

# **Crownway Community Centre CiO**

Charity number 1169056

## **Annual Report and Financial Statements for the year ending 31 March 2025**



Greater Merseyside Community  
Accountancy Service

# **Crownway Community Centre CiO**

## **Annual Report and Financial Statements for the year ending 31 March 2025**

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**Prepared by the Greater Merseyside Community Accountancy Service**

# Crownway Community Centre CiO

## Trustees' report

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The Trustees during the year were:

Name	Position	Dates
Mrs June Jones	Chairperson	
Mrs Helen Marina Fitzgerald	Treasurer	
Mrs Valerie Singleton		
Daniel Wakefield	Secretary	
Terry Maguire		resigned 17 Sept 24
Andrea Aspinall		Resigned 21 May 24
Karl Collier		Appointed 24 Mar 24 resigned 23 Sept 24
Lynda Garner		Appointed 18 Nov 24

### Method of appointment

Trustees are elected by the members at the AGM

### Principal address

Crownway Community Centre  
Crown Street  
Newton-Le-Willows  
Merseyside  
WA12 9DA

### Bankers

Lloyds TSB Bank plc  
Hardshaw Street  
St Helens  
WA10 1BQ

### Governing document

Charitable Incorporated Organisation - Foundation registered 6 September 2016

### Objects of the organisation

To further or benefit the residents of Earlestown and Newton-Le-Willows, St Helens, Merseyside and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power: to establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

### Independent examiner

on behalf of:

#### Greater Merseyside Community Accountancy Service

Beacon Building  
College Street  
St Helens  
WA10 1TF

# Crownway Community Centre CiO

## Trustees' report continued

### Chairpersons Annual General Meeting Report 2025

Good evening everyone. As Chair of the Management board I want to update you on the year ending March 2025.

Unfortunately last year we were unsuccessful in our bid to the National Lottery Community Fund for ongoing funding to help with sustainability. Since that time our Centre Coordinator has spent a large proportion of her time looking for other funding to help us sustain the Centre of the year dating 2024/25. Sources of income have included the following

Hemby Trust	£1500 (café)
Foyles Foundation	£7500 (Core Costs)
Postcode Neighbourhood fund	£25000 (Core Costs & projects)
Albert Hunt	£5000 (Core Costs)
Cheshire & Merseyside Cancer Alliance	£1055 (men's group)
PH Holt	£10,000 (Salary)
St Helens MBC	£250 (Garden)
Rainford Trust	£2000 (Projects)
Eleanor Rathbone	£3000 (Salary)
Big Lottery	£5675 & £9591.50 final payments and increases

Making a total of £70,571.50 which helps us to continue the vital work we provide for the local community.

I would like to take this opportunity to thank all our funders for the much needed funding we have received from them. These funds have helped in the running of the centre and enable us to continue with the various activities we provide for the community.

The Centre currently employs 4 staff and all are important to the running of the centre:

**Philomena**, who is the Centre Coordinator. Philomena has been here for 3 years now and continues to keep the centre running successfully.

The last 12 months have been challenging due to reduced funding streams, however Philomena has been able to successfully find funding stream which has allowed the centre to remain open.

Philomena continues to organise the Bric a Brac table, selling items donated to us and also 'homemade' items which our talented upcycling craft group have made. The Bric a Brac provides a regular amount of around £100 per month which helps towards the upkeep of the centre.

**Lydia** is very creative being able to use her talents to run a number of out of school activities for children. Lydia has also taken on a new role of supervising the Café and also continuing to recruit volunteers to come and help out in the café and centre. Lydia has embraced the role and the Café is providing various items to 'eat in' or 'take home'.

**Gordon**, our caretaker provides an important role, supporting Philomena, ensuring the rooms are ready for our centre users. He gives freely numerous extra hours as a volunteer in the centre which is so much appreciated. He checks the building to ensure the centre is in a good state of repair and is safe for our user groups. He also ensures the outside areas are kept clean and tidy and the centre is welcoming for visitors to the centre.

**Bob**, works every morning making sure the Centre is clean and tidy and ready for the groups who come into and use the centre facilities. He also supports Philomena in the running of the café to help keep us safe and ensure everywhere is a place where our visitors want to come to.

# **Crownway Community Centre CiO**

## **Trustees' report continued**

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Karen who was the Café Assistant for a number of years retired at the end of December 2024. Karen was a well like part of the team and was a loss to us. Due to funding restrictions it was decided at the time we were not able to recruit a café assistant. Lynda one of our committee members offered to come into the centre once per week to make food items for sale including savoury and sweet pies, cakes, soups and other food items. With Lynda's help and all our volunteers, the café These items are selling well and help to sustain the café.

