



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	01	2021		31	12	2021

Section A

Reference and administration details

Charity name

The Meadows Community Centre Trust

Other names charity is known by

Registered charity number (if any)

1160183

Charity's principal address

The Meadows 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	Graeme Lloyd	Chair		
2	Emma Borthwick-Hunter	Secretary		
3	Fiona Evans	Treasurer		
4	Jen Flower	Trustee		
5	Rebecca Falconer	Trustee		
6	Keely Magee	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)

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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.

The Trusts' policies were reviewed and updated during the year.

The major risks continue to be the high energy costs and the to a lesser extent Covid.

There are no third party relationships within the charity or its suppliers.

Section C Objectives and activities

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

The objects of the CIO are;

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

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

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

The Trust opened a brand new Community Centre in November 2015, and has been operationally and financially successful since opening.

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.

In the early part of 2021 the Community Centre has been used by a wide range of groups including baby massage, toddler groups, coffee mornings, children's dance classes, yoga, martial arts and a slimming club. This was paused for various points of 2021 due to COVID-19.

The Centre is available to hire privately for family celebrations and we offer preferential rates for local residents.

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 2021 none of these happened due to COVID-19.

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.

The trust continued with its COVID procedures at its own costs to ensure the safety of the community visiting the venue throughout 2021.

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.

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 support our regular community groups and continued to operate "Fee Free February" which is a campaign aimed at our regular hirers. Due to the Covid restrictions this offer was made in August. 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 2021 to keep hirers and the community safe. We implemented regular cleaning and kept clear communication running with hirers to ensure guidance was being followed.

Trust has launched its new website in 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)		
Full name(s)	Graeme Lloyd	Fiona Evans
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	24/09/2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

The Meads Community Centre Trust

1160183

Receipts and payments accounts

CC16a

For the period
from

01/01/2021

To

31/12/2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	1,000	-	-	1,000	10,000
Hire of Hall	6,338	-	-	6,338	5,181
Rent	4,200	-	-	4,200	2,250
Interest	2	-	-	2	20
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	11,540	-	-	11,540	17,451
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	11,540	-	-	11,540	17,451
A3 Payments					
Equipment	-	-	-	-	550
Utilities	988	-	-	988	4,030
Insurance	403	-	-	403	403
Website fees	50	-	-	50	36
Professional fees	747	-	-	747	778
Repairs & maintenance	7,067	-	-	7,067	5,937
Refreshments	-	-	-	-	12
Cleaning	861	-	-	861	381
Gifts	114	-	-	114	41
Administration	2,015	-	-	2,015	1,678
Miscellaneous	-	-	-	-	338
	-	-	-	-	-
Sub total	10,523	-	-	10,523	13,422
A4 Asset and investment purchases, (see table)					
Purchase of fixed assets	438	-	-	438	-
	-	-	-	-	-
Sub total	438	-	-	438	-
Total payments	10,961	-	-	10,961	13,422
Net of receipts/(payments)	579	-	-	579	4,029
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	51,608	-	-	51,608	47,579
Cash funds this year end	52,187	-	-	52,187	51,608

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	29,607	-	-
	Deposit account	22,580		
	Petty cash	-	-	-
		-	-	-
	Total cash funds	52,187	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Alarm system	Unrestricted	-	-
	PA system	Unrestricted	-	-
	Play equipment	Unrestricted	-	-
	Defibrillator	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature





Print Name	Date of approval
Graeme Lloyd	24/9/22
Fiona Evans	24/9/22
Rebecca Falconer	25/9/22