

# WILSTEAD JUBILEE CENTRE

England & Wales · Charity number 1162106

## Details

---

**Status** Registered

**Legal form** CIO

**Registered** 2015-06-10

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** 125A Cotton End Road  
Wilstead  
Bedford  
Beds  
MK45 3DD

**Phone** 01234741701

**Email** [ericbenton@btinternet.com](mailto:ericbenton@btinternet.com)

## Activities

---

**Objects:** THE OBJECT OF THE CIO IS TO PROMOTE FOR THE BENEFIT OF THE INHABITANTS OF WILSHAMSTEAD, BEDFORD AND THE SURROUNDING AREA THE PROVISION OF FACILITIES FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL OR ECONOMICAL CIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITION OF LIFE OF THE SAID INHABITANTS.

**Activities:** (a) Provide facilities to support the playing of football and other sports on the Jubilee Field and MUGA;(b) Provide a focal point for village affairs, bringing the local community together;(c) Ensure a well maintained facility for the community;

## Classification

---

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Recreation
- **Who:** The General Public/mankind

## Geography

- Bedford

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£8,256	£9,473	-	-
2024-03-31	£9,054	£9,920	-	-
2023-03-31	£10,229	£11,514	-	-
2022-03-31	£13,267	£9,243	-	-
2021-03-31	£21,037	£6,863	-	-

## Trustees

Name	Role	Appointed
Patricia Northern	Chair	2023-06-28
DAVID THOMAS RIDDLE		2015-06-10
ERIC NORMAN BENTON		2015-06-10
Timothy Braybrook		2025-08-13

**WILSTEAD JUBILEE CENTRE**

England & Wales - Charity number 1162106

---

# Accounts

---

**Wilstead Jubilee Centre**  
**Annual General Meeting**  
**Wednesday 13<sup>th</sup> August 2025, 7.30pm**

**Attendees:** Eric Benton, Tim Wren, Patsy and Adrian Northern, Dave Riddle, Emily Woodley (Guides), Vicki Day (Brownies), Tim Braybrook, Emily Watson and Ashley Rick (Little Toes Nursery)

**Apologies:** Paul Jackson (Football Club)

Last year's minutes were taken as read.

**1. Chair's Report** - given by Trustee, Eric Benton

This year (April 2024 – End March 2025) the committee has been chaired by myself. I have been very active with keeping the accounts, organising bookings, invoices and payments and carrying out maintenance duties but the task has been made much easier by the regular bookings - Little Toes Nursery, the Scouts, Guides and Brownies and Football Club – representatives have their own keys to be able to open and close for themselves.

The Centre has continued to be cleaned every two weeks using a Cleaning Contractor who have not increased their fees in all the time we have been using them. However, as the cleaning of the main hall has been restricted by the full-time daily bookings for the Nursery we are looking for an alternative process going forward. This is in place for the new Financial Year.

Bookings from outside have been limited but, with the advent of the Nursery and regular evening bookings, only Friday evenings and the weekends have been freely available. This has meant that we are not dependent for income on outside bookings and will in the next year be a lot more self-sufficient.

We continue to hold a balance from grants provided by the Local Council/Government during the Covid Pandemic and our current funds are sufficient to cover foreseeable expenses.

Next year we shall have the financial benefit of a full year's income from Little Toes Nursery and Holiday Club and will be able to invest in maintaining and improving the premises.

The Nursery has requested and been granted permission to erect a fence to allow the children to play outside during good weather.

Servicing of fire alarms, emergency lighting and boiler has been carried out in line with required intervals but we are overdue in conducting the annual PAT test of all portable electrical devices.

Our high use of gas was a problem but we have learned how to heat the building only for the times and areas required.

Access to the bookings is available online to those who need to know.

In order to protect the Nursery equipment, when not in use, we have purchased some screens and propose a wall-to-wall curtain to hide the equipment from view.

The Borough Ward fund will cover half of this cost.

During the year we also came to an agreement with the Football Club concerning future bookings based upon the rates paid by (particularly Wixams Football Club) at other venues.

We will also need to continue to attract new hirers as the Jubilee Centre is a Wilstead Community facility.

When discussing the need for the wall-to-wall curtain earlier this year with the Parish Council, it was proposed to investigate an extension to the main hall and kitchen to create more storage space and an extended kitchen with better appliances and greater capacity. Hopefully this is a possibility within the next Financial Year.

## 2: **Treasurer's Report for the Year ended 31st March 2025**

We are indebted this year to Paul Jackson who has audited our accounts and found them to represent a "fair and true view of our transactions for the year".

During the year we slightly increased our annual loss (from £866 to £1217). This was mainly due to the excessive use of propane gas caused by overheating the changing room area of the Centre when it was not in use. This has now been corrected. In total our expense on Utilities increased by £858.

Bookings over the year increased by £941.

Bookings next year, which include a full-time Nursery and Holiday Club, should mean that we shall be able to hold our own, offset maintenance and utility expense and provide for improvements such as redecoration.

The Centre continues to be rarely used at weekends (other than by the Football Club) and we need to attract further bookings accordingly.

At the end of the year we had £16,672 in the bank and £20 in cash.

A copy of the Profit and Loss statement for the Financial Year 2024/25 follows at the end of these minutes.

There were no questions on the accounts.

## 3: **Election of Officers**

The following officers and members of the committee have been elected:

<b>Chair</b>	Patsy Northern
<b>Treasurer</b>	Eric Benton
<b>Booking Secretary</b>	Eric to continue to coordinate
<b>Secretary</b>	There were no volunteers at this time. Patsy and Eric to coordinate between them.
<b>Trustees</b>	Patsy Northern, Eric Benton, Dave Riddle, Tim Braybrook
<b>Charity commission principal contact:</b>	Eric Benton

Tim Wren agreed to remain a committee member.

