

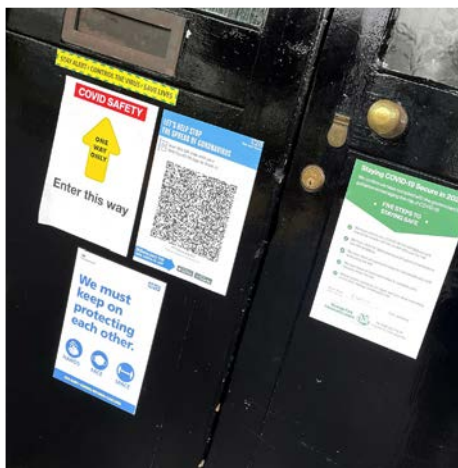


Vicarage Park Community Centre

Report and Financial Statements Year Ended 31 March 2021



The heart and soul of Poulton-le-Fylde





Vicarage Park Community Centre

Report and financial statements for year ended 31 March 2021

Corporate Information

Registered Office
VPCC Community Hall
3 Vicarage Road
Poulton-le-Fylde
Lancashire
FY6 7BE

Charity Number
1158292

Trustee Board
Sarah Welsh, Chair
Amelia MacPherson, Treasurer
Chris Gannon
Michael Buckley
Dana Gledhill
Philip Steel (resigned 09.06.2021)
Trevor Lund

Independent Examiner
Sandra Spindler (MAAT)
Springend
Garstang Road East
Singleton
Poulton le Fylde
FY6 7SX

Bankers
Barclays Plc
2-4 Birley Street
Blackpool
FY1 1DU

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Chairman's report for the year ended 31 March 2021

Impact of Covid-19

The start of the accounting year coincided with the start of National Covid-19 restrictions. Government guidelines were adhered to at all stages resulting in closure of the Hall until July 2020 when community halls were allowed to re-open. We completed a Covid-19 risk assessment and self-certification thereby allowing compliant hirers to use the Hall within social distancing rules. In the early months these groups mainly included Yoga and Pilates; all parties, singing and children's activities remained cancelled. Throughout the period Trustee and general Charity meetings were held remotely using Zoom. As restrictions lifted further we slowly returned to some normality with the welcome return of some children's groups and even a delightful wedding with a limited guest list of 30.

Building and Car park improvements

One advantage of the Hall closure during Covid-19 restrictions was that the Hall was empty and available for maintenance work. Our team of volunteers stripped and stained the front of stage panels and under-stage doors to match the surrounding dark wood struts reducing maintenance and enhancing the overall internal appearance; an outside shed was purchased and erected to house maintenance materials such as paints, spare panelling etc; we removed the storage container which had been of invaluable use during our renovation period but was unsightly and used up precious car parking space; a hoist was installed to help lift heavy items to storage area in the gallery; roof gully repairs were carried out; heating controls upgraded to wireless thermostats and remote scheduling; outside benches were stripped and re-stained; decaying tree and over-grown/potentially dangerous tree branches were removed.

We have been concerned for sometime about the repair state of the Hall car park so quotes for the resurfacing the car park with new tarmac were received along with funding avenues investigated. Using our own funds and a marvellous donation from a local supporter we scheduled the resurfacing of the car park with painting of long-needed parking space markings. We also received a donation of new bollards which will also be installed - all increasing user safety and overall external aesthetics. We are also blessed with a particularly green-fingered volunteer who has worked magic on our side garden.

In August 2020 we received the most wonderful gift of a defibrillator from the Poulton Methodist Church. Whilst the church had fund-raised and obtained the equipment themselves they felt that it should be on our side of the town to best serve the community after Booths had installed a new defibrillator close to their church.

Personnel and Admin changes

Due to a move out of the town we lost one of our 'maintenance' Trustees - Phil who was a wonderful asset to the charity. For similar reasons plus retirement we also lost our Hall Manager Jean who had been with us since our first re-opening months and has been an invaluable member of the team and pivotal to our success. In December 2020 we advertised for the post of Hall Manager and appointed a new manager Carla who started in March 2021. She has proved to be a brilliant worker bringing new outlook and business experience to the table. Following Carla's appointment we have simplified the hiring/T&Cs/admin process. Stream-lining the process became a necessity due to huge increase (and continued increase) in queries and bookings post-Covid-19 lock-down.

