

ROCKFIELD PARK COMMUNITY CENTRE

England & Wales · Charity number 1175374

Details

Status Registered

Legal form CIO

Registered 2017-10-26

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

Contact

Address Cornwallis Way
Monmouth
NP25 5DN

Phone 01600715075

Email booking@rockfieldparkcc.org.uk

Website rockfieldparkcc.org.uk

Activities

Objects: THE OBJECTS OF THE CIO ARE:TO FURTHER OR BENEFIT THE RESIDENTS OF ROCKFIELD ESTATE IN MONMOUTH 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 THERESIDENTS.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.

Activities: Running and maintaining a Community Centre to provide leisure and learning facilities. The Centre is owned by Monmouthshire County Council and leased to the Charity.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Recreation
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- Monmouthshire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-10-30	£19,694	£21,191	-	-
2024-10-30	£13,068	£10,414	-	-
2023-10-30	£19,464	£22,185	-	-
2022-10-30	£11,702	£10,387	-	-
2021-10-30	£11,191	£12,600	-	-

Trustees

Name	Role	Appointed
Claire Elizabeth Allen		2025-11-17
David Kingsley Jones		2020-09-09
HANNAH FRANCES LINEHAM BSC MEDQTS		2017-10-25
NICOLA MARIE DUROSE BSC BA		2017-10-25
Peter David Jefferies		2020-09-02
Susan Patricia Findlay		2025-01-01

Accounts



Rockfield Park Community Centre

Trustees Annual Report for Financial Year Ended 31 October 2025

Administrative Details:

Charity Registration No.: 1175374

Address: Cornwallis Way, Monmouth NP25 5DN

Names of Trustees at time of approval of this Report:

Nicky Jameson, Peter Jefferies, Kingsley Jones, Hannah Lineham,
Susan Findlay, Claire Allen

Post Holders:

Treasurer: Nicky Jameson
Secretary: Various

Structure, Governance and Management:

The Centre is a Charitable Incorporated Organisation.

Background: the first four Trustees were proposed in 2017 by the then-current management of the Company that was running the Monmouthshire County Council's Rockfield Estate Community Centre after publicity and meetings to review need for succession following their retirement. Those four volunteers set up the Rockfield Park Community Centre as a CIO, with a relevant Constitution, registered on 26 October 2017 and as Trustees took over the management of the Centre on 1 February 2018.

The Trustees undertake all the work involved in running and maintaining the Centre: there is no Management Committee or caretaker, although Claire Allen is paid to carry out admin and clean the centre 6 days a week on a self-employed basis.

Our Business Plan was reviewed and updated by Trustees and approved in March 2025 to cover the five years 2025-2030.

The Centre has a GDPR Policy in place and has advised those who might be concerned how we handle their data. The Trustees have developed a Policy covering risk management and remedial measures in accordance with CC14, CC26 and CC29.

The Trustees have continued to meet on a regular basis in-person to review the day-to-day activities of the Centre and its financial stability. The meetings are conducted in accordance with CC 48 with the Chair being elected on the day.

The Centre has been a member of GAVO (Gwent Association of Voluntary Organisations) and WCVA (Wales Council for Voluntary Action) and has developed relationships with local bodies such as Transition Monmouth and the Community & Partnership Development Team of the Monmouthshire County Council.

Objectives and Activities:

The objects of the CIO are:

To further or benefit the residents of Rockfield Estate in Monmouth 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.

The management of the Centre was formally transferred to the Trustees at the previously agreed date of 1 Feb 2018 with a 10-year lease drawn up by Monmouthshire County Council.

The Community Centre acts as a meeting facility for many local groups and organisations and provides a wide range of classes, workshops, fitness classes and other local events.

Achievements and Performance:

The Charity has run the Centre for the benefit of the local residents by providing a location where, typically, educational and leisure classes, children's birthday parties, a Church group, home education groups, the U3A, English and Welsh Medium play groups and a 'Repair Café'. The centre also provides an allotment area for use by the local community and benefited from a grant from Monmouth Town Council to improve this area this year. It also provides an outdoor Petanque area that is used on a weekly basis by a local club who also book the hall for refreshments for some matches.