## 4: **Maintenance Issues:**

Thanks to Tim Wren for fixing the excessive noise from the toilet cisterns throughout the building.

The wall-to-wall curtain was discussed and, to create room for it to be drawn back to the side of the cupboards in the main hall, the Nursery will move their equipment out of the way on the day of fitting.

## 5: **Football Club, Nursery and Other regular Users**

Paul Jackson has been liaising with other football clubs to hire out the pitches and changing rooms at a competitive rate. He was able to transfer £1000 to the Jubilee Centre from funds received.

#### **6: Any Other Business**

The Scouts had wanted to locate a 20ft container in the compound beside the Centre for storage of tents etc. However, the Parish council were not happy with this. Instead, they suggested an extension on the field side of hall, as indicated above in the Chairman's report, for storage of the Nursery equipment. This would create more capacity in the compound to erect a larger shed for the Scouts.

It was agreed that the Committee should meet on a quarterly basis in the future. It was suggested that a Tuesday evening (after Scouts/Cubs) would be a good time.

Wilstead Jubilee Centre  
Income and Expenditure Account

21-Apr-25

	12 Months Ended 31 March 2025			12 Months Ended 31 March 2024	
	£	£		£	£
<b>Income</b>			<b>Income</b>		
Wilstead Football Club	1,415.17		Wilstead Football Club	1,563.66	
Centre Hire - Other	6,531.25		Centre Hire - Other	5,590.00	
MUGA Hire	60.00		MUGA Hire	0.00	
Ward Fund Receipt	0.00		Ward Fund Receipt (LED batters)	1,650.00	
Parish Council Retainer	250.00		Parish Council Retainer	250.00	
Total Income		8,256.42	Total Income		9,053.66
<b>Expenditure</b>			<b>Expenditure</b>		
Stationery & postage			Stationery & postage		
Repairs & maintenance	1,000.23		Repairs & maintenance	814.3	
Gas, Electricity & Water	5,242.72		Gas, Electricity & Water	4,385.09	
Cleaning	2,260.52		Cleaning	1,708.99	
Insurance	535.16		Insurance	804.70	
Sundry	434.66		Sundry	601.98	
Ward Fund Payment Items			Ward Fund Payment Items	1,605.00	
Total Expenditure		-9,473.29	Total Expenditure		-9,920.06
Surplus of income over expenditure		<u>-1,216.87</u>	Surplus of income over expenditure		<u>-866.40</u>

	Mar-25		Mar-24
	£		£
<b>Schedule of Assets &amp; Liabilities</b>		<b>Schedule of Assets &amp; Liabilities</b>	
Bank	16,672.00	Bank	18,063.71
Cash	20.25	Cash	50.25
Prepaid Insurance & Gas	796.23	Prepaid Insurance & Gas	1,403.74
Prepaid cleaning materials	0.00	Prepaid cleaning materials	134.06
Early Booking	-2,772.50	Early Booking	-1,670.17
Deposits owed	-300.00	Deposits owed	-850.00
U/c Cheques, Liabilities	0.00	U/c Cheques, Liabilities	-50.00
Not yet in account + debtors	1,568.74	Not yet in account + debtors	120.00
	<u>15,984.72</u>		<u>17,201.59</u>
<b>Represented by</b>		<b>Represented by</b>	
Reserves b/fwd 1 Apr	17,201.59	Reserves b/fwd 1 Apr	18,067.99
Reserves for period	-1,216.87	Reserves for period	-866.40
Reserves c/fwd	<u>15,984.72</u>	Reserves c/fwd	<u>17,201.59</u>
Difference?	0.00		

**Suggested Audit Comment**

I have examined the books, vouchers and documents relating to Wilstead Jubilee Centre and in my view the above account gives a true and fair view of its transactions for the year ended 31st March 2025, and of the balances in hand at that date according to the best information and explanations given to me.

Signature

  
(P JACKSON)

Date 11/6/25

**WILSTEAD JUBILEE CENTRE**

England & Wales - Charity number 1162106

---

# Accounts

---

**Wilstead Jubilee  
Annual General Meeting  
Wednesday 5<sup>th</sup> June 2024, 7.30pm**

**Attendees:** Eric Benton, Tim Wren, Patsy and Adrian Northern, Dave Riddle, Adam Smith and Alex Jonas (Scouts), Emily Woodley and Hannah (Guides), Mark Wooding, Paul Jackson (Football Club), Tim Braybrook

**Apologies:** Ian Jones

Last year's minutes were taken as read.

**1. Chair's Report** - given by Trustee, Eric Benton

This year has been the first where the Jubilee Centre has been run by the Trustees without Jackie and David Lloyd who had contributed so much over the years since the Centre was opened. Ian Jones had agreed to chair the Management Committee for this year but has been very busy with work and been unable to attend some of our meetings. In his absence the committee has been chaired by myself. I have been very active with keeping the accounts, organising bookings, invoices and payments and carrying out maintenance duties. I am indebted to Tim Wren who has opened and closed the Centre most Tuesdays for our regular bookings.

The Centre has continued to be cleaned every two weeks using a Cleaning Contractor who have not increased their fees in all the time we have been using them.

Bookings have been regular, if not quite sufficient to provide enough income to put aside monies for major maintenance, such as redecorating. However, we continue to hold a balance from grants provided by the Local Council/Government during the Covid Pandemic, so we do currently have funds that can be used if needed.

Our regular users now include the Scouts, Cubs and Explorers (Monday and Tuesday evenings), Guides and Brownies (Thursday evenings) together with regular term time bookings for preschool children, Adult Pilates and Fostering help.

This year we have carried out a comprehensive fire risk assessment (paid for by the Parish Council) which highlighted a number of potential improvements. These have all been acted upon, including changes to the Booking Form to outline hirers' responsibilities.