Because of the ever-increasing interest in party bookings and thereby stretched availability of bar volunteers we Trustees made the decision to use paid staff to man the Hall bar during peak booking hours ie Friday and Saturday nights. Whilst this will impact on our profits we need to avoid volunteer fatigue - the alternative was to take less bookings hence reducing our service to the community. To help with the additional costs we have slightly increased one-off hire charges and alcohol prices.

Looking ahead to the future

We are ever-conscious that there will be certain demographics of the community we are still not reaching and serving so we will continue to endeavour to find those areas and look for ideas to meet their needs. We have a wonderful team of over 70 volunteers that we rely upon on a daily basis so our continued objective will be to retain, appreciate and increase our volunteer base. As Covid-19 restrictions have lifted our Hall bookings for weekly hire slots, children's and adult parties, plus one-off events have continued to increase to beyond pre-Covid-19 levels. Whilst there may be a future return to Government Covid-19 restrictions we anticipate the booking rate will return to normal at some stage but it is heartening to know that the Hall continues to increase in popularity and is as well used as ever.

We are hugely optimistic that our Charity objectives of a 'Community Hall for all' will be well met and that the community will continue to benefit from our custodial management of this wonderful building.

S. Welsh

Sarah Welsh - Chairman
21 January 2022



Strategic review for the year ended 31 March 2021

The Covid-19 Pandemic

At the beginning of 2020, this severe pandemic spread throughout the globe taking everyone by surprise. At first, the media dismissed it, but as the number of infections and deaths began to climb, it began to touch everyone's lives. To delay the spread of Coronavirus, the Government introduced restrictions on social gatherings, and we had to close the Community Hall to the public. Hospitality venues like the Community Hall lost their primary source of income as we could not run activities or use the venue for family parties and wedding receptions. The ONS announced that the UK was in its worst recession since records began.

Balancing risks

In July 2020, hospitality venues reopened as 'Covid Secure' venues with strict social distancing measures, Track and Trace login, table service only and the 'Rule of Six'. We wrote a risk assessment and introduced special hygiene and social distancing measures, including marking out a 2-metre grid on the floor and a one-way path to enter, exit and move around the Hall. One by one, our regular users began to return. However, many did not feel safe with social mixing, so most of our wedding reception bookings were cancelled or postponed to future dates. We also had to maintain the building and pay for utility services throughout this period while receiving less income than our outgoings. Fortunately, the Chancellor of the Exchequer came to the rescue of hospitality and leisure venues with a financial aid package and a payment holiday on business rates to help offset these losses.

Fresh Challenges

Following a brief respite during the summer months, another wave of Covid-19 overtook the country. Starting in early October, a second National Lockdown came into force. Household meetings were restricted to Christmas Day only over the holiday period. Then in February of 2021, Delta, the more infectious variant of Covid, emerged from South Africa and quickly spread across the UK. This new Covid variant resulted in further Lockdown restrictions and reintroduced the Rule of Six. Despite these challenges, we managed to balance our income and expenses and took advantage of a second Government financial aid package for hospitality and leisure venues.

Immediate plans

Without a crystal ball, it's difficult to predict what the future holds. We hope to ride out the storm until the pandemic passes and everything returns to the new normal, whatever that may be. The Charity's finances are in a healthy state for now. We hope to preserve our contingency funds for better times with careful management of our outgoings. We consider that maintaining links with the local community and our supporters through regular email newsletters, websites, and social media is vital to achieving our objectives.

Our future objectives

Our wish list includes improvements like new lighting for the Main Hall and resurfacing our potholed car park. We wish to bring the community together to celebrate life once this pandemic is finally over and fulfil our mission to be 'The Life and Soul of Poulton-le-Fylde'.

Chris Gannon - Communications Trustee
21 January 2022

Financial review for the year ended 31 March 2021

Financial review

Following the success of the previous year, it was disappointing that Covid-19 had such a significant impact on the results of the Vicarage Park Community Centre.

