



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1<sup>st</sup> Feb 2021 Period start date To 31<sup>st</sup> Jan 2022 Period end date

Charity name: **St Marks Community Centre**

Charity registration number: **1160276**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To further or benefit the residents of the City of Bath and the neighbourhood</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>The St Marks Community Centre is used by charitable and volunteer interest groups. In addition, the centre is hired for private parties dance classes and local resident events. Eg Christmas celebrations, fetes, community ceilidhs, etc.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities as evidenced in the minutes of the trustee meetings.</b>

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>No grants have been given</b>
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	<b>The contribution made by the wider community to St Marks Community Centre has been invaluable. The trustees would like to thank all those who have given their time and resources throughout the year. In particular, the trustees would like to mention all those involved with the garden group.</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has continued to promote the centre as a venue for the widest range of social activities, including dance, theatre, music, exercise and yoga. However due to Covid this has been a difficult year for all at St Marks as well as our patrons. We welcome and thank Bathe &amp; North East Somerset Council for their support during this time</p> <p>The trustees continue to promote the use of public transport when visiting the centre. In addition, we continue to discourage drivers from idling their vehicle engines when dropping off or picking up from the centre.</p> <p>The trustees are committed to ensure that the building and garden are managed in such a way that it is available to benefit the whole community.</p> <p>The trustees continue to engage with all our Patrons to ensure that the resources of St Marks are shared equitably.</p> <p>The trustees continue to invest in the improvement and maintenance of the building. External stone repairs, tree management and internal decorations are ongoing to ensure that St Mark's remains 'fit for purpose'.</p> <p>The trustees once again have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives and in planning future activities.</p>

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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>Despite continued high maintenance expenditure, the accounts show a surplus for the year. However, because of Covid a significant amount of income has come from a hospitality grant rather than from hiring.</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>The trustees have identified the need (through quinquennial building inspections) for further repairs to the building and roof and therefore income and expenditure needs to be carefully managed so as to ensure the accounts remain in surplus.</b>
Amount of reserves held	Para 1.22	
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>None</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>The principle source of funds is through the letting of space to regular Patrons. In addition funds are supplemented by hiring the hall to occasional users. However due to Covid, our main source of income has been via the Banes hospitality grant</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>The charities policy is to earn maximum interest in a low risk environment eg Building Society account.</b>
A description of the principal risks facing the charity	Para 1.46	<b>St Marks Community Centre is housed in a deconsecrated Victorian church. The structure of the building is built of Bath Stone under a slate tile roof and is Grade 2 listed. The principle risk to the charity is ensuring that there are sufficient funds to enable the trustees to maintain the building that is fit for purpose; and in addition, to build a 'sink fund' for major roof repairs</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document ( <a href="#">trust deed</a> , <a href="#">royal charter</a> )	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g <a href="#">unincorporated association</a> , CIO)	Para 1.25	<b>Charitable Incorporated Organisation</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Trustees selected are based on a presentation of skills and commitment. so as to ensure trustees represent a cross section of stakeholders. It is desirable to have a balance of trustees representing users and residents.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<b>Prospective trustees are given a copy of the Charity Commission guidance notes Essential Trustee. Upon recruitment trustees are fully briefed on the workings and management structure.</b>
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p><b>The long term running of the centre is overseen by Trustees who meet a minimum of twice a year to discuss strategic issues, meet the requirements of the Charity Commission and ensure that the building and gardens remains an asset to the local community. This year the governing document was amended to ensure there is balance of trustees from patron groups.</b></p> <p><b>The day to day management communication is through email with patrons and other stakeholders by the management team. The team looks after the booking calendar, the immediate needs of the regular patrons and ensures that the centre remains available to the occasional user.</b></p>
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	St Marks Community Centre
Other name the charity uses	
Registered charity number	1160276
Charity's principal address	St Marks Community Centre, St Marks Rd, Bath, BA2 4PA