Servicing of fire alarms, emergency lighting and boiler has been carried out in line with required intervals together with an annual PAT test of all portable electrical devices.

Our high use of gas continues to be of concern, but we have had the use of a young volunteer to adjust the heating and water turn-on/off times each week in line with bookings. Access to the bookings is now available online to those who need to know.

During the year we were successful in obtaining a £1650 grant from our local councillor's Ward Fund, which allowed us to purchase new LED battens to replace the old (double) fluorescent tubes in the main hall. This has been a great

improvement as the lights are brighter, turn on instantly, should last much longer and be much cheaper to run.

We have recently had the carpet and chairs deep cleaned as they had become very dirty in places.

For the next year it would be very useful if we could find additional assistance with opening and closing the Centre during the week as this falls mostly to Tim and I at present, but we are grateful to the regular users who have their own access to the keys and who keep the place very tidy.

We will also need to continue to attract new hirers and to come to an agreement with the Football Club concerning future bookings and payment.

## **2: Treasurer's Report for the Year Ended 31st March 2024**

This year we have reduced our losses by £418 as a result of reducing our expenditure by £2906 and despite a £403 reduction in income from the Football Club. Other bookings increased by £535. The main concern was a £1579 increase in Utility costs following the price increases that accompanied the Pandemic.

The loss for the year totalled £866 which is an improvement from £1284 last year and a major reduction from the annual £3k loss before the Pandemic.

If we can increase bookings further we should be able to hold our own and offset maintenance expense but with £18,064 in the bank at year end (following Covid grants) there is no immediate cause for concern.

Bookings so far this new financial year are holding up, but the Centre is rarely used at weekends (other than by the Football Club) and we need to attract further bookings accordingly - provided we have the resource to be able to open and close the Centre for new hirers.

We also need to resolve the loss of income from the Football Club. There is the potential to rent out the field and changing rooms to other teams in the area and this possibility is being pursued for the new Season.

In order to encourage new hirers the hourly rate of hire has not been increased from £15 for this financial year.

A copy of the Profit and Loss statement for the Financial Year 2023/24 follows on the final sheet.

The books have never been audited. Paul Jackson was suggested as a possible auditor.

## **3: Election of Officers**

The following officers and members of the committee have either been proposed or have agreed to continue for another year:

<b>Chair</b>	There were no volunteers at this time. EB to coordinate
<b>Treasurer</b>	Eric Benton (EB)
<b>Booking Secretary</b>	Bookings now online. EB to coordinate
<b>Secretary</b>	There were no volunteers at this time

**Charity commission principal contact:** Eric Benton

Tim Wren agreed to remain as a committee member. David Riddle, Ian Jones, Patsy Northern and Eric Benton to continue as trustees. Tim Braybrook volunteered to join the trustees.

Adrian agreed to help with opening up on weekdays where he can.

#### 4: **Maintenance Issues:**

The Guides offered their services in checking of paper towels and toilet rolls as part of the weekly maintenance.

Provision of a coat rack was suggested as desirable, plus a display board in the Main Hall.

Agreed to pursue the purchase of some small tables and chairs suitable for the Squirrels group (supervised by the Scouts).

Address the excessive noise emanating from the toilets when flushed in the Gents and changing rooms.

#### 5: **Football Club Arrangements**

The previous arrangement whereby the Football Club paid a £2,000 + one-off fee for the year is no longer viable due to the reduction in the number of Wilstead teams. Instead a per match rate of £45.95 (adults), £22.50 (under 18's), £10.20 (children) was quoted as the charges at Moor Lane (Used by Wixams FC).

Bedford Council charges are £54 including pitch, changing rooms and showers. Block bookings for both venues attract a 25% discount.

EB to continue the discussion with the club over what is most viable, bearing in mind that the club will continue to mark out pitches and provide the equipment.

In addition use by Wixams PC will be encouraged where there is no Wilstead match.

Paul Jackson to ensure that a regular schedule of matches is advised so that the water and heating can be regulated accordingly.

#### 6: **Any Other Business**

It was agreed to allow the Scouts to locate a 20ft container in the compound beside the Centre for storage of tents etc. Care will be needed on installation to avoid

damage to the fence and gas storage tank. EB to check with Borough Planning over any planning permission required.

It was agreed to purchase a SIM card that can be used for bookings so as to move away from using a personal mobile number.

There has been no progress on the proposal to use the centre as a café.

Advice is required on arrangements to prevent the danger of Legionella disease now that the water is not heated as regularly for the Football Club.

The poor state of the dog bins and low barrier alongside Jubilee Way is to be reported to the Parish Council.

Meeting ended at 8.40 pm.

Wilstead Jubilee Centre  
Income and Expenditure Account

8-Apr-24

	12 Months Ended 31 March 2024			12 Months Ended 31 March 2023	
	£	£		£	£
<b>Income</b>			<b>Income</b>		
Wilstead Football Club	1,563.66		Wilstead Football Club	1,966.67	
Centre Hire - Other	5,590.00		Centre Hire - Other	5,055.15	
MUGA Hire	0.00		MUGA Hire	40.00	
Ward Fund Receipt (LED battens)	1,650.00		Ward Fund Receipt (Shutters)	2,917.54	
Parish Council Retainer	<u>250.00</u>		Parish Council Retainer	<u>250.00</u>	
Total Income		9,053.66	Total Income		10,229.36
<b>Expenditure</b>			<b>Expenditure</b>		
Stationery & postage			Stationery & postage	0.00	
Repairs & maintenance	814.30		Repairs & maintenance	3,119.46	
Gas, Electricity & Water	4,385.09		Gas, Electricity & Water	2,806.37	
Cleaning	1,708.99		Cleaning	1,268.00	
Insurance	804.70		Insurance	804.70	
Sundry	601.98		Sundry	597.55	
Ward Fund Payment Items	<u>1,605.00</u>		Ward Fund Payment (Shutters)	<u>2917.54</u>	
Total Expenditure		-9,920.06	Total Expenditure		-11,513.62
Surplus of income over expenditure		<u>-866.40</u>	Surplus of income over expenditure		<u>-1,284.26</u>