Fortunately, between lockdowns we were able to rent the Hall for socially distanced activities, and with this and the significant government grants received, the Charity earned revenue of £29,597 (2020: £89,263).

The profit for the year was £3,540 (2020: £38,975) which represents a 91% decrease in the year. This is primarily due to the reduction in revenue but also because, although the Charity endeavoured to reduce the operating costs during the lockdowns as much as possible, there were some costs such as depreciation - £10,596 (2020: £10,586) and insurance - £1,288 (2020: £1,238) which were unavoidable. In addition, the increased cleaning requirements brought about by Covid-19 meant that despite the reduction in events, cleaning costs were similar to the prior year at £2,085 (2020: £2,749).

The company held significant cash at the year end of £30,674 (2020: £21,259) which the trustees expected to use to re-tarmac the car park in the new financial year, and also enable the hall to open up with events for the community once lockdowns and social distancing requirements eased.

Principal risks and uncertainties and financial risk management

The Charity's activities expose it to financial risks, namely cash flow risk and capital management risk.

Cash flow risk

With continued uncertainty arising from the Covid-19 pandemic, the Charity's exposure to cash flow risk has heightened further and ensuring that the costs of operating the Hall are covered by the income generated by the Hall users is critical. Grants received during the year has mitigated this risk slightly, but the Charity ensures that it manages this risk by regular re-forecasting and monitoring of the cash flow position. Any future capital projects require a prudent forecast approved by trustees to support the evidence of funds available.

Capital risk management

The Charity's objectives when managing capital are to safeguard the Company's assets and ability to continue as a going concern and a Community Hall for the people of Poulton-le-Fylde.

The directors do not believe the Company is exposed to significant interest rate risk, fair value estimation, price risk or foreign exchange risk.

Reserves policy

The Charity has developed a minimum reserves policy based on the assumption that, in the event of wind up of the Charity, there would be sufficient funds to settle all outstanding liabilities, taking account of any costs associated with winding up. The reserves policy also ensures there are sufficient reserves and cash balances to support the ongoing operational requirements and charitable commitments of the Charity. Minimum reserves are calculated on an annual basis.

Going concern

At the time of signing these accounts, the trustees have a reasonable expectation that, for a period of at least 12 months, the Charity can meet its financial obligations as they fall due. The government grants received means that the Charity has a strong cash position and careful monitoring of costs during the next year will ensure that the Charity remains liquid. As such the accounts have been prepared on a going concern basis.



Amelia MacPhearson ACA - Treasurer
21 January 2022

Independent examiner's report

Independent examiner's report to the Trustees of the Vicarage Park Community Centre

I report to the trustees on my examination of the accounts of the Vicarage Park Community Centre for the year ended 31 March 2021, which are set out on pages 6 to 12.

This report is made solely to the Charity's Trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity's Trustees as a body, for my work, for this report, or for the statement I have made.

Responsibilities and basis for report

As the Charity Trustees of the Vicarage Park Community Centre you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the ACT")

I report in respect of my examination of the Vicarage Park Community Centre's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

- accounting records were not kept in respect of the Vicarage Park Community Centre as required by section 130 of the Act; or
- the accounts do not accord with those records; or
- the accounts do not comply with the accounting requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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
- 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.

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.

Signed:



Name: Sandra Spindler (MAAT)
Association of Accounting Technicians

Address: Springend, Garstang Road East
Singleton,
Poulton le Fylde
FY6 7SX

21 January 2022



Income statement for the year ended 31 March 2021

	2021 £	2020 £
Income		
Rental Income	5,631	24,394
Bar Income	163	24,302
Donations	1,134	8,528
Grant income	22,071	24,000
Fundraising	598	8,039
Total Income	29,597	89,263
Cost of Sales		
Cost of bar sales	154	10,869
	154	10,869
Expenditure		
Management costs	4,445	10,798
Utilities	3,325	6,810
Rent and Rates	1,615	-
Fittings	-	637
Printing, Postage and Stationery	-	1,286
Repairs and Maintenance	390	1,838
Governance costs	578	1,225
Insurance	1,288	1,238
Depreciation	10,596	10,586
Cleaning	2,085	2,749
Other	1,580	2,252
Total Expenditure	25,902	39,419
Profit before tax	3,540	38,975

The notes on pages 10 to 12 form part of these financial statements.



