

# FRIENDS OF RIVERSIDE

England & Wales · Charity number 1169149

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2016-09-13

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

## Contact

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**Address** 3 Park Close  
Malmesbury  
SN16 0EB

**Phone** 01666825113

**Email** [info@riversidecommunitycentre.org.uk](mailto:info@riversidecommunitycentre.org.uk)

**Website** [www.riversidecommunitycentre.org.uk](http://www.riversidecommunitycentre.org.uk)

## Activities

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**Objects:** TO FURTHER OR BENEFIT THE RESIDENTS OF THE MALMESBURY COMMUNITY AREA (AS DEFINED BY WILTSHIRE COUNCIL), 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 (THE RIVERSIDE 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.

**Activities:** To further or benefit the residents of the Malmesbury Community Area (as defined by Wiltshire Council) by establishing a community centre (the Riverside Community Centre) and to maintain and manage the centre 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.

## Classification

- **How:** Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** LOCAL
- Wiltshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£23,412	£32,362	-	-
2023-12-31	£22,147	£26,307	-	-
2022-12-31	£16,694	£18,569	-	-
2021-12-31	£29,515	£22,902	-	-
2020-12-31	£36,638	£14,269	-	-

## Trustees

Name	Role	Appointed
KIM POWER	Chair	2016-09-14
CATHERINE CECILIA DOODY		2016-09-14
MARGARET PERRIN		2016-09-14
Mary Elizabeth O'Brien		2019-04-15
peter gilchriest		2016-09-14

**FRIENDS OF RIVERSIDE**

England & Wales - Charity number 1169149

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# Accounts

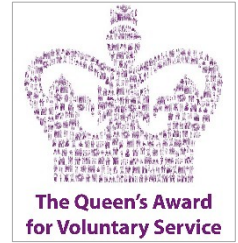
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[www.riversidecommunitycentre.org.uk](http://www.riversidecommunitycentre.org.uk)

**Friends of  
Riverside**  
Gloucester Rd,  
Malmesbury,  
Wiltshire SN16 9JS

[info@riversidecommunitycentre.org.uk](mailto:info@riversidecommunitycentre.org.uk)



## Chairperson's Report 2024

**I would like to sincerely thank the trustees and volunteers of Friends of Riverside for their ongoing support and hard work. Thanks also to Mr. Andrew Jack, Wiltshire Council Area Board and of course to the hirers and users for your ongoing support. As usual, those involved in Riverside are fantastic and help us to provide this wonderful venue for North Wiltshire.**

We have continued to maintain the building and our operations from our reserves, unfortunately this year has been partially overshadowed by Wiltshire Council's declared intention to exercise a break clause on the Riverside building lease in 2025, with a potential end date of January 2026, the same of course affecting the Skatepark. This is a cost savings measure to improve their budget topline. As yet this has not been confirmed. Representations have been made to Wiltshire Council not to take this action, however as at 2024, both Malmesbury Town Council and Wiltshire Council are in talks concerning a possible purchase of the building and we are looking at other possible alternative venues.

Our hirers provide a wide range of activities, and we now provide space for local health visitors for their Baby Clinics and a home for the Heal's free Community Wardrobe the last being subsidised, plus a temporary home for the local Foodbank, whilst their usual space is being redecorated. As usual, we opened the centre and provided free refreshments to the public and participants for Malmesbury Carnival Procession Day.

Our 'Saturday Friends' monthly drop in, for older and vulnerable people, continues on with increased numbers, reflecting interest in a wider range of talks and activities provided and we have now started a weekly Monday Friends Group.

We continue to have Riverside representatives on various local groups. This especially applies to the local Malmesbury Health and Wellbeing Forum. We also have a representative on the LYN (Local Youth Network). Both of these are community based forums, and report to Wiltshire Council Malmesbury Area Board. Independently, all of our trustees continue to help to provide support to our community, through various other roles in local community groups and charities.

In November, the Centre was flooded as a result of Storm Bert, however the excellent trustees stepped in and helped to clean and dry out the centre. After being disinfected, we were able to re-open for our users only 2 days after the flood event.

Another very successful year, fulfilling the objects of our charity, to promote community resilience, health and wellbeing, by providing a reasonable priced and accessible venue for our community.