	Mar-24			Mar-23	
	£			£	
<b>Schedule of Assets &amp; Liabilities</b>			<b>Schedule of Assets &amp; Liabilities</b>		
Bank	18,063.71		Bank	18,740.12	
Cash	50.25		Cash	19.25	
Prepaid Insurance & Gas	1,403.74		Prepaid Insurance & Gas	1,704.70	
Prepaid cleaning & materials	134.06		Prepaid Cleaning	52.00	
Early Booking Receipts	-1,670.17		Early Booking Receipts	-1,094.58	
Deposits owed	-850.00		Deposits owed	-700.00	
U/c Cheques, Liabilities	-50.00		Uncleared Cheques + Liabilities	-1,073.50	
Not yet in account + debtors	120.00		Not yet in account + debtors	420.00	
	<u>17,201.59</u>			<u>18,067.99</u>	
<b>Represented by</b>			<b>Represented by</b>		
Reserves b/fwd 1 Apr	18,067.99		Reserves b/fwd 1 Apr	19,352.25	
Reserves for period	<u>-866.40</u>		Reserves for period	<u>-1,284.26</u>	
Reserves c/fwd	<u>17,201.59</u>		Reserves c/fwd	<u>18,067.99</u>	

**WILSTEAD JUBILEE CENTRE**

England & Wales - Charity number 1162106

---

# Accounts

---

**Wilstead Jubilee  
Annual General Meeting  
Tuesday 23rd May 2023 8.00 pm**

**Attendees:** David Lloyd, Jackie Lloyd, Eric Benton, Tim Wren, Angela Fosbrook, Dave Fosbrook

**Apologies:** Jim Struthers, Ian Jones, Janice Benedickter

The Committee agreed last year's minutes and the Chair signed them.

## **1. Chair's Report**

The past year has seen a change in how the Jubilee Centre has been run for the benefit of its users and volunteers. We have enabled the main users to have their own key to open up for their evening activities. This has meant the volunteers have not had to open and close several evenings each week making life a bit easier.

The year started with a lot of promise with several long term hirers in the daytime as well as in the evenings. These included the NHS children's clinic each Monday and Socatots on a Tuesday as well as the regular evening clubs. These regular hirers along with the occasional party have enabled the Centre to be well used by the local community.

Again, we have had no luck in getting a Caretaker and had to rely on the support of the Committee and volunteers, which I am very grateful. However we made the decision to take on a professional cleaner to ensure the Jubilee Centre was kept in a clean and hygienic condition.

We have seen some signs of wear at the Centre and have had to have changes made to the electrical services as things have worn out. These included new PIR outside lights to assist in accessing the building. These have proved to be most helpful.

For some time it has been a struggle to open the front and side shutters. To alleviate the problem it was felt that electrically operated shutters should be installed. We were very fortunate to have been awarded funding from the Ward Fund to enable this work to be done.

As with most organisations we rely on the support of our committee and volunteers as well as the local community for which I must give my thanks. I am also thankful to our local Borough and Parish council for the support they provide, helping when things need doing.

As you already know I have come to the end of my tenure with the Jubilee Centre and will be stepping down at this meeting. I have been involved with the Centre from its inception back in 2007 with a small team getting things organised to have the Centre built. I hope that I have left things in good order and those that look after the Centre will find the guide notes helpful.

I wish the Committee and volunteers every success for the future and hope that the community will be able to enjoy these facilities for many years to come.

## **2: Treasurer's Report for the Year Ended 31st March 2023**

Eric thanked David and Jackie for all their hard work over the past years. Unfortunately there is no obvious replacement and hopefully someone will come forward. David Fosbrook also added his thanks on behalf of the village. Angela Fosbrook and Dave Riddle concurred. Eric would like to mark the occasion with a separate presentation.

Eric also thanked Tim for all he has done in opening and closing during the daytime.

In the 2021-2022 year we showed a surplus of income over expenditure of £4,024. This year we made a loss of £1,284. The difference is mainly down to the COVID grant of £9,295 received last year.

Taking COVID out of the comparison we have shown a significant improvement: Receipts are up £3,340 due to increased bookings. Expenditure is down by £647 despite a £522 increase in utility charges.

A significant investment in the year was to fit electric shutters over front and side doors, at a cost of £2,918, funded by the Ward Fund held by our Borough Councillor.

At the end of the year we had £18,740 in our account and £19 in cash.

Utility charges in the coming year are expected to be significantly higher (we have already paid over £2,000 this year) so it is recommended that we increase our hourly charge from £12.50 to £15 (£10 to £12.50 for regular village users) together with an increase of £440 on the annual charge to the Football Club. These increases need to be formally accepted at the AGM.

The proposal was approved and seconded, and carried.

The committee will actively look for someone to take over as building supervisor.

The signatures on the bank accounts have been changed, now only one signature is required, up to figure of £1000.

The meeting thanked Eric for all his hard work and efforts.

## **3: Booking Secretary Report**

As reported by the Chair there have been several long term bookings and the youth groups are self sufficient with regard to accessing the centre. This has alleviated the workload, however I feel a permanent caretaker/manager would be an asset to the centre and urge the committee to continue to look for this person.

I am stepping down this year after several years involvement with the Jubilee Centre and wish the new committee every success. My thanks go to the previous committee for their professional approach to running the centre and their hard work.

#### **4: Football Club Chairman's Report 2022/23**

2022/23 saw us increase our playing teams by 1; with 6 youth and 1 adult team enjoying a full season. I would like to congratulate all the managers, coaches and volunteers for making sure football remained our main focus and that, despite challenging weather conditions across December and January, all members of Wilstead Football Club got to play a largely uninterrupted season.

