



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2020		31	12	2020

Section A Reference and administration details

Charity name The Meads Community Centre Trust

Other names charity is known by

Registered charity number (if any) 1160183

Charity's principal address The Meads Community Centre

Emerald Crescent

Sittingbourne, Kent

Postcode ME10 5JL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Keely Magee	Trustee		
2	Graeme Lloyd	Chair		
3	Emma Borthwick-Hunter	Secretary		
4	Fiona Evans	Treasurer		
5	Rebecca Falconer	Trustee		
6	Jenny Fowler	Trustee		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
------	-----------------------------------

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Volunteers, official positions elected by Trustees.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

<p>The objects of the CIO are;</p> <ol style="list-style-type: none"> 1. To build and run a thriving community building for the benefit of local residents in Sittingbourne and wider Swale to offer a range of services and experiences for users 2. To promote a greater awareness of issues related to the health and wellbeing of Swale residents 3. To encourage and enhance community cohesion and foster a sense of pride within the local area 4. To provide a wide range of learning opportunities for residents of all ages, promoting a culture of lifelong learning 5. To encourage more active citizenship and inspire a shared sense of collective responsibility for local, national and environmental issues 6. To inspire all generations to actively share their skills, resources, experiences and advice to support and educate each other 	
<p>The Trust opened a brand new Community Centre in November 2015, and has been operationally and financially successful since opening.</p> <p>The Trust operates the Community Centre on the Meads housing development of approximately 2000 dwellings housing a wide range of residents and the wider community of Sittingbourne, Kent.</p> <p>In the early part of 2020 the Community Centre has been used by a wide range of groups including baby massage, community choir group, toddler groups, coffee mornings, children’s dance classes, yoga, martial arts and a slimming club. This was paused for various points of 2020 due to COVID-19.</p> <p>The Centre is available to hire privately for family celebrations and we offer preferential rates for local residents.</p> <p>In addition to the hiring the out the Centre, the Trust supports fund raising and community cohesion events at key times in annual the calendar as well as quiz nights, however during 2020 none of these happened due to COVID-19.</p> <p>The Trust has been promoting health and wellbeing through attracting a variety of user groups including exercise groups, a slimming club, dance classes and yoga for all ages.</p> <p>In 2020 the Trustees focus was on keeping the community safe through safe continuation of groups when restrictions allowed. We provided a safe place for the community to begin some normal activities in a period of time of social isolation for many. The trust implemented COVID procedures at it’s own costs to ensure the safety of the community visiting the venue throughout 2020.</p> <p>The Trust continues to act as mentors for other local groups who seek guidance and advice to build and operate their own community centre in another area in Sittingbourne.</p>	

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

The Trust does not make grants.

The volunteering time is approximately 15 hours a week.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The Trust continues to take pride in operating a successful and respected Community Centre.

Among our normal activities and new initiatives our Centre has been used as a local polling station giving access for the community to vote.

We continue to support and host worthy causes, providing use of the Centre free of charge for example our coffee morning.

2020 saw many community centres close due to COVID-19 lockdown and restrictions. We operated for the first few months of 2020, supporting regular hirers to access the local community.

We continued to operate "Fee Free February" which is a campaign aimed at our regular hirers. The fees for use of the Centre in February are waived for the whole month of February. In return we ask our hirers to introduce their own way of paying back to their users. This can take the form of reduced fees, taster sessions or discount on purchases.

The trustees followed Government guidance and implemented safe return plans through 2020 to keep hirers and the community safe.

We implemented regular cleaning and kept clear communication running with hirers to ensure guidance was being followed.

Over 2020 the Trust has developed a new website for use with the community to find out more about the activities on offer. This will launch in 2021.

To support our regular hirers, trustees plan to implement a period of free fees to help them build back their small businesses and in turn support the community to begin to access in 2021. This will be planned in the early part of 2021.

Section E

Financial review

Brief statement of the charity's policy on reserves

The Trust has built up its required level of reserves of £20,000. These will be used as a contingency for regular renewal of equipment. Any funds above this amount will be used to reinvest in improving the Centre.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Graeme Lloyd	Fiona Evans
Full name(s)	Graeme Lloyd	Fiona Evans
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	21/07/2021	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Meads Community Centre Trust

1160183

Receipts and payments accounts

CC16a

For the period from	01/01/2020	To	31/12/2020
------------------------	------------	----	------------

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	10,000	-	-	10,000	-
Hire of Hall	5,181	-	-	5,181	15,565
Rent	2,250	-	-	2,250	7,500
Courses	-	-	-	-	130
Interest	20	-	-	20	46
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	17,451	-	-	17,451	23,241
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	17,451	-	-	17,451	23,241
A3 Payments					
Equipment	550	-	-	550	660
Utilities	4,030	-	-	4,030	6,507
Insurance	403	-	-	403	391
Website fees	36	-	-	36	-
Professional fees	778	-	-	778	583
Repairs & maintenance	5,937	-	-	5,937	2,559
Refreshments	12	-	-	12	-
Cleaning	381	-	-	381	4,785
Gifts	41	-	-	41	102
Administration	1,678	-	-	1,678	3,674
Miscellaneous	338	-	-	338	137
	-	-	-	-	-
	-	-	-	-	-
Sub total	13,422	-	-	13,422	19,398
A4 Asset and investment purchases, (see table)					
Purchase of fixed assets	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	13,422	-	-	13,422	19,398
Net of receipts/(payments)	4,029	-	-	4,029	3,843
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	47,579	-	-	47,579	43,736
Cash funds this year end	51,608	-	-	51,608	47,579

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current account	29,030	-	-
	Deposit account	22,578		
	Petty cash	-	-	-
		-	-	-
	Total cash funds	51,608	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Alarm system	Unrestricted	-	-
	PA system	Unrestricted	-	-
	Play equipment	Unrestricted	-	-
	Defibrillator	Unrestricted	-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Graeme Lloyd		
		Fiona Evans		
		Rebecca Falconer		