### **Kim Power**

**Mrs. Kim Power (Chair) 23<sup>rd</sup> June 2025**

# Treasurer's Report 2024

## TRUSTEES' REMUNERATION & BENEFITS 01/01/2024 to 31/12/2024

### Trustee Remuneration

There were no trustees' remuneration or other benefits for the period 1 January 2024 to 31 December 2024

**Staff Costs:** There were no staff costs paid for the period ended 31 December 2024.

There were no trustees' expenses paid for the period ended 31 December 2024.

### Receipts and Payment Account

	31 12 23	31 12 24
	£	£
Hall and Room Hire	20446.67	22496.80
Grants & Fundraising	1700.00	915.25
<b>Total Receipts</b>	<b>22,146.67</b>	<b>23,412.05</b>
<b>Payments</b>		
Insurance	802.64	863.18
Light heat and water	4236.98	8209.23
Compliance contract and servicing	6313.62	7876.23
Maintenance License's	273.80	545.35
Event Costs & Project Costs	1108.94	1108.94
Setup costs... .	1786.86	670.86
Cleaning	11784.08	13087.99
<b>Total Payments</b>	<b>26,306.92</b>	<b>32,361.60</b>
<b>Balance</b> held at Lloyds Bank, Malmesbury @ 31/12/23	<b>38,491.86</b>	
<b>Balance</b> held at Lloyds Bank, Malmesbury @ 31/12/24		
(Current Account      3627.06      Savings Account		
25915.25)		<b>29,542.31</b>

Represented by:

Restricted Grant:            £0  
Unrestricted Funds:        £29,542.31

Hon Treasurer



P J Gilchrist

Date

18/6/2025

## Independent examiner's report to the trustees of Friends of Riverside Trust

I report to the trustees on my examination of the accounts of the Friends of Riverside Trust (the Trust) for the period 1<sup>st</sup> January 2024 to 31<sup>st</sup> December 2024.

### Responsibilities and basis of report

As the charity trustees of the Trust 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.

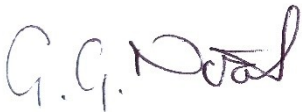
### Independent examiner's statement

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed:



**G.G.Noël, ACIB**

11, Shepherds Mead, Tetbury. GL88RB Date: 26<sup>th</sup> August 2025

## Secretary's Report 2024

2024 proved to be another busy year for Riverside. Wiltshire Council announced that they may not renew the lease after the end of 2025 and this uncertainty hung over us all during the year .

Monthly meetings continued to take place mostly at Riverside itself. In my role as Secretary I was responsible for making the arrangements for these meetings plus the preparation and circulation of agendas and minutes. I also continued to be responsible for Hallmaster and the room bookings, dealing with all e-mail in the Riverside Inbox, liaising with customers, showing potential customers around the facilities, sending out invoices plus monthly meetings with our cleaning contractors and weekly liaisons with the cleaner to discuss closing times for the week ahead and any other cleaning issues that may have been raised.

As well as record keeping and sundry correspondence, please note the following:

### **Grants applied for and awarded:-**

Kim Power applied for and was awarded 2 grants from the Area Board – one to take Saturday Friends to the Town Hall to be part of the Athelstan 1100 celebrations, and the other to produce a 'What's On' type leaflet for the elderly of Malmesbury and the surrounding villages.

### **Awards won:-**

Our Riverside garden won 3<sup>rd</sup> place in the Malmesbury in Bloom event.

### **Riverside were represented at the following events and participated in or attended the following meetings: -**

Local Youth Network

Wiltshire Council Area Board

Malmesbury Area Health and Wellbeing Forum

### **Other items:-**

We also opened up to the public and participants for Malmesbury Carnival Day providing much needed refreshments and facilities.

We also continued to host the Malmesbury Community Wardrobe and temporarily hosted the Food Bank while renovations were being carried out at their usual venue.

We were forced to close for 2 days in November after the building was flooded due to Storm Bert – the trustees stepped in and helped to clean and dry the centre. It was then disinfected and we were able to re-open 2 days later.

### **Saturday Friends**

During 2024 we were able to run our normal Saturday Friends schedule. We continued to run shorter sessions with tea/cake and biscuits rather than a luncheon. We also always provided transport and entertainment for our guests. We also held a very popular Xmas party in December.

