

## **NORTH DEAL COMMUNITY COMPANY CIO**

Charity Registration number 1163274

### REGISTERED ADDRESS

Golf Road Community Centre  
28 Golf Road, Deal Kent  
CT14 6PY  
tel 01304 239199  
email: [golfroadcentre@gmail.com](mailto:golfroadcentre@gmail.com)

### Trustees

Pam Fricker  
David Heard  
Frederick Wilson  
Gill Forward (appointed 23.01.24)

North Deal Community Company CIO  
Profit And Loss Account  
For the year ended 31 March 2024

		2024	2023
		£	£
Restricted Income	After School Club	0	3,300
	After School Jubilee	0	150
	Cost Of Living	1,600	0
	DTC Coronation	100	0
	Get Together Club	6,000	10,912
	Get Together Jubilee	0	350
	Warm Welcome	2,154	2,220
		9,854	16,932
Unrestricted Income	Fund raising 200 Club	0	44
	Fund raising - After School	81	804
	Fundraising - Get together	6,166	5,463
	GRC Cafe Fees	2,210	3,745
	GRC Donations & Gifts	915	583
	GRC FIT	2,609	2,540
	GRC Room Hire	46,729	40,564
	Murder Mystery	545	0
	Other Income/Lotteries	129	90
	Sales	678	688
		60,062	54,521
Skylight Cafe Income	Donation	250	0
	Sales	31,704	0
		31,954	0
<b>TOTAL INCOME</b>		<b>101,870</b>	<b>71453</b>
Restricted Expenditure	After School Club	-401	-3,960
	After School Jubilee	0	-150
	Coronation	-271	0
	Cost Of Living	-174	0
	Get Together Club	-5,962	-3,344
	Get Together Jubilee	0	-350
	Warm Welcome	-2,108	-2,220
		-8,916	-10,024
Unrestricted Exp Staff Costs	Salaries/Pension	-25,566	-22,958
	Staff expenses/DBS checks	-27	-166
		-25,593	-23,124
Unrestricted Exp - Operating	Accountancy & Support Costs	-2,229	-1,827
	Bad Debt	0	-100
	Cafe Expenses	-30	-607
	Cleaning	-10,805	-11,859
	Depreciation	-2,207	-3,160
	Electricity	-2,519	-3,407

	Equipment	-273	-384	
	Fund Raising - Murder Mystery	-359	0	
	Fundraising Costs - 200 Club	0	-25	
	Fundraising Costs - GTG	-4,851	-3,470	
	Gas	-1,751	-2,092	
	Gas/Elec/Water certs & Repairs	-2,560	0	
	Ground Maintenance	-2,116	-1,010	
	Health/Safety/Security	-4,297	-371	
	Insurance/Licence/PRS	-2,820	-1,910	
	Maintenance & Repairs	-592	-3,176	
	Office Supplies Postage	-47	-20	
	Other	-19	-73	
	Telephone and website	-774	-829	
	Waste	-1,426	-1,354	
	Water Rates	-625	-1,036	
		-40,298	-36,712	
Unrestricted Exp- Governance Cc	Accountancy/External Exam	-1,020	-810	
	Subscriptions	0	-50	
		-1,020	-860	
Skylight Cafe Expenses	Administration	-273	0	
	Card Reader Fee	-225	0	
	Depreciation	-144	0	
	Equipment	-739	0	
	Repair	-20	0	
	Staff Salary	-18,617	0	
	Stock	-9,408	0	
	Training	-24	0	
	Utilities	-2,380	0	
		-31,830	0	
<b>TOTAL EXPENDITURE</b>		<b>-107,657</b>	<b>-70,720</b>	
<b>Net (loss)/profit</b>		<b>-5,787</b>	<b>733</b>	
Investment Income	COIF Interest	3,325	3325	3325
		3,325		
<b>Net (loss)/surplus</b>		<b>-2,462</b>	<b>4,058</b>	

North Deal Community Company CIO  
Balance Sheet  
As at 31 March 2024

		2024	2023
		£	£
FA - land and buildings	Cost - b/fwd	850,000	850,000
FA - equip, fix & fittings	Cost - b/fwd	31,747	28,582
	Cost - additions	2,576	3,164
	Depn - b/fwd	-26,495	-23,335
	Depn - charge	-2,351	-3,160
		5,476	5,251
Investments	COIF - initial Investment	70,000	70,000
	Net gains (losses) on invest	54,703	44,211
		124,703	114,211
Debtors	Cafe Fees	0	138
	DTC grant warm welcome	0	384
	Ground Maintenance	540	983
	Prepayments	272	699
	Room Hire	6,056	4,283
		6,868	6,488
Bank	Cafe Cash	1,219	0
	Cheques to be banked	80	0
	Current account	9,712	13,401
	Petty cash	297	239
		11,308	13,640
		998,355	989,590
Creditors	Accountancy	-294	-234
	Accruals	-691	-208
	Booker	-483	0
	Centre Cleaning	0	-915
	East Kent Foods	-397	0
	External Examiner	-150	-150
	Pension Provider	-210	0
	Waste	-133	-116
		-2,358	-1,623
Net assets		<u>995,997</u>	<u>987,967</u>
Income & Exp account	Brought forward	23,756	19,698
	Net (loss)/surplus	-2,462	4,058
	Cyclical Maintenance Fund	53,444	48,947
	Extraordinary Maintenance	35,630	32,633
	General Reserve	35,629	32,631
	Golf Road Centre	850,000	850,000
		995,997	987,967
Total funds		<u>995,997</u>	<u>987,967</u>