**Volunteers** Over the year we had 21 Volunteers who help out in the Cafe. Without volunteers we would not be able to keep going. They give up their time freely and there services are invaluable. I want to take this opportunity to thank them so much for their support.

**Trustees** Our Trustees who are also volunteers and give their time freely, ensure the legal framework is running correctly and deal with any issues that occur within the centre. We currently have 5 trustees on the Management Board. June Jones - Chair, Helen Fitzgerald - Treasurer, Daniel Wakefield - Secretary, Val Singleton and Lynda Garner. We continue to advertise for new Trustees to ensure the Centres future. I want to take this opportunity to thank them for their time and support.

### **Current Threats to the business**

We do still have issues beyond our control which have an impact on the centre. The cost of fuel and utilities, staff moving on and finding it hard to recruit volunteers. Our main funders being The National Lottery Community Fund ends this year and we need source alternative funders for salaries. All these issues continue to have an impact on the Centre. Philomena continues try to find ways to make savings and continues to seek funding streams for the centre without which we would be unable to sustain the centre and to carry on with the invaluable work we do for the wider community. A number of funding streams are ending this year and to help us continue the work we do we need to source further funding streams which are always a challenge.

### **Community Centre usage**

Over the last 12 months our footfall attendances have totalled 23249 which is around a 3043 higher than last year. We have various groups using the centre which Philomena monitors and looks to fill any gaps available to ensure our centre runs at capacity which helps with filling gaps to funding.

### **Future**

We will continue to consult with local people and our service users to ensure we address their needs and wants within the Centre, asking them what they would like to see introduced at the centre. This will help us to provide the community with the services that are needed.

At the heart of our delivery, are the Community Centre and its service users along with the local community. We continue to invest in volunteers to offer them training and to help them to use their skills as a stepping stone to any possible progression to paid employment or our retired volunteers who want to 'give back' to the community and help with the running of our café and community centre as a whole.

### **Centre Anniversary**

The Centre was opened in October 2005 and is coming up to its 20<sup>th</sup> Anniversary. Over the coming months the Centre is hoping to celebrate our achievements of the past 20 years since we opened.

Finally I would like to thank you all for coming and for your invaluable support for the centre.

Thank you everyone.

# Crownway Community Centre CiO

## Trustees' report continued

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Crownway Community Centre continues to develop and provide a wide range of community-based activities and services for residents of Earlestown. We have continued to work with external organisations for the benefit of our community. In this year we received our last payment from the big lottery three-year funding, and disappointingly we were unsuccessful in our bid for further funding.

As the chair has stated in her report, I spent a great deal of time seeking funding from other sources. The best news was when the bid to the Postcode neighbourhood fund was successful for £25,000, followed by Foyles Foundation £7,500, Albert Hunt £5,000, PH Holt £10,000 and a total of £7,885 from other funders

### Activity

Over the past 12 months the centre recorded 23,249 visits and saw the 970 sessions of activity delivered by external organisations including:

- Moo Music
- Tai Chi
- Taekwondo
- Brownies
- Slimming World
- Sewing group
- Language revision
- Lace making
- AJ Lewis dance
- Spanish
- Baptist Church Bible Studies
- St Helens Wellbeing Walking Group
- Head, Health Heart Gentle exercise
- Councillors' surgery
- St Helens CAB
- Silver Swans
- Christian Fellowship
- Women's AGLOW

Crownway staff and volunteers have delivered the following:

- Computers Class with Gordon
- Ladies Friendship Group
- Over 60's social
- Upcycling Craft group
- Men's Social group
- Digital drop In

In the last twelve months we were pleased to welcome new organisations renting our meeting rooms some were occasional bookings and others have become regulars. Including Gradan Care, Golden smiths, truly Timeless and Always Antiques, and Advanced Solutions these together with our regular room rentals have increased our room rental income significantly.

# **Crownway Community Centre CiO**

## **Trustees' report continued**

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For the third time we hosted the Newton Flower Show and they have booked again for 2025.

We have worked closely with the Baptist Church and we shared two coach trips out in April and July to Llandudno and Lytham St Annes, this was a nice way for parishioners and centre users to get to know each other and following this we have more parishioners attending community centre activity. In June 2024 Women AGLOW started holding their monthly meetings at the centre instead of St Johns, we leave out information about What's on at the centre and they love to buy things from the Bric a Brac stall.