### **Monday Friends**

During the end of 2024 we started an informal 'drop-in' morning for any independently living elderly residents ie. we did not provide transport but still provided tea/coffee/ cake etc and of course, company, warmth and a chance to get together for a (sometimes very lively!) chat.

This has been thoroughly enjoyed by those who attend.

## **Mary O'Brien**

**Mary O'Brien (Secretary) 18<sup>th</sup> June 2025**

# Health and Safety Report 2024

This report summarises the main health and safety issues for 2024/2025 and incorporates all aspects of Health and Safety for the Riverside Community Centre.

A health and safety inspection is carried out weekly and the reports are kept in the Health and safety file in the office

All electrical equipment owned by Riverside Community Centre is tested annually and the certificates are kept online.

- First aid boxes are no longer date coded as they have been in the past and are checked monthly
- All emergency lighting tests and outcomes are recorded monthly.
- Fire extinguishers to be serviced in 2026

On 25<sup>th</sup> November 2024 the centre was flooded, the floors were deep cleaned and sanitised for the safety of all users of the downstairs area.

## **Accident Book:**

An HSE Accident Book is in the foyer. Its purpose is to record minor incidents and accidents. Under the Data Protection Act 2004 accident books should not enable people to read personal information of others. To ensure that this does not occur individual records are removed and held separately in the health and Safety folder in the office.

## **Training which is available as follows:**

- Asbestos awareness
- Safe driver training
- First aid including training on the use of an Automated External Defibrillators
- Chair evacuation.
- Food hygiene
- Bomb evacuation
- Fire safety

**Margaret Perrin**

**Mrs. Margaret Perrin (Trustee with Responsibility for Health and Safety) 23<sup>rd</sup> June 2025**

**FRIENDS OF RIVERSIDE**

England & Wales - Charity number 1169149

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# Accounts

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## Chairperson's Report 2023

**I would like to thank the trustees and volunteers of Friends of Riverside for their ongoing support and hard work. Thanks also to Mr. Andrew Jack, Wiltshire Council Area Board and of course to the hirers and users for your ongoing support. As usual, those involved in Riverside are fantastic and help us to provide this wonderful venue for North Wiltshire.**

We have continued to maintain the building and our operations from our reserves and improvements have been made to the gardens by volunteers. However, Riverside has been affected by the 'Cost of Living Crisis' over the last two years, and in particular rising energy costs. Starting January 2024 our hire charges were increased by £1 an hour across the range of rooms. We had managed to maintain our charges unchanged from 2017 and even provided free and discounted charges in the wake of the Covid pandemic. Despite the rise in charges, we remain a very affordable and well used Centre, a means of social connection for our community.

Our hirers provide a wide range of activities, and we now provide space for local health visitors for their Baby Clinics and a home for the Heal's free Community Wardrobe, the last being subsidised.

Our 'Saturday Friends' monthly drop in, for older and vulnerable people, continues on with increased numbers, reflecting interest in a wider range of talks and activities provided.

We continue to have Riverside representatives on various local groups. This especially applies to the local Malmesbury Health and Wellbeing Forum. We also have a representative on the LYN (Local Youth Network). Both of these are community based forums, report to Wiltshire Council Malmesbury Area Board. Independently, all of our trustees continue to help to provide support to our community, through various other roles in local community groups and charities.

In March, we were privileged to receive a visit from a patron of Alzheimer's Support, the 2023 High Sheriff of Wiltshire, Lady Lansdowne, when she came along to one of the sessions held at the Centre.

So, another very successful year, our aims of course remain the same - to fulfil the objects of our charity, to promote community resilience, health and wellbeing, by providing an affordable, inspiring and easily accessible venue for our community.

### **Kim Power**

**Mrs. Kim Power (Chair) 4th July 2024**

# Treasurer's Report 2023

Report of Independently Examined Financial Statements for the period 01/01/2022 to 31/12/2022

## TRUSTEES' REMUNERATION AND BENEFITS

**Trustees' Remuneration:** There were no trustees' remuneration or other benefits for the period 01/01/2023 to 31/12/2023.