**NOTES TO THE ACCOUNTS 2023-2024**

**Income**

The charity took over the running of the on site cafe from September 2023 and employed an additional two members of staff. The accounts show the revenue from cafe sales for seven months of the financial year.

Room hire figures increased on the previous year due to an increase in bookings and charges. Grant income remained strong with further funding for the Get Together project and funds for community projects to assist with the impact of inflation and fuel poverty.

**Expenditure**

Upgrades and repairs were required to ensure that the fire and safety current requirement was achieved. These expenses added approximately £4000 to the operating expenses for the year. Start up equipment expenses were incurred for the cafe opening and a new coffee machine was purchased during the year.

Both gas and electricity certification was carried out and repairs to the heating system added to the costs of this category of spend.

**Investments**

There was a net gain on the investment fund due to market improvement.

As of 31st March 2024 the mid market value of the investment funds was £124703



Section A

Independent Examiner's Report

Report to the trustees

Charity Name

NORTH DEAN COMMUNITY COMPANY CIO

On accounts for the year  
ended

31st March 2024

Charity no  
(if any)

1163274

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2024.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

15/9/24

Name:

VICTORIA MCCARTHY

Relevant professional  
qualification(s) or body  
(if any):

N/A

Address:

96 MONGHAM ROAD
DEAL
CT14 9PE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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# Trustees Annual Report 2023- 24

## Our Aims and objectives

### Purposes and Aims

Our charity's purposes as set out in the objects contained in our articles of association are to benefit the residents of North Deal and the neighbourhood by working with the residents, local authorities, voluntary and other organisations to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the aim of improving life for residents.

To do this, NDCC CIO aims to

- **Advance education:** We provide a venue for Kent Adult Education, the University of the Third Age (u3a) and other organisations to deliver formal and informal education courses for residents.
- **Provide recreation and leisure time opportunities:** We host a variety of independent groups and classes providing a range of activities including yoga, tai chi, dancing, singing and keep fit. In addition, we aim to continue to provide our own social club to tackle the problem of post-pandemic and social isolation within our local community.
- **Improve social welfare:** We support several self-help groups for local people and work in partnership with health and social care organisations and individuals providing services based in our community centre with a long-term view of ensuring a positive, healthy, inclusive, and productive environment. Our aims fully reflect the purposes that the charity was set up to further.

### Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This report looks at what we achieved and the outcomes of our work in the previous 12 months. The report also helps us ensure our aims, objectives and activities remain focused on our stated purposes. We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

### The focus of our work

Our main objectives for the year continue to be those that support projects which focus on improving the lives of our local community. The strategies we use to meet these objectives include:

- Ensuring the community centre remains open even when the centre is not cost effective



- Working in partnership with other agencies to ensure the widest range of services are available that best match the needs of our client population. Our Trustees have attended networking sessions which raise the awareness of our own centre but also gives us better understanding of what is available in the wider district.

### The quality of our work

We apply the best quality standards of service to all our hirers, users and customers. We value the contribution our volunteers make to maintaining excellent relationships with all.

### How our work delivers public benefit

All our charitable activities focus on improving the lives of the residents of North Deal and its neighbourhood and are undertaken to further our charitable purposes for the public benefit.

#### Who used and benefited from our services?

We have regular class sizes of up to 20 for fitness and health related exercise. Our café regularly has around 24 customers at lunchtime. The educational sessions have between six and 30 attendees. We also see that support groups are well attended, showing that there is help available when needed.

Through the 2023/24 winter months we participated in the local council's Warm Welcome initiative. This aimed to provide a warm, safe space for anyone in the local area to help save on the costs of heating and involved providing free tea and coffee and company for 3 hours on 3 afternoons a week.

We also received a grant from the local council to help residents in North Deal with the cost of living, and we used this to subsidise meals in our café. To avoid any judgement as to who may or may not need this help we discounted all meals, initially for 2 days each week, with an option for anyone to pay the full price if they chose.

Equal access to our services is an important issue for us. We are aware that many of the education and leisure activities within the centre are used by mainly white older adults and that we need to look at ways of attracting younger people and people from minority ethnic communities to the centre. We believe equal access to everything we do is vital to our success and that successful outcomes must be shared by all communities that use our community centre.

