountant fees for bookkeeping and end of year examination of accounts of £5,623, insurance of £3,419 and cleaning of £3,385. In addition, fixtures and fittings were purchased in the year including audio-visual equipment, camera, chairs and other furniture.

At the end of the period, the total amount in the Charity's bank account totalled £33,464, comprising £7,427 of restricted funds to carry over and £26,037 of unrestricted funds. Designated funds at the end of the period were £14,918.

External advisers were appointed to examine independently the Charity's accounts for the period. The examination was performed by Peters, Elworthy & Moore, Chartered Accountants in July 2021.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Legal Status

The Charity was formed as a Charitable Incorporated Organisation (CIO) on 23 July 2014 and is governed by its constitution of that dated, as amended by updates in December 2019 and February 2021. The CIO is registered with the Charity Commission under number 1157964.

Trustees and committees

The CIO trustees are responsible for the general control and management of the CIO. The trustees give their time freely and receive no remuneration or other financial benefits. The CIO has not employed any paid staff over the reporting period.

At the Annual General Meeting for 2019/2020 held on February 17th 2021 one constitutional amendment was passed. This was to allow Duxford Parish Council to nominate two persons for the position of Trustee. In the previous constitution one person could be nominated but, as the Parish Council had provided all the funds for the building of the Community Centre, the lease between Duxford Parish Council and Duxford Community Centre CIO for the running of the Community Centre specified two nominees to represent the Parish Council on the governing body running the Community Centre. These nominees are subject to appointment by members at the Annual General Meeting

DUXFORD COMMUNITY CENTRE
Trustees' Annual Report for the Year Ended 30 April 2021 (continued)

A 25 year lease was signed in July 2020 between Duxford Parish Council and Duxford Community Centre CIO granting the Duxford Community Centre CIO the right to run the Duxford Community Centre for 25 years. No rent is payable but if the annual income of the DCC exceeds £60,000, the surplus is split 50/50 with Duxford Parish Council. The Trustees took over the responsibility for the Community Centre building on July 28th 2020.

A lease was also signed in early September between Duxford Community Centre CIO and A LA Cuisine Ltd. which allows the latter to operate a commercial café, known as Café 19, in the Community Centre on a profit sharing basis.

A Premises Licence has been granted and Trustees have taken steps to ensure that the requirements in this have been implemented.

The Fundraising Committee, active in earlier years, was unable to function in 2020/2021 owing to the government restrictions on social activities because of the Covid pandemic. A number of working parties continued to operate, mainly electronically, to fully equip the Community Centre and develop policies around its operations.

The majority of meetings of the Duxford Community Centre CIO were held remotely in 2020/2021 because of restrictions around the Covid pandemic

The Trustees ensure that any activities involving children have volunteers in attendance who hold up to date Disclosure Barring Service (DBS) checks.

Appointment of Trustees

The Trustees who held office during the period were:

Barbara Barker
Alan Ronald Bywaters
Patricia Margaret Chudleigh, Treasurer
Susan Joan Clarke
Timothy Nielle Clarke, Chair (re-elected 17/02/2021)
Peter William Dee
Lesley Hale
Malcolm Patrick Hyde (elected 17/02/2021)
Michelle Preston (stood down at AGM 17/02/2021)
Lesley Linda Strauli (resigned 27/6/2020)
Harold Adrian Stuart Tarrant
Judith Tarrant, Secretary (re-elected 17/2/2021)

The Board of Trustees endeavours to appoint Trustees with necessary regard to the skills, knowledge and experience required for the post. New Trustees are made aware of their responsibilities under charity law.

Statement of Trustees' Responsibilities

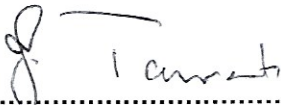
The Trustees are responsible for preparing the annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Law applicable to Charities in England and Wales requires the Trustees to prepare financial statements for each financial period which give a true and fair view of the state of affairs of the CIO and of the incoming resources and application of resources of the CIO for that period. In preparing these financial statements, the trustees should follow best practice and:

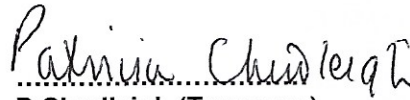
- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the CIO and which enable them to ascertain the financial position of the CIO and which enable them to ensure that the financial statements comply with the Charities Act 2011, supporting regulations and the Trust Deed. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by:


.....
J Tarrant (Secretary)
Trustee

Date: 21st August 2021


.....
P Chudleigh (Treasurer)
Trustee

Date: 21st August 2021

**Independent Examiner's Report to the Trustees of DUXFORD COMMUNITY CENTRE
For the Year Ended 30 April 2021**

I report on the accounts of the CIO for the year ended 30 April 2021 which are set out on pages 8 to 11

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The CIO's trustees are responsible for the preparation of the accounts. The CIO's trustees consider that an audit is not required for this period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the CIO and a comparison of the accounts prepared with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

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 - to prepare accounts which accord with the accounting records,have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Michael Hewett