**Trustees' expenses:** There were no trustees' expenses paid for the period ended 31/12/2023.

**Staff Costs:** There were no staff costs paid for the period ended 31/12/2023.

Receipts and Payment Account	31 12 22	31 12 23
	£	£
Hall and Room Hire	12694.74	20446.67
Grants & Fundraising	4000.00	1700.00
<b>Total Receipts</b>	<b>16694.74</b>	<b>22146.67</b>
<b>Payments</b>		
Insurance	757.96	802.64
Light heat and water	2620.38	4236.98
Compliance contract and servicing	3149.67	6313.62
Maintenance License's	413.00	273.80
Event Costs & Project Costs	673.27	1108.94
Setup costs...	5.37	1786.86
Cleaning	10949.68	11784.08
<b>Total Payments</b>	<b>18569.33</b>	<b>26306.92</b>
<b>Balance</b> held at Lloyds Bank, Malmesbury @ 31/12/22	<b>42,652.11</b>	
<b>Balance</b> held at Lloyds Bank, Malmesbury @ 31/12/23		<b>38491.86</b>

Represented by:

Restricted Grant: £0

Unrestricted Funds: £38,491.86

Hon Treasurer

P J Gilchrist

Date

7/7/2024

### **Independent examiner's report to the trustees of Friends of Riverside Trust**

I report to the trustees on my examination of the accounts of the Friends of Riverside Trust (the Trust) for the period 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023.

#### **Responsibilities and basis of report**

As the charity trustees of the Trust 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.

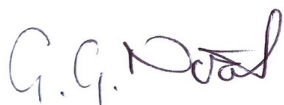
#### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed:



**G.G.Noël, ACIB**

11, Shepherds Mead, Tetbury. GL88RB Date: 26<sup>th</sup> August 2024

## Secretary's Report 2023

**2023 proved to be another busy year for Riverside.** Monthly meetings continued to take place via Zoom and increasingly at Riverside itself. In my role as Secretary I was responsible for making the arrangements for these meetings plus the preparation and circulation of agendas and minutes. I also continued to be responsible for Hallmaster and the room bookings, liaising with customers, showing potential customers around the facilities, sending out invoices plus arranging for the opening/closing of the premises during holidays and weekends.

As well as record keeping and sundry correspondence, please note the following:

#### **Grants applied for and awarded:-**

Wiltshire Community Foundation had awarded us £3,980 in 2019 to run Saturday Friends for the next 2 years. We had been unable to spend it all due to Covid restrictions, in particular those applying to the elderly and by the start of 2023 we still had £1,000 left of the grant. They therefore kindly agreed to grant us an extension on the remaining grant until the end of 2023.

During her time as Mayor of Malmesbury, Kim Power raised £1,400 for the Centre.

### **Awards won:-**

Our Riverside garden won 3<sup>rd</sup> place in the Malmesbury in Bloom event.

### **Riverside were represented at the following events and participated in or attended the following meetings: -**

Local Youth Network

Wiltshire Council Area Board

Malmesbury Area Health and Wellbeing Forum

### **We attended the following to help promote the centre and publicise the work that we do:-**

Malmesbury Community Day in May

Malmesbury's Petticoat Lane

Garden Party at Somerhill Care Home

We also opened up to the public and participants for Malmesbury Carnival Day providing much needed refreshments and facilities.

A high-light of the year was in March when Lady Lansdowne (now Queen's Companion to Queen Camilla and then High Sheriff of Wiltshire) visited the centre due to her interest in the work carried out here with Alzheimer's sufferers.

### **Saturday Friends**

During 2023 we were able to return to our normal Saturday Friends schedule after nearly 3 years of disruption due to COVID. We adapted the day to make it shorter for our guests and no longer provided lunch but did provide transport to and from the centre, some form of entertainment and plenty of tea, coffee and cake – and of course plenty of friendship. It was always well attended and enjoyed and the numbers were back up to pre-pandemic levels. We also held a very popular Xmas party in December.

## **Mary O'Brien**

**Mary O'Brien (Secretary) 7<sup>th</sup> July 2024**

# Health and Safety Report 2023

This report summarises the main health and safety issues for 2023 and incorporates all aspects of Health and Safety for the Riverside Community Centre.