The Community Centre is a hive of activity and is enjoyed by local residents for regular and ad-hoc bookings. The centre has been booked every day with only a small number of slots available and unused. The groups using the centre provide recreational, educational

and leisure activities to over 200 children, parents and other residents every week. The local community value the centre and what it offers them.

The local community police office attends the Repair Cafe sessions at the centre on a regular basis in order to engage with local residents. We are pleased to report that there have not been many reported cases of vandalism or anti-social behaviour for some years.

We have been successful at recruiting volunteers for the allotment area at the rear of the building. However, we would like to recruit more volunteers willing to help with the day-to-day running of the centre which in time may lead to more trustees with greater experience of the centre.

Financial Review:

We have not accumulated sufficient funds to warrant a decision as to how any surplus funds are to be formally treated as reserves. Money will be set aside for the upkeep of the building.

Public Benefit Statement:

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit in PB1, PB2 and PB3 in taking over the Centre and running it more efficiently for the benefit of the residents of Rockfield Estate in Monmouth and the neighbourhood.

The trustees confirm their belief that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Report prepared by Trustees Hannah Lineham, Kingsley Jones and Nicky Jameson on 10th February 2026.

End of report

Financial Statement

Rockfield Park Community Centre

Charity number 1175374
Simple statement for Year ending 31-Oct-25

Income		£
Gift		0.00
Grant		6,500.00
Hire_Regular		18,486.95
Hire_OneOff		625.50
Hire_Party		435.00
H&S_FireAlarmRECVD		147.00
Total		26,194.45

Brought Fwd 2,817.87
Transfer from Reserve 2,000.00

Reserve Acc Balance 20,189.77
Interest on Reserve Acc 313.45
? 0.00

Expenditure	
Bank Charge	-50.80
Cleaner	-4,063.00
Cleaning Materials	-486.80
Garden	-153.26
Gardener	-4,436.00
Hire_Refund	-18.00
H&S_Covid	0.00
H&S_FireAlarm	-186.00
H&S_FireService	-1,686.15
H&S_PAT Tests	0.00
H&S_Sanitary	-1,250.23
Insurance/Pub Liability	-548.50
Keys	-8.98
Maintenance	-3,509.15
Marketing	0.00
MCC Insp'ct/Man'mentFee	0.00
Misc & Stationary	-28.17
Music Licence	-156.82
Projects	-2,640.89
MCC Rates	-436.22

MCC Rent (Quarterly)	-490.00
Web_Site & Hosting	-72.00
Admin/Bookings	-970.00
Total	-21,190.97
Transfer to Reserve	-5,615.96

from RR Football Club

See Grant & Gardener

Grouped for CC Financial Report

H&S (Fire Alarms Checks & Seving)

Cleaning & Sanitary

Maintenance, Projects & Keys

Garden

Bank Interest

Bank Charges

Admin, Bookings, Marketing & Web hosting

MCC Rent & Rates

Public Liability Ins

Music Licences

Refunds

Hires

Grants

Totals

In		Out
£	147.00 -£	1,872.15
£	- -£	5,800.03
£	- -£	6,159.02
£	- -£	4,589.26
£	313.45 £	-
£	- -£	50.80
£	- -£	1,070.17
£	- -£	926.22
£	- -£	548.50
£	- -£	156.82

£	-	-£	18.00
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£	19,547.45	£	-
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£	6,500.00	£	-
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£	26,507.90	-£	21,190.97
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-----> difference
opening balance
Reserve balances
Current Acc balance

