

Charity Registration No. 1164413

Company Registration No. CE005627 (England and Wales)

LEIGH PARK COMMUNITY CENTRE (WESTBURY)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr M Wilson Mr D Perry Mrs L Wilson Mr J Read	(Appointed 31 March 2020)
Charity number	1164413	
Company number	CE005627	
Registered office	Leigh Park Community Centre Leigh Park Way Westbury BA13 3FN	
Independent examiner	Bridge Accountancy Ltd Westfield House Bratton Road Westbury Wiltshire BA13 3EP	

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

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LEIGH PARK COMMUNITY CENTRE (WESTBURY)

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

Objectives of the Charity

- provision of a community centre for the benefit of the inhabitants of the Parish of Westbury and surrounding villages without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions
- Use of the community centre for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

Principal Activities in pursuit of Objectives

- The centre is in use every day of the week for a variety of activities including pre-school, play group, art group, quilting group, community events such as fun days and fetes, slimming groups and many keep fit groups.
- The centre is available for hire for private functions including children's parties, wedding receptions, funeral teas, social functions and fund raising events.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Financial review

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers where possible for maintenance of the centre, and we always try to use local trades when necessary. On average 10 hours of volunteer time are given each week to cover routine tasks such as organising events and maintenance. In addition, trustees give an average of 5 hours a month for meetings and as necessary hours in organising and running fund raising events.

2019/2020 Achievements

The Centre Manager works hard to make the hall attractive to potential users and measures its success by the range of users and the centre occupancy.

Occupancy is the number of sessions x rooms occupied compared with the maximum number of sessions x rooms available. In 2019 occupancy reached 19 Regular users providing 73.5 hours of activity per week.

Our greatest achievement was the setting up of a new preschool for 2 to 5year olds. The Preschool is open Monday to Friday 9am to 3pm term time only.

Due to the qualified staff required to run the preschool and a change in employment legislation, it also meant in 2019 we became an employer for 3 preschool staff, and 1 cleaner

Reserves Policy

The charity had £41.47 in its active saver account as unrestricted reserves at the year end. Although our aim is to have £5,000 at the end of year as reserves, this money was allocated to essential maintenance that was carried out. The trustees aim to continue contributing to the active saver account to get the balance back up to £5,000 as this cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. It is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure.

The Trustees are responsible for the maintenance of the community centre and from time to time this involves major works far in excess of cash reserves held. On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan). Such funds would be restricted. There are no restricted funds in hand.

Future Plans

The Trustees and Centre Manager are building a business plan and will be looking to source funding through community events, grants and funding and will be ongoing to ensure further community projects including the adjacent land to the side of the community centre building is developed, where we hope to include a community garden, eco-friendly shop and dedicated offices for hire to enable further community inclusion. We also desire to build a bigger pool of volunteers for events and maintenance

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is a company limited by guarantee.

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr M Wilson

Mr D Perry

Mrs L Wilson

Mr J Read

(Appointed 31 March 2020)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Governance

Leigh Park Community Centre was established by a Trust Deed with a 125 year lease. The lease is a full repairing lease which means that, although no rent is payable, the community centre trustee committee is responsible for keeping the building in a good state of repair.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity.

Four trustees have been elected to serve on the board of trustee.

In addition there is 1 Centre Manager, 3 Preschool Staff, 1 Cleaners and 1 keyholder.

Policies and Procedures

All policies and procedures are in place to help the Trustees exercise their duty of care to members, employees and users of the centre. The policies and procedures are available for viewing.

Hiring Agreement

Use of the community centre is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The community centre has a Premises Licence (including alcohol) and is registered with the local authority for small society lotteries. The centre is licensed by the Performing Right Society for live and recorded music.

Risk Management

Insurance

The community centre is insured with respect to property damage (buildings insurance) by Zurich Insurance (£500,000 cover). It is insured with the same company with respect to contents (up to £100,000) public liability (£5,000,000) employers' liability (£5,000,000) and legal assistance.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

- A building condition survey is undertaken at 5-year intervals and will be checked by a qualified surveyor if required.
- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is undertaken at 5-year intervals and will be checked by a qualified engineer if required.
- A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.
- Firefighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2020*

The company's current policy concerning the payment of trade creditors is to follow the CBI's Prompt Payers Code (copies are available from the CBI, Centre Point, 103 New Oxford Street, London WC1A 1DU).

The company's current policy concerning the payment of trade creditors is to:

- settle the terms of payment with suppliers when agreeing the terms of each transaction;
- ensure that suppliers are made aware of the terms of payment by inclusion of the relevant terms in contracts; and
- pay in accordance with the company's contractual and other legal obligations.

Trade creditors of the company at the year end were equivalent to XX day's purchases, based on the average daily amount invoiced by suppliers during the year.