A health and safety inspection is carried out weekly, and the reports are kept in the health and safety file in the Centre Office, including a weekly legionnaire's safety check in the shower room, upstairs hall and the outdoor tap. Margaret Perrin conducts these inspections. All electrical equipment owned by Riverside Community Centre was PAT tested and the certificates retained. All emergency lighting tests and outcomes are recorded monthly in the H&S file in the office.

## **During 2023:**

- Fire alarm was serviced.
- Fire Extinguishers and Fire blankets have been serviced.
- First aid boxes were replenished in February 2023.
- Churchill conducted Water Hygiene Risk Assessment.
- Asbestos inspection was carried out.
- Emergency lighting remedial work was carried out during the year.

## **Accident Book:**

The HSE Accident Book can be located in the front foyer in a pocket on the wall, its purpose is to record minor incidents and accidents. Under the Data Protection Act 2004 accident books should not enable people to read personal information of others. To ensure that this does not occur individual records are removed and held separately in the health and Safety folder in the office.

During 2024 the centre has one reported incident which has been recorded in the H&S file. Two members of the public accidentally pressed the fire alarm by mistake and a trustee was on hand to verify this was not a real emergency. These incidents were not a direct Health and Safety issue.

## **Training is on offer if required on:**

- Asbestos awareness
- Safe driver training
- First aid including training on the use of an Automated External Defibrillators
- Chair evacuation.
- Food hygiene
- Bomb evacuation

**FRIENDS OF RIVERSIDE**

England & Wales - Charity number 1169149

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# Accounts

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# Treasurer's Report 2022



The Queen's Award  
for Voluntary Service

## Report of Independently Examined Financial Statements for the period 01/01/2022 to 31/12/2022

### TRUSTEES' REMUNERATION AND BENEFITS

**Trustees' Remuneration:** There were no trustees' remuneration or other benefits for the period 01/01/2022 to 31/12/2022.

### Chairperson's Report 2022

**Trustees' expenses:** There were no trustees' expenses paid for the period ended 31/12/2022.

**Staff Costs:** There were no staff costs paid for the period ended 31/12/2022.

**Riverside for their ongoing support and hard work and to welcome Graham Coates as a volunteer and then new trustee. Thanks also to**

Receipts and Payment Account	31 12 21 £	31 12 22 £
Hall and Room Hire	2,027.27	12694.74
Grants & Fundraising	27,488.15	4000.00
<b>Total Receipts</b>	<b>29,515.42</b>	<b>16694.74</b>
<b>Payments</b>		
Insurance	724.49	757.96
Light heat and water	3,573.61	2620.38
Compliance contract and servicing	5,338.44	3149.67
Maintenance License's	647.48	413.00
Event Costs & Project Costs	1,146.87	673.27
Setup costs... .	3,531.63	5.37
Cleaning	8,705.76	10949.68
<b>Total Payments</b>	<b>22,901.81</b>	<b>18569.33</b>
<b>Balance held at Lloyds Bank, Malmesbury @ 31/12/22</b>	<b>44,526.70</b>	<b>42652.11</b>

emergence of Covid.

### Represented by:

Restricted Grant: Nil Unrestricted Funds:

£42,652.11

### Treasurer:

**P.J. Gilchrist**

**P J Gilchrist Dated 9th April 2023**

After another very successful year, our aims of course remain the same - to fulfil the objects of our charity, to promote community resilience, health and wellbeing, by providing affordable options for North Wiltshire residents to run or participate in community groups, and attend classes and meetings, in an

Working in partnership with

**Wiltshire Council**  
Where everybody matters

Wiltshire Council  
**Riverside**  
community centre

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Email: [info@riversidecommunitycentre.org.uk](mailto:info@riversidecommunitycentre.org.uk)

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**Dementia Friends**  
An Alzheimer's Society Initiative

As well as record keeping and sundry correspondence, please note the following:

### Grants applied for and awarded:-

Wiltshire Community Foundation had awarded us £3,980 in 2019 to run Saturday Friends for the next 2 years. We had been unable to spend it all due to Covid restrictions, in particular those applying to the elderly and by the start of 2022 we still had nearly £2,000 left of the grant. They therefore kindly agreed to grant us an extension on the remaining grant until the end of 2022. Unfortunately we were still unable to run Saturday Friends during the first half of the year in what we considered to be a safe environment, mainly due to sporadic outbreaks of Covid at the local care homes but we were eventually able to restart in July 2022. By the end of the year, we still had £1,000 left of the grant. However, since we were back to running normal monthly sessions and had plans for 2023, the Foundation kindly agreed to grant us another extension until the end of 2023.