**M Hewett ACA DChA
For and on behalf of PETERS, ELWORTHY & MOORE**

Chartered Accountants
Cambridge

Date: 24 August 2021

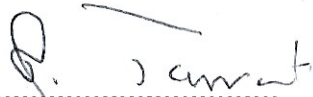
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Electricity	-	6,856	6,856	-	-	-
Insurance	-	3,419	3,419	-	-	-
Cleaning	-	3,385	3,385	-	-	-
Furnishings expense	-	937	937	-	-	-
Supplies	-	5,954	5,954	-	-	-
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Other costs	-	-	-	-	1,589	1,589
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DUXFORD COMMUNITY CENTRE
Statement of Assets and Liabilities
for the year ended 30 April 2021

	2021 Restricted £	2021 Unrestricted £	2021 Total £	2020 Restricted £	2020 Unrestricted £	2020 Total £
Monetary Assets						
Santander - GBP	7,427	26,037	33,464	6,023	44,752	50,775
Cash funds at end of the period : Total Monetary Assets	<u>7,427</u>	<u>26,037</u>	<u>33,464</u>	<u>6,023</u>	<u>44,752</u>	<u>50,755</u>
Non-Monetary Assets						
Fixed assets at cost	-	38,523	38,523	-	-	-
Fixed assets (donations – at estimated value)	-	1,750	1,750	-	-	-
Refund due from Duxford Parish Council	-	-	-	-	20,228	20,228
Insurance paid in advance for 2021/22 (2020/21)	-	2,175	2,175	-	428	428
Total Non-Monetary Assets	<u>-</u>	<u>42,448</u>	<u>42,448</u>	<u>-</u>	<u>20,716</u>	<u>20,716</u>
Liabilities						
Accountancy fee accrual	-	2,286	2,286	-	2,220	2,220
Total Liabilities	<u>-</u>	<u>2,286</u>	<u>2,286</u>	<u>-</u>	<u>2,220</u>	<u>2,220</u>

Approved by the Trustees and signed on their behalf by:



J Tarrant (Secretary)
 Trustee

Date: 21st August 2021



P Chudleigh (Treasurer)
 Trustee

Date: 21st August 2021

1 Accounting Policies

The financial statements have been prepared under Section 133 of the Charities Act 2011 and in accordance with Charity Commission guidance.

Particular accounting policies adopted by the trustees are described below.

a) Income and Expenditure

Income and expenditure is accounted for on a receipts and payments basis.

2 Trustees' Expenses

No trustees received any remuneration during the year (2020: £Nil).

No trustees had any expenses reimbursed to them or paid directly to a third party on their behalf (2020: £Nil).

3 Related Party Transactions

There have been two related party transactions during the year ended 30 April 2021. A receipt of £20,287 was received from Duxford Parish Council of which Peter Dee (Trustee) and Malcolm Hyde (Trustee) are members. Edward Harris who is also a Duxford Parish Council member donated £1,000 for use of a storage cupboard for five years for the local youth club.

4 Restricted Funds

Restricted funds are to be used for the purposes stated

	Kitchen £	Stage £	Audio-Visual Equipment £	Total £
Restricted funds brought forward	6,023	-	-	6,023
Income	1,043	1,000	5,790	7,833
Expenditure	(908)	-	(5,521)	(6,429)
Restricted funds carried forward	<u>6,158</u>	<u>1,000</u>	<u>269</u>	<u>7,427</u>

5 Designated Funds

The trustees have designated funds for the use of the CIO of administrative and operational costs. This fund could also be used at the trustee's discretion to further promote the CIO's charitable objectives within the community by supporting other local events and charities. Additionally, funds have been set aside by the trustees for working capital requirements, the stage and fundraising. These funds form part of the CIO's unrestricted funds.

Designated Fund	Professional Fees £	Fundraising £	Stage £	Working Capital Reserve £	Total £
Designated funds brought forward	5,800	-	-	-	5,800
Income	-	118	-	-	118
Expenditure	(5,800)	-	-	-	(5,800)
Transfers from/(to) General Funds	-	-	6,800	8,000	14,800
Designated funds carried forward	<u>-</u>	<u>118</u>	<u>6,800</u>	<u>8,000</u>	<u>14,918</u>

6 Community Centre Lease

The Community Centre is owned by the Duxford Parish Council and leased to the Duxford Community Centre on a profit share basis for a period of 25 years as per the Lease agreement dated 27 July 2020. No payment was necessary for 2020/21 under the terms of the agreement.

7 Fixed assets

Fixed assets held at cost	Audio and Visual Equipment £	Fixtures and Fittings £	Total £
Fixed assets at cost brought forward	-	-	-
Additions	7,831	30,692	38,523
Disposals	-	-	-
Fixed assets at cost carried forward	<u>7,831</u>	<u>30,692</u>	<u>38,523</u>

During 2020/2021 a piano, pool table and football table were donated to the Community Centre. The estimated value of these items is £1,750.