The trustees report was approved by the Board of Trustees.

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Mr M Wilson

Trustee

Dated:

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF LEIGH PARK COMMUNITY CENTRE (WESTBURY)

I report to the trustees on my examination of the financial statements of Leigh Park Community Centre (Westbury) (the charity) for the year ended 31 December 2020.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Bridge Accountancy Ltd

Westfield House
Bratton Road
Westbury
Wiltshire
BA13 3EP

Dated: 1 March 2021

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	Unrestricted funds 2020 £	Unrestricted funds 2019 £
<u>Income and endowments from:</u>			
Donations and legacies	3	38,812	27,640
Charitable activities	4	1,934	812
Other trading activities	5	53,033	53,762
Investments	6	17	74
Other income	7	1,402	1,433
Total income		95,198	83,721
<u>Expenditure on:</u>			
Charitable activities	8	95,302	84,674
Net expenditure for the year/ Net movement in funds		(104)	(953)
Fund balances at 1 January 2020		32,176	33,129
Fund balances at 31 December 2020		32,072	32,176

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	13		4,672		800
Current assets					
Debtors	14	3,038		1,183	
Cash at bank and in hand		25,280		32,503	
		<u>28,318</u>		<u>33,686</u>	
Creditors: amounts falling due within one year	15	(918)		(2,310)	
Net current assets			27,400		31,376
Total assets less current liabilities			<u>32,072</u>		<u>32,176</u>
Income funds					
Unrestricted funds			32,072		32,176
			<u>32,072</u>		<u>32,176</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 1 March 2021

Trustee

Company Registration No. CE005627

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Charity information

Leigh Park Community Centre (Westbury) is a private company limited by guarantee incorporated in England and Wales. The registered office is Leigh Park Community Centre, Leigh Park Way, Westbury, BA13 3FN.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	33% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Grants received	32,903	26,754
Donated goods and services	2,288	292
Other	3,621	594
	<u> </u>	<u> </u>

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

4 Charitable activities

	Bouncy castle hire 2020 £	Catering 2020 £	Total 2020 £	Bouncy castle hire 2019 £	Catering 2019 £	Total 2019 £
Other income	250	1,684	1,934	750	62	812

5 Other trading activities

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Trading activity income: other	53,033	53,762

6 Investments

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Interest receivable	17	74

7 Other income

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Other income	1,402	1,433

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

8 Charitable activities

	Community centre 2020 £	Community centre 2019 £
Staff costs	26,693	29,671
Community centre and pre-school costs	40,870	22,959
	<u>67,563</u>	<u>52,630</u>
Grant funding of activities (see note 9)	1,755	12,524
Share of support costs (see note 10)	25,984	19,520
	<u>95,302</u>	<u>84,674</u>

9 Grants payable

	Community centre 2020 £	Community centre 2019 £
Grants to institutions:		
Grants to individuals	1,755	12,524
	<u>1,755</u>	<u>12,524</u>

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LEIGH PARK COMMUNITY CENTRE (WESTBURY)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

10 Support costs

	Support costs	Governance costs	2020	Support costs	Governance costs	2019
	£	£	£	£	£	£
Depreciation	1,809	-	1,809	393	-	393
Premises costs	16,442	-	16,442	7,270	-	7,270
Office costs	3,971	-	3,971	4,300	-	4,300
Subscriptions	1,099	-	1,099	658	-	658
Bank charges	506	-	506	4,590	-	4,590
Bad debts	260	-	260	943	-	943
Sundry expenses	305	-	305	332	-	332
Accountancy	1,592	-	1,592	1,034	-	1,034
	<u>25,984</u>	<u>-</u>	<u>25,984</u>	<u>19,520</u>	<u>-</u>	<u>19,520</u>
Analysed between						
Charitable activities	<u>25,984</u>	<u>-</u>	<u>25,984</u>	<u>19,520</u>	<u>-</u>	<u>19,520</u>

11 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

12 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	<u>4</u>	<u>2</u>
Employment costs	2020 £	2019 £
Wages and salaries	<u>26,693</u>	<u>29,671</u>

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

13 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 January 2020	1,193
Additions	5,681
	<u> </u>
At 31 December 2020	6,874
	<u> </u>
Depreciation and impairment	
At 1 January 2020	393
Depreciation charged in the year	1,809
	<u> </u>
At 31 December 2020	2,202
	<u> </u>
Carrying amount	
At 31 December 2020	4,672
	<u> </u>
At 31 December 2019	800
	<u> </u>

14 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	3,038	1,183
	<u> </u>	<u> </u>

15 Creditors: amounts falling due within one year

	2020 £	2019 £
Other creditors	918	2,310
	<u> </u>	<u> </u>

16 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).