We also received a grant from the Area Board via MVCAP for £211 to buy books for the Ukrainian students who had started ESOL classes taught at Riverside by Cirencester College.

### Awards won:-

Our Riverside garden won 2<sup>nd</sup> place in the Malmesbury in Bloom event.

## Saturday Friends

Due to the Pandemic, Saturday Friends did not take place until July 2022. However, Wiltshire Community Foundation very kindly allowed us to use some of the grant for other projects which worked in part on Saturday Friends participants and the local care homes:-

In February we delivered plants to Beeches Care Service to give out to all their elderly customers who still live independently. We received much positive feedback for this initiative. 2022 proved to be a busy year for Riverside after the quiet of the previous 2 years.

We continued to work on the 'Get Connected' project in the hope of connecting all the Care Homes to each other to enable them to join up for quizzes, entertainment, virtual Saturday Friends etc.

Arranging the Zoom meetings plus the preparation and circulation of agendas and minutes continued. The telephone befriending service which started in 2020 continued into 2022, reaching out and supporting the elderly and vulnerable of the area with regular phone calls. We took on the new responsibility of taking the Room Bookings, liaising with customers and potential customers and sending out

# Health and Safety Report 2022

This report summarises the main health and safety issues for 2022 and incorporates all aspects of Health and Safety for the Riverside Community Centre.

A health and safety inspection is carried out weekly and the reports are kept in the health and safety file in the office. Margaret Perrin conducts these inspections. All electrical equipment owned by Riverside Community Centre was PAT tested. All emergency lighting tests and outcomes are recorded in the H&S file in the office.

## **During 2022:**

- Fire alarm was serviced.
- Fire Extinguishers and Fire blankets have been serviced.
- First aid boxes were checked (due to be replaced until March 2023).
- Churchill conducted water Hygiene risk assessment.
- Asbestos inspection was carried out.

## **Accident Book:**

The HSE Accident Book can be located in the front foyer in a pocket on the wall, its purpose is to record minor incidents and accidents. Under the Data Protection Act 2004 accident books should not enable people to read personal information of others. To ensure that this does not occur individual records are removed and held separately in the health and Safety folder in the office. There were no recorded H&S incidents in 2022.

## **Training previous to 2022:**

- First aid including training on the use of an Automated External Defibrillators
- Chair evacuation.
- Food hygiene - online certification is available to those who would like to take the qualifications.
- Bomb evacuation
- Fire safety

Fire safety training and evacuation procedure has been now been carried out with the Ukrainian, Chinese and Romanian students using the building. I also carried out and recorded a risk assessment for the conference room which they are using. (Asbestos in ceiling was recorded on the risk assessment.) The centre still has available to the public. (Hand wash) PPE re government

**FRIENDS OF RIVERSIDE**

England & Wales - Charity number 1169149

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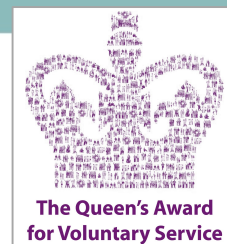
# Accounts

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Wiltshire SN16 9JS

info@riversidecommunitycentre.org.uk



## Chairperson's Report 2020

**I would like to thank the trustees and volunteers of Friends of Riverside for their support and hard work during exceptionally difficult times. Thanks also to Mr. Ollie Phipps our Wiltshire Community Engagement Officer for his great input, Wiltshire Council and the residents of North Wiltshire for your fantastic and ongoing support. You have all gone above and beyond!**

This last year has seen some exceptional circumstances resulting from the Covid pandemic which the world has had to face and also us, in our corner of the world at Riverside. The Coronavirus situation meant temporary closure of Riverside from March 2020 until September 2020 for 'lockdown 1'. Then closing again with 'lockdown 2' in November and re-opening again at the beginning of December 2020.

Due to Government restrictions, we have only been able to open in a very restricted way, basically just using the main hall, one toilet and with limited number of users.