In my first year as Chairman, I am conscious we again did not meet as often as we should have. It is however a testament to you all how efficient you are in running your teams and reaching out as and when help is needed.

Next year we will be losing a couple of the youth teams but are looking to return to running 2 adult teams again. At the moment our youngest team will be U13s and during the coming season we must look at how we can attract younger members to Wilstead Football Club again. Having been involved in Wilstead Football Club for 10 years, this will be the first season I can remember where we have had no teams in the age groups U8 to U12.

Paul Jackson and his U12 team enjoyed a very successful season, securing a league and cup double. Gary Nash started a second U12 team this year and has used his extensive coaching experience to develop those young players. These two teams are the next generation of Wilstead players coming through and both Paul and Gary need to be applauded for their efforts. Gary has also enjoyed a good season with his U15's, despite week-on-week challenges in getting a full team out. It is a testament to him, and those players turning out every week, that despite sometimes playing games with 9 or 10 players they have never given up. Well done Gary and thank you for all you do for Wilstead FC.

Ian Bell and Nick Kane have enjoyed differing seasons with their U16s. It is with regret that both Ian and Nick have decided to 'hang their coaching boots up', but completely understandable after years of service to Wilstead Youth football. You can both be incredibly proud of what you have done for the dozens of players over the years who, without your commitment, would not have been able to enjoy the great game every Saturday and Sunday. I heartfelt thanks from me and all at the club for everything you have done and achieved during your time with WFC.

Jim Staniforth has had a relatively successful final year as U18 manager, and it has been fantastic to see quite a few of his team play for and support the adult team. Seeing many of them transition so well to adult football is the sole reason we are able to look at running 2 adult teams next year. Not only has Jim taken his U18 but he still keeps us DBS checked and therefore on the right side of FA law. Thank you for all your years of service as a Youth team manager Jim but also for agreeing to continuing as club welfare officer, it is much appreciated.

Finally on the manager side Simon, our first team manager, has had another tough season not always able to field his strongest team and with results not always going our way. However, we have stabilized as an adult team and currently find ourselves in the right league. The adult team can rebuild from here and hopefully challenge for promotion next season.

I plan to continue as treasurer and Chairman for 2022/23. With my treasurer hat on, the reduction in teams next year will create some financial pressures and I will be looking to the support of the WFC committee for ideas on generating revenues outside of player match fees.

It was always going to be a challenging year, my first in charge, and I thank all the committee members for their support. There has, however, been a couple of events during the season which had the potential to give Wilstead Football Club an unwanted reputation. As a reminder to all players, managers, coaches and parents; respect for the game, its officials, your fellow players and their supporters MUST be a given and at the forefront of your mind every Saturday and Sunday when you turn up to play. We are an amateur sport which we participate in for enjoyment and that always has to be our priority.

I wish Wilstead football club the success it deserves for the coming season.

## 5: **Election of Officers**

The following officers and members of the committee have either been proposed or have agreed to continue for another year:

<b>Chair</b>	there were no volunteers at this time
<b>Treasurer</b>	Eric Benton
<b>Booking Secretary</b>	Janice Benedickter
<b>Secretary</b>	there were no volunteers at this time

## **Charity commission**

**principle contract** Ian Jones (as agreed at last committee meeting dated 21/3/23)

Tim Wren and David Riddle agreed to remain as committee members. Tim will consider becoming a Trustee.

**Date of 2024 AGM meeting : provisionally Tuesday 28th May 2024 at 8.00.**

.

Date of next committee meeting to be decided by Eric and Ian.

Meeting ended at 8.45 pm.

**Wilstead Jubilee Centre  
2022 / 2023 Final Account**

Income and Expenditure Account

**19-May-23**

	12 Months Ended	31 March 2023		12 Months Ended	31 March 2022
	£	£		£	£
<b>Income</b>			<b>Income</b>		
Wilstead Football Club	1,966.67		Wilstead Football Club	1,500.00	
Centre Hire - Other	5,055.15		Centre Hire - Other	2,397.13	
MUGA Hire	40.00		MUGA Hire	75.00	
COVID 19 Grants	0.00		COVID 19 Grants	9,295.00	
Ward Fund Receipt (Shutters)	2,917.54				
Parish Council Retainer	250.00				
	<hr/>			<hr/>	
Total Income		10,229.36	Total Income		13,267.13
<b>Expenditure</b>			<b>Expenditure</b>		
Stationery & postage	0.00		Stationery & postage	10.20	
Repairs & maintenance	3,119.46		Repairs & maintenance	3,925.74	
Gas, Electricity & Water	2,806.37		Gas, Electricity & Water	2,284.34	
Cleaning	1,268.00		Cleaning	2,165.93	
Insurance	804.70		Insurance	814.30	
Sundry	597.55		Sundry	42.49	
Ward Fund Payment (Shutters)	2,917.54				
	<hr/>			<hr/>	
Total Expenditure		-11,513.62	Total Expenditure		-9,243.00
Surplus of income over expenditure		<hr/> <u>-1,284.26</u>	Surplus of income over expenditure		<hr/> <u>4,024.13</u>