### Skylight Community Cafe

The Skylight Cafe is a community cafe based in our community centre. The cafe is run by a manager serving full English Breakfasts, 2/3-course Lunches and homemade snacks, cakes and savouries at very reasonable prices; it's open weekdays from 9.00 to 15.00.

## Our Trustees

David Heard, (appointed April 2021)  
Pam Fricker (appointed October 2022)  
Fred Wilson (appointed October 2022)  
Gill Forward (appointed January 2024)

## Financial Review

The financial results for the year ending 31 Mar 2024 showed that the budgeted deficit of £6208 was reduced to £4968. A combination of excellent Room Hire Income and funds generated by the Social Interaction "Get-Together Club" activities, together with an unexpected Grant from the National Grid resulted in an income level 9% above Budget. Non-recurring, though significant, costs relating to Building Maintenance totalled over £6000, without which a surplus would have been achieved.

An important financial change occurred in Sep 2023 when NDCC CIO took over, from East Kent College, the management of the successful (and key to our objectives) SKYLIGHT CAFE. Cafe Income provided a contribution to GRCC overheads of £2504 in FY23/24, meaning that the overall deficit for NDCC CIO was reduced to just £2464. The Cafe responsibility means an increase in Turnover from nearly £71,000 in FY 22/23 to a projected £130,000 in FY 24/25.

## Principal Funding Sources:

The main Income Stream is Room Hire (around three quarters), with Investment, Solar panel revenue and other fund-raising contributing to the well-being of the Centre. Grant funding normally contributes around 10% of Room Hire income and during this year, NDCC CIO received a Grant of £5000 from the National Grid and were grateful for the continuing support from Deal Town Council for the Get-Together Club.

## Reserves Policy

The Board of Trustees has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between:

- a minimum of three months running costs. This will enable the Charity to be able to respond to short-term fluctuations in the levels of funding and to have sufficient liquidity to meet short term liabilities.
- an optimum reserves level of nine months running costs to ensure that any services and projects undertaken can be sustained for a reasonable time.

If at any time the Treasurer has cause to believe that the policy will be breached, then it will be reported at the next Board of Trustees' meeting and corrective action agreed.

## Plans for Future Periods

The charity plans to continue the activities outlined above in the forthcoming years, and to develop new services to meet the needs of the community, subject to satisfactory funding arrangements.

The overall outcomes of our future plans will be that:

- More people will have a sense of improved individual wellbeing.
- More people who currently experience loneliness or social isolation will make new connections and be more integrated with their local community.
- More people will have increased access to employment, education, training and recovery.
- More people will have good mental and physical health – our services will focus on physical, psychological and social wellbeing.
- More people will have a positive experience of their local community centre.
- More people will be aware of the services available at the centre through improved communication and increased engagement.

## Structure, Governance and Management

### Governing Document

The organisation converted to a Foundation Charitable Incorporated Organisation on 26<sup>th</sup> November 2021. It was originally a charitable company limited by guarantee incorporated on 25<sup>th</sup> September 2006 and registered as a charity on 24<sup>th</sup> August 2015.

### Recruitment and Appointment of Trustees and Management Committee

#### 1. Trustees

(a) Apart from the first charity trustees, every appointed trustee is appointed for a term of two years by a resolution passed at a properly convened meeting of the charity trustees.

(b) In selecting individuals for appointment as appointed charity trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

#### 2. Management Committee

All but one (Centre Manager) of the members of the Management Committee give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the accounts.

### Trustee Induction and Training

New trustees receive an induction pack providing them with information about the charity, including the duties and obligations of trustees, the Memorandum and Articles, documents

which set out the operational framework for the charity, the current financial position as set out in the latest published accounts, and future plans and objectives. Additionally, new trustees are invited and encouraged to attend a short introductory training session to familiarise themselves with the charity and the context within which it operates.

To develop and maintain a broad skill mix, members of the Board of Trustees are requested to provide a list of their skills (and update it each year) and in the event of particular skills being lost due to retirements, a specific recruitment drive attempts to attract individuals with those skills to the Board.

#### Risk Management

A risk register has been established and is updated regularly. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

#### Organisational Structure

North Deal Community Company CIO has a Board of Trustees that meets bi-monthly and is responsible for the strategic direction and policy of the charity. As at March 2024 the Board has 4 Trustees from a variety of professional backgrounds relevant to the work of the charity. The community centre manager also attends Board meetings but has no voting rights. A member of our local council is also invited to attend but has no voting rights.

A scheme of delegation is in place and day to day responsibility for the management of the community centre rests with the Golf Road Community Centre Management Committee, which is a subcommittee of the Board and is Chaired by a Trustee. The subcommittee, along with the centre manager, has delegated responsibility for the day-to-day operational management of the Centre. The Chair of the subcommittee is responsible for the supervision of the staff team and ensuring that the team continue to develop their skills and working practices in line with good practice.

Signed:—



Date

25.09.2024