The trustees took the decision that when we re-opened in September, we would not charge hire fees to the few regular users who had managed to restart their sessions. By keeping in touch with our users, we learned of the financial burden that the lockdowns and restrictions had put on activity providers, some having to take on new jobs. We felt that in order to support community activity and connection to restart, that we would not charge any hire fees until such time as 'normal usage' restarted or we felt it could no longer be afforded. This has since been reviewed by us on a monthly basis. Groups which have been able to restart at Riverside for various activities, including a new dementia support group and mother and baby group, have all been very grateful for the use of the main hall free of charge.

We have continued to maintain the building from our reserves and applied for grants for support.

Due to our community involvement, we have representatives on various local groups and we have been able to maintain that contact throughout the pandemic through Zoom meetings. This especially applies to the local Malmesbury Health and Wellbeing Forum twice a year. We have also had a representative on the LYN (Wiltshire Council, Local Youth Network) and some trustees have in a personal capacity, helped to provide support to our community, through befriending phone calls especially for the elderly and vulnerable.

Our continuing aim is to fulfil the objects of our charity, to promote community resilience, health and wellbeing, by providing affordable options for North Wiltshire residents to run or participate in community groups, and attend classes and meetings, in an inspiring and easily accessible venue.

We can only hope that Government restrictions re Covid, will finally ease altogether and we will be able to return to 'normal service' as soon as possible.

*Kim Power*

**Mrs. Kim Power (Chair) 4th April 2021**

## TRUSTEES' REMUNERATION & BENEFITS

### Trustee Remuneration

There were no trustees' remuneration or other benefits for the period 1 January 2020 to 31 December 2020

Staff Costs: There were no staff costs paid for the period ended 31 December 2020.

There were no trustees' expenses paid for the period ended 31 December 2020.

### Receipts and Payment Account

	£	£
Hall and Room Hire	25,976.77	4,855.18
Grants & Fundraising	2,962.71	31,783.00
<b>Total Receipts</b>	<b>28,939.48</b>	<b>36,638.18</b>
<b>Payments</b>		
Insurance	635.22	701.77
Light heat and water	5,818.58	3,347.73
Compliance contract and servicing	5,419.77	3,266.06
Maintenance	1,164.22	678.56
Event Costs & Project Costs	1,427.18	110.00
Setup costs... Garden, Laptop, Covid protection etc.	1,613.13	1,021.35
Cleaning	9,839.41	5,143.91
<b>Total Payments</b>	<b>25,917.51</b>	<b>14,269.38</b>
<b>Balance</b> held at Lloyds Bank, Malmesbury @ 31/12/20	<b>16,310.76</b>	<b>38,679.56</b>

Represented by:

Restricted Grant: **£587.65**

Unrestricted Funds: **£38,091.91**

Hon Treasurer



P J Gilchrist      Date      4th April 2021

## **Independent examiner's report to the trustees of Friends of Riverside Trust**

I report to the trustees on my examination of the accounts of the Friends of Riverside Trust (the Trust) for the period 1<sup>st</sup> January 2019 to 31<sup>st</sup> December 2020.

### **Responsibilities and basis of report**

As the charity trustees of the Trust 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**

I have completed my examination. I confirm that no material 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 Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed:

***G.G.Noël, ACIB***

11, Shepherds Mead, Tetbury. GL88RB **17<sup>th</sup> June 2021**

# Secretary's Report 2020

Most of 2020 took place during the Global Pandemic of Covid 19 and therefore Riverside Community Centre was closed for much of the year, more specifically for the following dates:-

March 23<sup>rd</sup> – September 11<sup>th</sup> 2020 (172 days)

5<sup>th</sup> November – 2<sup>nd</sup> December (28 days)

Riverside was partially open between September and November and then December, but was fully compliant with Government guidelines and therefore only open with limited capacity.

Monthly meetings took place via Zoom and the preparation and circulation of agendas and minutes still continued. As well as record keeping and sundry correspondence, please note the following:

## **Grants applied for and awarded:-**

Wiltshire Community Foundation – received the 2<sup>nd</sup> instalment of £1,990 which was awarded the previous year for the running of Saturday Friends.

Waitrose Charity Bin – awarded £333.

Wiltshire Area Board – awarded £500 to purchase a laptop with the required software.