	Mar-23		Mar-22
	£		£
<b>Schedule of Assets &amp; Liabilities</b>		<b>Schedule of Assets &amp; Liabilities</b>	
Bank	18,740.12	Bank	20,499.00
Cash	19.25	Cash	42.23
Prepaid Insurance & Gas	1,704.70	Prepaid Insurance	0.00
Prepaid Income WFC	-733.33	Prepaid Income WFC	-500.00
Early Booking Receipts	-286.25	Early Booking Receipts	0.00
Deposits owed	-700.00	Deposits owed	-350.00
Uncleared Cheques + Liabilities	-1,073.50	Uncleared Cheques + Liabilities	-338.98
Not yet in account + debtors	345.00	Not yet in account + debtors	0.00
Prepaid Cleaning	52.00	Accrual for gas/electricity/water	0.00
	<hr/>		<hr/>
	18,067.99		19,352.25
<b>Represented by</b>		<b>Represented by</b>	
Reserves b/fwd 1 Apr	19,352.25	Reserves b/fwd 1 Apr	15,328.12
Reserves for period	<hr/> <u>-1,284.26</u>	Reserves for period	<hr/> <u>4,024.13</u>
Reserves c/fwd	<hr/> <u>18,067.99</u>	Reserves c/fwd	<hr/> <u>19,352.25</u>

**WILSTEAD JUBILEE CENTRE**

England & Wales - Charity number 1162106

---

# Accounts

---

**Wilstead Jubilee  
Annual General Meeting  
Tuesday 24th May 2022 8.00 pm**

**Attendees:**

David Lloyd, Eric Benton, Jackie Lloyd, Dave Riddle, Ian Jones, Tim Wren, Emily Woodley, Hannah Robbins

**Apologies:** Jim Struthers, Matthew Bake, Angel Fosbrook, Dave Fosbrook and Nigel Jacobs

The Committee agreed last year's minutes and the Chair signed them.

**1: Chairman's Report**

The past year has been one of change with recovering from the regulated format of mixing with people and making sure the spread of covid was minimised.

During the first part of the year the hall was not used and it was not until June that things returned to some form of normality, albeit with some restrictions.

We have been fortunate this year due to the Centre being used by our regular supporters, the Wilstead Football Club and more recently by our local Brownies, Girl Guides and Scouts groups each week in term time as well as having the support of the local Evangelical Church Youth group, who also use the Centre weekly and in the summer break.

Other organisations have also used the Centre at various times. These groups have included the local netball team for training and the village players for rehearsals.

The Centre is being used in the daytime for a child and parent exercise class and the NHS mother and baby clinic. There have also been several parties.

We have been approached by Bedford Borough Council to use the Centre as part of their adult training scheme for a Pilatés class, as yet this has not come to fruition.

The Centre is now over ten years old and is in need of some external maintenance to help protect the building from the elements. The fascia boards are in need of a coat of paint as well as the compound fence needing a protective coating.

We are currently in the process of seeking funding to provide electric shutters on the doors to the Centre. This will simplify the opening and closing of the Centre and enable most people to manage access to the building.

As mentioned last year, we are still struggling to get a Caretaker for the Centre and have taken on a professional cleaner to make sure the Centre is kept in tip-top condition.

The lack of a Caretaker has meant that the trustees and volunteer have taken on the role of opening and closing the Centre, and carrying out the necessary regular safety checks and I am thankful for their support.

I must also thank Bedford Borough and Wilstead Parish Councils for their support, enabling the Centre to carry on through a difficult past two years.

Back in 2007 the Parish Council made the decision to replace the old pavilion with a new one, this is the time I became involved with the project. Having spent the last fifteen years associated with the Jubilee Centre I have decided to step down at next years AGM.

## **2: Treasurer's Report for the Year Ended 31st March 2022**

We received another (smaller) Covid 19 grant in the last Financial Year. This helped balance the reduced income (still reduced by Covid) and meant that we ended the year just over £4,000 better off. Without the grant we should have made a loss of £5,271. However, the grant did allow us to arrange some expensive electrical repair and maintenance work (£1,027) and have the MUGA power washed to remove accumulated moss (£675).

We ceased using a caretaker during the previous year and are indebted to the trustees who have opened and shut the Centre for hirers, particularly David and Jackie Lloyd, without whom we should be hard pressed to continue.

Our regular bookings (Scouts, Guides, Brownies, Evangelical Church and Socratots Children's Club) have also helped to boost income. As a result and given a full year, bookings will be better than they have ever been although we shall still not be able to make a profit to allow us to be self-sustaining without help from the Parish Council or a substantial contribution from the Football Club.

That's for the future, because our current balance of assets stands at £19,352 which buys us time to seek ways of increasing the income in the future.

Again, the year ended with a delivery of Calor gas but this will be accounted for in next year's accounts as very little will have been used in the 21/22 Financial Year.

Detailed accounts are shown at the end of the minutes.

## **3: Booking Secretary Report**

Matt Baker of the Wilstead Evangelical Church) Youth Club asked me to thank the Committee for all the hard work we do in providing such a good hall for the village.

Also Hannah and Emily of Wilstead Guides said how much the youngers enjoyed using the Jubilee Centre and how they appreciated having the space outside to use.

This has been a busy year for me and the lack of a caretaker has made more work. The youth groups who use the centre have made it worthwhile, as well as the clinic run by the NHS. This follows the ethos of the Jubilee Centre, which is to be a centre for the community.

There have been five parties this year and another one booked for the end of the year.

This will be my last year on the committee, and as secretary and booking secretary. It is time to hand the reins over to a younger person, more in touch with the modern world and with more energy.

#### **4: Football Club Chairman's Report**

A full season played with the shadow on Covid hanging over us, is, in itself, an achievement so I would like to congratulate all managers, coaches and volunteers for making sure the football was the main focus and that all members of Wilstead Football Club got to play a largely uninterrupted season.

We did not meet as often as we should have and for this I apologise but it is testament to you all how efficient you are in running your teams and reaching out as and when you need to.

Having lost a three of teams this year, two at youth and one at senior level then it wasn't the start we had hoped for but with 5 youth and 1 senior the club was still in a healthy position to compete at different age levels.

Paul and the U11's are the next generation coming through, well done Paul for taking on the mantle and allowing the kids the opportunity. Gary Nash having been a coach for many years and with Level 3 under his belt, is the person who's knowledge must be tapped into more often and who will, I am sure, act as bridge for getting more kids playing football at Wilstead, well done on your U14's. Ian Bell, whilst not the easiest of seasons with U15's on a Saturday, your enthusiasm to continue has not diminished and you should be proud of where you got the team so far and even better that the journey has not yet finished.