### **Volunteers**

As the Chair stated in her report volunteers continue to be the heart and foundation of the centre, this has been even more apparent this year after Karen retired and the café is now staffed by volunteers. Over this year we had 21 volunteers in the café, one volunteer who facilitates the men's group, one volunteer who facilitates the Over 60, s group, one volunteers who supports Gordon with Line dancing, one volunteer who looks after the garden and one volunteer who attends every Thursday to offer Digital drop-in service.

### **Café**

Karen Wainwright who has worked for us since 2019 made the decision to retire in December 2024, she joined not long before Covid lockdown so had to quickly adapt to the changing situation and then help to rebuild the café when lockdown was over.

The café is manned by volunteers, Lydia did a big recruitment drive and we welcomed 8 new volunteers after Christmas, but sadly others left due to illness and returning to work.

The Café remains popular with people who attend the activities that run in the centre. Over the past year we have welcomed new users who have heard about the cafe and the excellent value snacks available.

The café had its annual inspection by Environmental health in May 2024 and retained its five-star rating. Karen and the volunteers ensured all food hygiene procedures are always adhered to and records are kept up to date weekly.

We have continued to work with Rebuild with Hope running Pop-up sales; we held an Afternoon Tea and a Tea Dance. In October we had a Breast Cancer coffee morning.

**Philomena Zilinski**  
**Centre Coordinator**

**Crownway Community Centre CiO**  
**Independent examiner's report on the accounts of**  
**Crownway Community Centre CiO**  
**for the year ending 31 March 2025**

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I report on the accounts of the charity set out on pages 7 to 11

**Respective responsibilities of the Management Committee and the examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to examine the accounts using procedures laid down in the General Directions given by the Charity Commission and to state whether matters have come to my attention.

**Basis of Independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 41 of the Act; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Jane Williams*

Jane Williams  
MAAT

**Greater Merseyside Community Accountancy Service**  
Beacon Building  
College Street  
St Helens  
WA10 1TF

29th September 2025



# Crownway Community Centre CiO

## Receipts and payments account for the year ending 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Receipts</b>					
Receipts from Charitable Activities	(2)	48,486	81,535	130,021	113,668
Voluntary Receipts	(3)	3,947	-	3,947	5,431
<b>Total receipts</b>		<b>52,433</b>	<b>81,535</b>	<b>133,968</b>	<b>119,099</b>
<b>Payments</b>					
Salaries & NI		8,974	71,040	80,014	75,081
Payroll costs		255	510	765	971
Training		-	-	-	90
Café Expenses		4,279	3,278	7,557	7,451
Centre Equipment		23	297	320	1,907
Insurance		-	2,090	2,090	2,251
Utilities		1,779	10,521	12,300	15,991
Telephone		66	2,125	2,191	2,159
Printing, postage and stationery		32	3,063	3,095	3,005
Cleaning & Materials		223	963	1,186	1,282
Repairs & Maintenance		1,430	5,322	6,752	5,101
Subscriptions & Fees		-	784	784	277
Resources		394	1,202	1,596	1,131
Independent Examination		225	-	225	225
Volunteer Expenses		23	96	119	163
Bank Charges		41	295	336	311
<b>Total payments</b>		<b>17,744</b>	<b>101,586</b>	<b>119,330</b>	<b>117,396</b>
<b>Net receipts / (payments)</b>		<b>34,689</b>	<b>(20,051)</b>	<b>14,638</b>	<b>1,703</b>
<b>Transfers between Funds</b>		<b>(62)</b>	<b>62</b>	<b>-</b>	<b>-</b>
<b>Cash fund balances brought forward</b>		<b>34,363</b>	<b>49,182</b>	<b>83,545</b>	<b>81,842</b>
<b>Cash fund balances carried forward</b>		<b>68,990</b>	<b>29,193</b>	<b>98,183</b>	<b>83,545</b>

**Crownway Community Centre CiO**  
**Statement of assets and liabilities**  
**as at 31 March 2025**

	2025 Unrestricted £	2025 Restricted £	2025 Total £	2024 Total £
<b>Cash funds</b>				
Community Centre Account	19,156	-	19,156	30,378
Deposit Account	29,663	49,182	78,845	53,020
Cash in hand	181	-	181	148
<b>Total cash funds</b>	<b>49,001</b>	<b>49,182</b>	<b>98,183</b>	<b>83,545</b>
 <b>Assets retained for the organisation's own use</b>	 £	 £	 £	 £
Fixtures and fittings	20,141	-	20,141	20,141
Equipment	14,353	7,280	21,633	21,633
	<b>34,494</b>	<b>7,280</b>	<b>41,774</b>	<b>41,774</b>
 <b>Liabilities</b>			£	£
HMRC			-	-
Pension contributions			-	-
Accountancy			-	-
			<b>-</b>	<b>-</b>