Wiltshire Council – Local Restrictions Support Grant - £2,000} These were used to cover on-going bills

Wiltshire Council - Covid 19 funding - £25,000} while Riverside was closed and to pay  
for cleaning products and PPE when we were finally able to re-open.

## **Attendance representing Riverside at the following events:**

Community Day at Malmesbury Town Hall – February 8<sup>th</sup> 2020

## **Riverside were represented at the following events and participated in or attended the following meetings: -**

Local Youth Network

Wiltshire Council Area Board

Malmesbury Area Health and Wellbeing Forum

## Saturday Friends

Due to the Pandemic, Saturday Friends had to close in March. Although Riverside re-opened twice later in the year, Government guidelines restricted the use of Community Centres to anyone over 75 years of age so we have been unable to restart Saturday Friends.

However, Wiltshire Community Foundation very kindly allowed us to use some of the grant for other projects involving our Saturday Friends participants and the local care homes:-

At Xmas, we sent out Xmas cards and hampers to the care homes and to elderly and vulnerable individuals in Malmesbury and the surrounding villages.

We also started a 'befriending' service by calling some of these people on a regular basis so that they did not feel so isolated.

We have used part of the grant to start a 'Get Connected' project to link up the local care homes with a zoom-type facility so that we can run Saturday Friends remotely. This project is still on-going.

*Mary O'Brien*

**Mary O'Brien (Secretary) 4<sup>th</sup> April 2021**

## Health and Safety Report 2020

This report summarises the main health and safety issues for 2020/2021 and incorporates all aspects of Health and Safety for the Riverside Community Centre.

The centre has been mostly closed due to the pandemic in 2020 with the exception of a few occasions when the government lifted the ban on community centres.

The aim of the Trustees is to manage as safely and as effectively as possible at all times for our users, our volunteers and contractors in light of the covid 19 coronavirus constrictions.

The centre complies at all times with PPE as per government regulations and guidelines, the main hall has also been sectioned off into 2 metre squares for safety purposes.

A health and safety inspection is carried out weekly and the reports are kept in the Health and safety file in the office. During 2020 the inspections were carried out by Jonathan Power in my absence due to illness.

All electrical equipment owned by Riverside Community Centre was PAT tested and the certificates are kept in the H&S folder in the Office and also on line.

- Fire alarm were serviced
- Fire Extinguishers and Fire blankets were serviced
- First aid boxes are due to be replenished in 2023.
- All emergency lighting tests and outcomes are recorded monthly;

## Accident Book:

An HSE Accident Book is located in the foyer. Its purpose is to record minor incidents and accidents. Under the Data Protection Act 2004 accident books should not enable people to read personal information of others. To ensure that this does not occur individual records are removed and held separately in the health and Safety folder in the office. There were no recorded H&S accidents in 2020.

## Training which is available as follows:

- Asbestos awareness
- Safe driver training
- First aid including training on the use of an Automated External Defibrillators
- Chair evacuation.
- Food hygiene
- Bomb evacuation
- Fire safety

Due to the Covid 19 pandemic no training was carried out in 2020.

**Data Protection:** Friends of Riverside have a Data Protection Policy, which is reviewed regularly or when required. A Data Protection Officer has been appointed and reports to Trustees at each Trustees Committee Meeting.

**Safeguarding:** Friends of Riverside have a Safeguarding Policy for children and vulnerable adults which is complied with and reviewed annually or when required.

**Lone Working:** Friends of Riverside have a Lone Workers Policy, which is reviewed regularly or when required. There have been no reported incidents in respect of Lone Working during the past year.

**Exceptional Incidents:** There were two exceptional incidents during 2020. Firstly, minor incidents of vandalism occurred during the first months of 2020, which did not endanger the users or fabric of the building. The second incident occurred during February 2020, when due to a storm a nearby tree fell into the Riverside carpark onto a car which was damaged. No-one suffered any injury. The areas involved are the responsibility of Wiltshire Council.

**Coronavirus:** Riverside was closed on 18<sup>th</sup> March 2020 due to the Covid-19 pandemic and has re-opened, closed and re-opened. Please note a full risk assessment has been carried out and safety measures have been put in place as per Government Guidance.

*Margaret Perrin*

**Mrs. Margaret Perrin (Trustee with Responsibility for Health and Safety) 4<sup>th</sup> April 2021**