Nick has undoubtedly had the strongest season with 2nd place in the league and a cup final, narrowly missing out after penalties, congratulations Nick on a competitive season and I hope you go one better next year. Jim Staniforth, not only has taken his team up to U18's but still keeps us DBS checked and therefore on the right side of FA law. Thank you for continuing in both roles Jim, it is much appreciated. Finally on the manager side Simon has had a tough season with player availability but always finds a positive even on the darkest of Saturday's, if enthusiasm got prizes in football you would win every year! Keep the faith Simon. I would like to extend huge thanks to Ian Jones as our treasurer for all of his financial and also day-to-day and match day support and, assuming nothing has changed, I wish him the very best of luck in the new role as Chairman for the upcoming season.

Finally it has been a pleasure to be Chairman for these last 19 years and overall my 34th year involved with Wilstead FC. I have been lucky enough to see Wilstead grow as a club, to have youth football and new club facilities has been the greatest achievement under my tenure and none of this would have been possible without great support over the years by so many wonderful people. As the saying goes 'The strength of the team is each individual member. The strength of each member is the team!'

I wish Wilstead football club the success it deserves and thank you all for your support you have given to me and the club over the many years we have served together.

James Struthers

## 5: Election of Officers

There being no nominations or changes the Committee and Trustees remain the same for the forthcoming year.

**Date of 2023 AGM meeting** : Tuesday 23rd May 2023 at 8.00.

**Meeting closed** There was a brief committee meeting held after the AGM to discuss the date of the next meeting. (**Tuesday 28th June**) Ian unavailable.

### Action Points:

**David** is seeking funding to provide electric shutters on side and front door. There is possibly 2k from Ward Fund and a quote for electrics is to come early next week. The remainder to be funded elsewhere. The Committee to research other funding sources.

Grass in compound needs cutting again, so **David** to ask Nigel Jacobs to with this. Mark Brooks been asked for scrapings to go around tank and **Eric** to speak to him.

Mick Sexton has offered ground membrane. **Jackie** to speak to him.

**David** to enquire of decorators to provide quotes for painting of soffits and fence round the compound.

Grass cutting every two weeks except July and August when its 3 weeks. **Ian** to ask Eric for mowing schedule.

Still looking for a caretaker. Hopefully regular hirers could eventually have keys. **Jackie** to write item for Wixams newsletter looking for caretaker.

**David** to enquire about obtaining an Energy Certificate. Once received we can apply for grants. Certificate would have a cost.

**Jackie** to write item for Wilstead Newsletter with details of AGM and again asking for new caretaker. Also to say Chair and Secretary will be required in mid-2023.

**Tim and David** to check out vibrating cisterns.

**David** to source new hot water boiler in the kitchen.

**All:** Chairs still need to into outside shed.

Wilstead Jubilee Centre  
Income and Expenditure Account

	12 Months Ended 31 March 2022			12 Months Ended 31 March 2021	
	£	£		£	£
<b>Income</b>			<b>Income</b>		
Wilstead Football Club	1,500.00		Wilstead Football Club	688.89	
Centre Hire - Other	2,397.13		Centre Hire - Other	0.00	
MUGA Hire	75.00		MUGA Hire	0.00	
COVID 19 Grants	9,295.00		COVID 19 Grants	20,098.00	
			Parish Council Retainer	250.00	
<b>Total Income</b>		13,267.13	<b>Total Income</b>		21,036.89
<b>Expenditure</b>			<b>Expenditure</b>		
Stationery & postage	10.20		Stationery & postage	0.00	
Repairs & maintenance	3,925.74		Repairs & maintenance	1,556.05	
Gas, Electricity & Water	2,284.34		Gas, Electricity & Water	2,461.73	
Cleaning	2,165.93		Cleaning	2,263.37	
Insurance	814.30		Insurance	606.86	
Sundry	42.49		Sundry	-25.00	
<b>Total Expenditure</b>		-9,243.00	<b>Total Expenditure</b>		-6,863.01
<b>Surplus of income over expenditure</b>		<u>4,024.13</u>	<b>Surplus of income over expenditure</b>		<u>14,173.88</u>

	Mar-22		Mar-21
	£		£
<b>Schedule of Assets &amp; Liabilities</b>		<b>Schedule of Assets &amp; Liabilities</b>	
Bank	20,499.00	Bank	14,935.69
Cash	42.23	Cash	42.43
Prepaid Insurance	0.00	Prepaid Income WFC	0.00
Prepaid Income WFC	-500.00	Early Bookings	0.00
Early Booking Receipts	0.00	Deposits owed	-50.00
Deposits owed	-350.00	Uncleared Cheques + Liabilities	0.00
Uncleared Cheques + Liabilities	-338.98	Not yet in account + debtors	0.00
Not yet in account + debtors	0.00	Value of gas left in tank = litres	500.00
		Accrual for gas/electricity/water	-100.00
Accrual for gas/electricity/water	0.00		
	<u>19,352.25</u>		<u>15,328.12</u>
<b>Represented by</b>		<b>Represented by</b>	
Reserves b/fwd 1 Apr	15,328.12	Reserves b/fwd 1 Apr	1,154.23
Reserves for period	<u>4,024.13</u>	Reserves for period	<u>14,173.88</u>
Reserves c/fwd	<u>19,352.25</u>	Reserves c/fwd	<u>15,328.12</u>

**WILSTEAD JUBILEE CENTRE**

England & Wales - Charity number 1162106

---

# Accounts

---

**Wilstead Jubilee  
Annual General Meeting  
Tuesday 25th May 2021 8.00 pm**

**Attendees:**

David Lloyd, Eric Benton, Jackie Lloyd, Stan Shuter, Dave Riddle, Ian Jones, Tim Wren, Jim Struthers

**Apologies:** None

The Committee agreed last year's minutes and the Chair signed them

**1: Chairman's Report**

For the past year the Centre has been closed and unavailable for hire due to the COVID-19 pandemic. Apart from regular maintenance work carried out under the conditions set out by the Government.