## 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	Christopher Jones	Chairman		
2	Alex Sykes	Treasurer		
3	Tanya Ross			
4	Helen Peter			
5	Ruth White			
6	Mike Reed			
7	Mark Lord			
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## Corporate trustees – names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Christopher Jones		
Alex Sykes		
Tanya Ross		
Helen Peter		
Ruth White		
Mike Reed		
Mark Lord		

## **Funds held as custodian trustees on behalf of others**

Description of the assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	None
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### **Additional information (optional)**

#### **Names and addresses of advisers (Optional information)**

<b>Type of adviser</b>	<b>Name</b>	<b>Address</b>

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

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## **Exemptions from disclosure**

Reason for non-disclosure of key personnel details

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## **Other optional information**


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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Christopher Jones	
Position (eg Secretary, Chair, etc)	Chairman	
Date	30 Jan 2021	

**St. Mark's Community Centre**

**Receipts and Payments Accounts**

**For the year ended 31 January 2022**



St Mark's Community Centre

1160276

## Receipts and payments accounts

CC16a

For the period  
from

01-Feb-21



To

31-Jan-22

### Section A Receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
<b>A1 Receipts</b>					
Income from Lettings	31,516	-	-	31,516	19,206
Income from Grants	19,114	-	-	19,114	12,368
Income from Donations	1,435	-	-	1,435	-
Income from Bookshelf	11	-	-	11	17
Interest Received	26	-	-	26	88
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>52,101</b>			<b>52,101</b>	<b>31,679</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>52,101</b>	<b>-</b>	<b>-</b>	<b>52,101</b>	<b>31,679</b>
<b>A3 Payments</b>					
Heat & Light	4,043	-	-	4,043	4,357
Rates & Water	1,042	-	-	1,042	559
Insurance & Inspections	5,524	-	-	5,524	5,843
Wi-Fi & Website	691	-	-	691	571
Cleaning	2,500	-	-	2,500	2,100
Repairs, Renewals & Electrical Work	9,209	-	-	9,209	4,596
Professional Fees	198	-	-	198	192
Sundries & Subscriptions	595	-	-	595	1,411
Biko Shed / Garden Club Expenses	114	-	-	114	211
Tree Maintenance	5,828	-	-	5,828	3,879
<b>Sub total</b>	<b>29,744</b>	<b>-</b>	<b>-</b>	<b>29,744</b>	<b>23,719</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>29,744</b>	<b>-</b>	<b>-</b>	<b>29,744</b>	<b>23,719</b>
<b>Net of receipts/(payments)</b>	<b>22,357</b>	<b>-</b>	<b>-</b>	<b>22,357</b>	<b>7,960</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>82,778</b>	<b>-</b>	<b>-</b>	<b>82,778</b>	<b>74,818</b>
<b>Cash funds this year end</b>	<b>105,135</b>	<b>-</b>	<b>-</b>	<b>105,135</b>	<b>82,778</b>

## 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 £
<b>B1 Cash funds</b>	Cash at Bank (Current acc)	8,095	-	-
	Cash at Bank (Deposit acc)	70,075	-	-
	Cash at Building Society	26,966	-	-
	<b>Total cash funds</b>	<b>105,136</b>		
	(agree balances with receipts and payments account(s))			
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	
		Christopher Jones	25.05.22	
		Ian Hargreaves	25.05.22	

## Independent examiner's report to the trustees of St Marks Community Centre

I report on the receipts and payments account of the Charity for the year ended 31 January 2022, which are set out on pages 1 and 2

### Respective responsibilities of trustees and examiner

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

It is my responsibility to:

1. examine the accounts under section 145 of the 2011 Act
2. to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
3. to state whether particular matters have come to my attention

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented 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 next statement.

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:

1. to keep accounting records in accordance with section 130 of the 2011 Act and
2. to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

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

*Matthew Porter*

Matthew Porter FCA  
Haines Watts  
Chartered Accountants  
Enterprise House  
Timbrell Street  
Trowbridge, BA14 8PL

16 June 2022

## **Independent examiner's report to the trustees of St Marks Community Centre**

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Haines Watts  
Chartered Accountants  
Enterprise House  
Tumbrell Street  
Trowbridge, BA14 8P1

16 June 2022