



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 £81,461. 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.

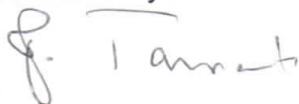
At the end of the period, the total amount in the Charity's bank account totalled £33,464, comprising £7,427 of restricted funds to carry over and £26,037 of unrestricted funds.

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

Contents	Page
Legal and Administrative Details	1
Trustees' Annual Report	2 - 6
Independent Examiner's Report to the Trustees	7
Receipts and Payments Account	8
Statement of Assets and Liabilities	9
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.

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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)

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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

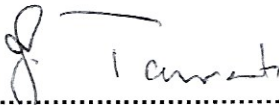
The Trustees are responsible for preparing the annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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:

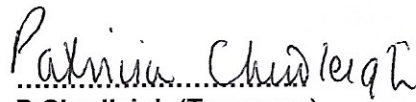
- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and

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

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

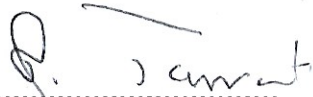
DUXFORD COMMUNITY CENTRE
Receipts and Payments Account
for the year ended 30 April 2021

	2021	2021	2021	2020	2020	2020
	Restricted	Unrestricted	Total	Restricted	Unrestricted	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

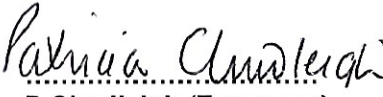
DUXFORD COMMUNITY CENTRE
Statement of Assets and Liabilities
for the year ended 30 April 2021

	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

Contents	Page
Legal and Administrative Details	1
Trustees' Annual Report	2 - 6
Independent Examiner's Report to the Trustees	7
Receipts and Payments Account	8
Statement of Assets and Liabilities	9
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

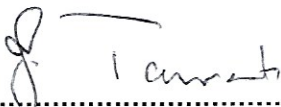
The Trustees are responsible for preparing the annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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:

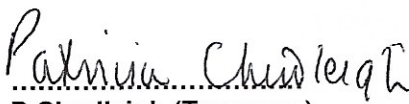
- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent; and

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

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

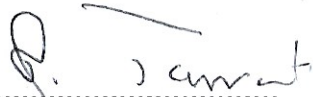
DUXFORD COMMUNITY CENTRE
Receipts and Payments Account
for the year ended 30 April 2021

	2021	2021	2021	2020	2020	2020
	Restricted	Unrestricted	Total	Restricted	Unrestricted	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
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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
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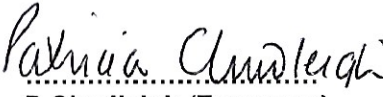
DUXFORD COMMUNITY CENTRE
Statement of Assets and Liabilities
for the year ended 30 April 2021

	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.