Balance sheet at 31 March 2021

Company number	Note	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	16		145,152		154,548
			<u>145,152</u>		<u>154,548</u>
Current assets					
Cash at bank and in hand		30,674		21,259	
Stock		1,534		1,687	
		<u>32,208</u>		<u>22,946</u>	
Current Liabilities					
Trade creditors		310		671	
Deferred income		1,941		5,253	
		<u>2,251</u>		<u>5,924</u>	
Net assets			<u>175,109</u>		<u>171,570</u>
Capital and reserves					
General funds			171,569		132,595
Profit for the year			3,540		38,975
Total unrestricted funds			<u>175,109</u>		<u>171,570</u>

S. Welsh

Sarah Welsh - Chairman
21 January 2022

The financial statements were approved by the Board of Directors and authorised for issue on 21 January 2022.

Notes forming part of the financial statements for the year ended 31 March 2021

1. Accounting policies

The Vicarage Park Community Centre is a charity registered with the Charity Commission (charity number 1158292). The address of the registered office is given on the contents page and the nature of the charities operations and its principal activities are set out in the strategic report.

Basis of preparation

The financial statements have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice for accounting and reporting for Charities preparing their accounts in accordance with FRS 102, the Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland issued on 16 July 2014 and Bulletin 1 to the Charities SORP (FRS 102) and the Charities Act 2011.

The functional currency is £ sterling.

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

Fund accounting

General Funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. The Charity has no restricted funds.

Revenue recognition

Revenue is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the income receivable can be recognised reliably.

Rental income

Rental income is recognised at the point that the Community Centre is hired.

Bar income

Bar income is recognised at the point of sale.

Grant income

Grants, whether of a capital or revenue nature, are recognised when the charity has entitlement to the funds, any performance conditions have been met and it is probable that the income will be received.

Donations

Donations from individuals and other bodies are recognised when receivable.

Tangible Fixed Assets

Tangible fixed assets are measured at cost net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of the assets over their useful lives on the following basis:

Leasehold Improvements	5% - 7% straight line
Fixtures and Fittings	10% straight line

Assets under the course of construction

Assets under the course of construction comprise improvements to the Vicarage Park Community Centre which is held under leasehold from St Chad's Church. Assets under the course of construction are held at cost less any recognised impairment losses.

Assets under the course of construction are not depreciated.

Notes forming part of the financial statements for the year ended 31 March 2021

Stock

Stock comprises bar stock and is stated at the lower of cost and net realisable value. At each reporting date, an assessment is made for impairment.

Deferred Income

Deferred income comprises deposits for hall hire in future reporting periods.

Critical accounting estimates and areas of judgement

Estimates and judgements are continually evaluated and are based on historical experience and other factors. The Charity makes estimates and assumptions concerning the future. In the opinion of the Trustees, there are no critical accounting estimates or judgements.

1 Trustees' remuneration

No trustees received payment for their services during the year (last year: none).



Income statement for the year ended 31 March 2021

2 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Total
Cost or valuation			
At 1 April 2019	96,768	33,903	130,671
Additions	39,950	2,370	42,320
At 31 March 2020	136,718	36,273	172,991
Depreciation			
At 1 April 2019	4,845	3,012	7,857
Provision for year	6,877	3,709	10,586
At 31 March 2020	11,722	6,721	18,443
Net book value			
At 31 March 2020	124,996	29,552	154,548
At 31 March 2019	91,923	30,891	122,814
Cost or valuation			
At 1 April 2020	136,718	36,273	172,991
Additions	1,200	-	1,200
At 31 March 2021	137,918	36,273	174,191
Depreciation			
At 1 April 2020	11,722	6,721	18,443
Provision for year	6,887	3,709	10,595
At 31 March 2021	18,609	10,430	29,039
Net book value			
At 31 March 2021	119,309	25,843	145,152
At 31 March 2020	124,996	29,552	154,548