**Approval of the accounts**

The annual report and accounts were approved at a meeting of the Trustees held on 29th September 2025

*June Jones*

June Jones

on behalf of the Trustees

# **Crownway Community Centre CiO**

## **Notes to the accounts**

### **for the year ending 31 March 2025**

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#### **1 Accounting Policies**

##### **a Basis of accounting**

The Trustees have taken advantage of section 144 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

##### **b Taxation**

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **c Fund accounting**

Funds held by the charity are either:

###### **Unrestricted general funds**

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

###### **Restricted funds**

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

# Crownway Community Centre CiO

## Notes to the accounts continued

### for the year ending 31 March 2025

<b>2 Receipts from Charitable Activities</b>	2025	2025	2025	2024
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	
National Lottery Community Fund	-	15,267	15,267	40,807
Café Income	14,355	-	14,355	14,076
Room Hire	30,327	-	30,327	24,785
VOLA Consortium	-	-	-	2,300
Steve Morgan Fdtn	-	13,213	13,213	9,438
Garfield Weston	-	-	-	10,000
Trusthouse	-	-	-	10,000
Hemby Charitable Trust	-	1,500	1,500	-
Foyle Foundation	-	7,500	7,500	-
Postcode Neighbourhood Lottery	-	25,000	25,000	-
Albert Hunt	-	5,000	5,000	-
Cancer Research	-	1,055	1,055	-
PH Holt	-	10,000	10,000	-
Eleanor Rathbone	-	3,000	3,000	-
St Helens MBC	250	-	250	-
Rainford Trust	2,000	-	2,000	-
Donations	1,554	-	1,554	2,262
	<u>48,486</u>	<u>81,535</u>	<u>130,021</u>	<u>113,668</u>

<b>2a Restricted funds summary</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
National Lottery Community Func	29,078	15,267	26,807	-	17,538
Arnold Clarke	148	-	-	-	148
VOLA Consortium	1,683	-	1,742	(59)	-
Steve Morgan Fdtn	1,935	13,213	11,378	-	3,770
Garfield Weston	6,338	-	6,338	-	-
Trusthouse	10,000	-	10,003	(3)	-
Hemby Charitable Trust	-	1,500	1,501	(1)	-
Foyle Foundation	-	7,500	7,500	-	-
Postcode Neighbourhood Lottery	-	25,000	24,999	1	-
Albert Hunt	-	5,000	5,000	-	-
Cheshire & M'side Cancer Allianc	-	1,055	161	-	894
PH Holt	-	10,000	6,157	-	3,843
Eleanor Rathbone	-	3,000	-	-	3,000
	<u>49,182</u>	<u>81,535</u>	<u>101,586</u>	<u>(62)</u>	<u>29,193</u>

#### Purpose of restricted funds

On 11th June 2021 The National Lottery Community Fund awarded a grant of £144,904 over 3 years, which funds our Meeting Community Needs Project. At 31st March 2025 the balance of funds was £0.

The Foyle Foundation have funded our core costs.

Postcode Neighbourhood fund have provided funding towards our core costs and projects.

Ph Holt, Trusthouse Charitable Foundation, Steve Morgan Foundation & Garfield Weston provided funding towards our salary costs.

VOLA Consortium provided funding for Digital Connectivity for Local community facilities.

<b>3 Voluntary Receipts</b>	2025	2025	2025	2024
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
Office Services & Photocopying	3,122	-	3,122	4,935
Bank Interest	825	-	825	496
	<u>3,947</u>	<u>-</u>	<u>3,947</u>	<u>5,431</u>

**Crownway Community Centre CiO**  
**Notes to the accounts continued**  
**for the year ending 31 March 2025**

4 Staff costs and numbers	2025	2024
	£	£
Gross salaries	80,014	73,984
Pension	-	1,098
	<u>80,014</u>	<u>75,081</u>

The average number of employees during the year was 2.2 (2024:2.2)

**5 Trustee remuneration and expenses**

No trustees received any remuneration or expenses during the accounting period.

**6 Related party transactions**

There were no related party transactions during the accounting period