The committee set in place a series of actions to ensure the safety of service personnel and others that would need to access the building, with safety notices, anti-bacterial cleansers and hand sanitisers. As well as the need for these steps the committee also set in motion activities that would ensure the property would remain safe, ready for when the facility became available for hire.

These steps included ensuring the water system was free from Legionella by invoking the risk assessment and ensuring the water was heated to an appropriate temperature (65 °C) and regular water flushing to stop stagnant water build-up. Other safety procedures have been followed with the fire appliances being tested along with the alarms. Electrical safety measures have been carried out including portable apparatus testing (PAT).

Work has been carried out to improve ventilation in the showers and changing rooms to help reduce the build-up of dampness in the air when in use.

We have been fortunate that Government, through the Local Authorities, have provided support for community halls and facilities. The Jubilee Centre has been in receipt of funding, which has enabled us to pay for the maintenance and service of the building, which we are grateful for in the absence of our regular supporters.

I have some optimism about the future as we have heard from some of our regular users who would, when the appropriate rules regulating the pandemic are dropped will be back, however I feel that the Jubilee room will need a coat of paint as the walls are heavily marked from the chairs.

Due to the pandemic we have had to release our Caretaker, who quite understood the reasons why. We will be getting a professional cleaning team in before we reopen to make sure the site is in a clean and sterile condition.

As with all local amenities we rely on the support of our local councils, both Borough and Parish as well as the volunteer committee and secretary. I would like to thank them all for their support over this past year and look forward to working with them over the next. A vote of thanks was given by attendees meeting to Jackie and David for their work throughout the year.

## **2: Treasurer's Report for the Year Ended 31st March 2021**

With no income from bookings at all during the year we would have been severely affected financially by Covid 19 without help from Government funding. We continued to employ our caretaker for some months and were still receiving bills for gas heating and electricity plus repairs and maintenance (servicing of security and fire alarms, heating and emergency lighting).

Grants totalled £20,098 over the year and resulted in a surplus over expenditure of £14,174.

We are left with only one deposit for bookings and have paid back all others. This was the first year for us paying the Parish Council for water used and a reserve of £100 has been taken against further water usage, now that the PC has agreed the correct rates for water not returned to the sewers.

The year ended with a delivery of Calor gas so we shall carry forward a credit for approx. 500 litres into next year for gas not used.

Detailed accounts are shown at the end of the minutes.

## **Chair thanked treasurer for his efforts in keeping the centre financially viable**

## **3: Booking Secretary Report**

Obviously there is very little to report for the past year, as there have been no bookings. However in my other role as support to the Chair, I have organised a carpet and upholstery clean, arranging for the MUGA to be pressure cleaned, and for a commercial cleaning company to carry out a full clean to the site to bring it up to as good as condition as possible, ready for hiring.

## **4: Football Club Chairman's Report**

It has been a year like no other with the pandemic causing a stop start scenario and incomplete football season's causing major issues throughout the football pyramid. However there does appear to be a light at the end of the tunnel and so we look forward to having as close as normal season starting late August this year

I would like to thank the Jubilee Centre committee for all their hard work in ensuring the changing rooms and the outside facilities are maintained and kept in such excellent condition. The humidity issue after showers should now be fixed with bigger extractor fans and they have secured the area

with CCTV and continue to support the football club whenever we have asked.

**5: Election of Officers**

There being no nominations or changes the Committee and Trustees remain the same for the forthcoming year.

**Date of 2022 AGM meeting :** Tuesday 24th May 2022 at 8.00.

**Meeting closed 8.45** There was a brief committee meeting held after the AGM.

Wilstead Jubilee Centre  
Income and Expenditure Account

	12 Months Ended 31 March 2021		12 Months Ended 31 March 2020	
	£	£	£	£
<b>Income</b>				
Wilstead Football Club	688.89		2,173.61	
Centre Hire - Other	0.00		2,820.60	
MUGA Hire	0.00		150.00	
COVID 19 Grants	20,098.00			
Parish Council Retainer	250.00			
<b>Total Income</b>		21,036.89		5,144.21
<b>Expenditure</b>				
Stationery & postage	0.00		20.89	
Repairs & maintenance	1,556.05		1,117.19	
Gas, Electricity & Water	2,461.73		2,493.11	
Cleaning	2,263.37		3,000.00	
Insurance	606.86		805.39	
Sundry	-25.00		70.76	
<b>Total Expenditure</b>		-6,863.01		-7,507.34
<b>Surplus of income over expenditure</b>		<u>14,173.88</u>		<u>-2,363.12</u>

	Mar-21	Mar-20
	£	£
<b>Schedule of Assets &amp; Liabilities</b>		
Bank	14,935.69	1,492.32
Cash	42.43	122.69
Prepaid Income WFC	0.00	-688.89
Early Bookings	0.00	-25.00
Deposits owed	-50.00	606.86
Uncleared Cheques + Liabilities	0.00	-300.00
Not yet in account + debtors	0.00	-300.00
Value of gas left in tank = litres	500.00	0.00
Accrual for gas/electricity/water	-100.00	557 346.26
		<u>-100.00</u>
	<u>15,328.12</u>	<u>1,154.24</u>
<b>Represented by</b>		
Reserves b/fwd 1 Apr	1,154.23	3,517.36
Reserves for period	<u>14,173.88</u>	<u>-2,363.12</u>
Reserves c/fwd	<u>15,328.12</u>	<u>1,154.23</u>