



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01 February 23 Period start date To 30 January 24 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 | To further or benefit the residents of the City of Bath and the neighbourhood |
| 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 | The St Marks Community Centre is used by charitable and volunteer interest groups and Acorns Pre-school. In addition, the centre is hired for private parties, dances and local resident events. Eg Christmas celebrations, fetes, community ceilidhs, |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | 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 trustee meetings |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | No grants have been given |
| Policy on social investment including program related investment | Para 1.38 | |
| Contribution made by volunteers | Para 1.38 | 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 community garden and the Widcombewest groups. |

| | | |
|-------|--|--|
| 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 and we have increased footfall again this year, leading to additional income. In addition, we are pleased that the centre is being used for family gatherings such as parties, anniversaries and celebrations. The trustees continue to promote the use of public transport when visiting the centre and 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. The trustees continue to engage with all our patrons to ensure that the resources of St Marks are shared equitably. The trustees continue to invest in the improvement and maintenance of the building and garden. External stone repairs, tree management and internal decorations are ongoing to ensure that St Mark's remains 'fit for purpose'. 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</p> |

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 | |
| | Para 1.41 | |

| | | |
|--|--|--|
| Investment performance against objectives | | |
| Other | | |

Financial Review

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period | Para 1.21 | This year expenditure on repairs and renewals were reduced but despite a significant increase in energy costs our accounts show a surplus for the year. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The trustees have identified the need (through the 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 for our 'sink fund' |
| Amount of reserves held | Para 1.22 | |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | N/A |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | None |

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 | The principal source of funds is through the hiring of rooms to regular community patrons. In addition funds are supplemented by hiring the hall to occasional users from outside of our geographic area. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | The charities policy is to earn maximum interest in a low risk environment eg Building Society account. |
| A description of the principal risks facing the charity | Para 1.46 | 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. Scoping exercises are now being undertaken to research costs for roof replacement and how this might fit with a larger refurbishment project. |
| Other | | |

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Constitution |
| How is the charity constituted? (e.g unincorporated association, CIO) | Para 1.25 | Charitable Incorporated Organisation |
| 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 | 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 patrons and residents. |

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 | 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 structures. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | <p>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 community garden remains an asset to local residents as well as our patrons.</p> <p>The day to day management communication is through email with patrons and other stakeholders by the trustee team. The team looks after the booking calendar, the immediate needs of the regular patrons and ensures that the centre remains available to the wider community.</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 | Ian Hargreaves | Treasurer | | |
| | 3 | Tanya Jackson | | | |
| | 4 | Helen Peter | | | |
| | 5 | Ruth White | | | |
| | 6 | Mike Read | | | |
| | 7 | Mark Lord | | | |
| | 8 | | | | |
| | 9 | | | | |
| | 10 | | | | |
| | 11 | | | | |
| | 12 | | | | |
| | 13 | | | | |
| | 14 | | | | |
| | 15 | | | | |
| | 16 | | | | |
| | 17 | | | | |
| | 18 | | | | |
| | 19 | | | | |
| | 20 | | | | |

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 | | |
| Tanya Jackson | | |
| Helen Peter | | |

| | | |
|-----------------------|--|--|
| Ruth White | | |
| Mike Read | | |
| Mark Lord | | |
| Ian Hargreaves | | |

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 | N/A |
| 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)

| Type of adviser | Name | Address |
|---|------|---------|
| | | |
| | | |
| | | |
| | | |
| Name of chief executive or names of senior staff members (Optional information) | | |
| | | |

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

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 31 Jan 2023

St. Mark's Community Centre

Receipts and Payments Accounts

For the year ended 31 January 2024

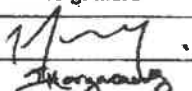
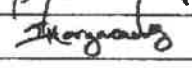


| | | | | |
|--------------------------------|-----------|---------|-----------|-------|
| St Mark's Community Centre | | 1160276 | | CC16a |
| Receipts and payments accounts | | | | |
| For the period from | 01-Feb-23 | To | 31-Jan-24 | |

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 £ |
|---|------------------------------------|----------------------------------|---------------------------------|-----------------------------|---------------------------|
| A1 Receipts | | | | | |
| Income from Lettings | 52,461 | - | - | 52,461 | 46,017 |
| Income from Grants | - | - | - | - | - |
| Income from Donations | 25 | - | - | 25 | 50 |
| Income from Bookshelf | 12 | - | - | 12 | 21 |
| Interest Received | 779 | - | - | 779 | 114 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 53,277 | - | - | 53,277 | 46,202 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 53,277 | - | - | 53,277 | 46,202 |
| A3 Payments | | | | | |
| Heat & Light | 8,531 | - | - | 8,531 | 5,549 |
| Rates & Water | 2,060 | - | - | 2,060 | 1,978 |
| Insurance & Inspections | 5,956 | - | - | 5,956 | 5,750 |
| Wi-Fi & Website | - | - | - | - | - |
| Cleaning | 7,470 | - | - | 7,470 | 3,513 |
| Repairs, Renewals & Electrical Work | 7,705 | - | - | 7,705 | 16,617 |
| Professional Fees | 216 | - | - | 216 | 204 |
| Sundries & Subscriptions | 2,646 | - | - | 2,646 | 1,227 |
| Bike Shed / Garden Club Expenses | 153 | - | - | 153 | 185 |
| Tree Maintenance | - | - | - | - | - |
| Waste | 463 | - | - | 463 | - |
| | - | - | - | - | - |
| Sub total | 35,199 | - | - | 35,199 | 35,024 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 35,199 | - | - | 35,199 | 35,024 |
| Net of receipts/(payments) | 18,078 | - | - | 18,078 | 11,178 |
| A5 Transfers between funds | | | | | |
| | - | - | - | - | - |
| A6 Cash funds last year end | 116,294 | - | - | 116,294 | 105,116 |
| Cash funds this year end | 134,372 | - | - | 134,372 | 116,294 |

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

| Category | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|---|---|------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds | Cash at Bank (Current acc) | 106,626 | - | - |
| | Cash at Bank (Deposit acc) | - | - | - |
| | Cash at Building Society | 27,747 | - | - |
| | Total cash funds | 134,372 | - | - |
| | (agree balances with receipts and payments account(s)) | | | |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | Details | | | |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| 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) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| 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 | |
| |  | Christopher Jones | 17 May 2024 | |
| |  | Ian Hargreaves | 17 May 2024 | |

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 2024, 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

17 May 2024

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

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(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

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

17 May 2024