Check

£ 5,316.93

2,817.87

20189.77

16,260.36

4205.39

5,316.93



Accounts

Financial Statement	01-Nov-23 to 31-Oct-24	
Rockfield Park Community Centre		
Charity number		1175374
Simple statement for Year ending		31-Oct-24
Income		£
Gift		0.00
Grant		721.00
Hire_OneOff		640.50
Hire_Party		160.00
H&S_FireAlarmRECVD		93.00
Hire_Regular		11,546.75
	Total	13,161.25
Brought Fwd		1,070.23
Transfer from Reserve		1,900.00
Reserve Acc Balance		16,260.36
Interest on Reserve Acc		307.29
?		0.00
Expenditure		
Bank Charge		-62.40
Cleaner		-4,145.08
Cleaning Materials		-640.95
Garden		-200.00
Gardener		-1,580.00
Hire_Refund		0.00
H&S_Covid		0.00
H&S_FireAlarm		-186.00
H&S_FireService		-380.92
H&S_PAT Tests		-43.20
H&S_Sanitary		-1,143.30
Insurance		-586.01
Keys		-44.99
Maintenance		-250.99
Marketing		0.00
MCC Insp'ct/Man'mentFee		-10.50
Misc (DoodleBugs remainder of grant after Hire Fee for Food)		-53.00
Music Licence		-144.26
Projects		0.00
MCC Rates		-431.61
MCC Rent (Quarterly)		-490.00
Transfer to Reserve		-2,806.40
Web_Site		-114.00
	Total	-13,313.61

Accounts



Rockfield Park Community Centre

Trustees Annual Report for Financial Year Ended 31 October 2023

Administrative Details:

Charity Registration No.: 1175374

Address: Cornwallis Way, Monmouth NP25 5DN

Names of Trustees at time of approval of this Report:

Nicky Jameson, Peter Jefferies, Kingsley Jones, Hannah Lineham,
Steve Miles

Post Holders:

Treasurer: Nicky Jameson

Secretary: Various

Structure, Governance and Management:

The Centre is a Charitable Incorporated Organisation.

Background: the first four Trustees were proposed in 2017 by the then-current management of the Company that was running the Monmouthshire County Council's Rockfield Estate Community Centre after publicity and meetings to review need for succession following their retirement. Those four volunteers set up the Rockfield Park Community Centre as a CIO, with a relevant Constitution, registered on 26 October 2017 and as Trustees took over the management of the Centre on 1 February 2018.

The Trustees undertake all the work involved in running and maintaining the Centre: there is no Management Committee or caretaker, although the Trustees pay someone to clean the centre 6 days a week.

A Business Plan covering the three years following hand over on 1 February 2018 had been prepared and submitted to the Charity Commission as part of the Registration process; many assumptions made in that Plan are still valid and it was updated to cover the five years 2019/2024.

The Centre has a GDPR Policy in place and has advised those who might be concerned how we handle their data. The Trustees have developed a Policy covering risk management and remedial measures in accordance with CC14, CC26 and CC29.

The Trustees have continued to meet on a regular basis, either in-person at the centre or via Zoom, to review the day-to-day activities of the Centre and its financial stability. The meetings are conducted in accordance with CC 48 with the Chair being elected on the day.

The Centre has been a member of GAVO (Gwent Association of Voluntary Organisations) and WCVA (Wales Council for Voluntary Action) and has developed relationships with local bodies such as Transition Monmouth and the Community & Partnership Development Team of the Monmouthshire County Council.

Objectives and Activities:

The objects of the CIO are:

To further or benefit the residents of Rockfield Estate in Monmouth 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.

The management of the Centre was formally transferred to the Trustees at the previously agreed date of 1 Feb 2018 with a 10 year lease drawn up by Monmouthshire County Council.

The community Centre acts as a meeting facility for many local groups and organisations and provides a wide range of classes, workshops, fitness classes and other local events.

Achievements and Performance:

The Charity has run the Centre for the benefit of the local residents by providing a location where, typically, educational and leisure classes, children's birthday parties, a Church group, Nursery Day care sessions, English and Welsh Medium play groups and a 'Repair Café'. The centre has been used by the Local Authority to facilitate First Aid training and has also been used for one-off photography sessions by a local company. The hall was used by the local community for an event to mark the Queen's Platinum Jubilee in June 2022.

The centre also provides an allotment area for use by the local community and benefited from a grant from Monmouth Town Council to improve this area this year.

It also provides an outdoor Petanque area that is used on a weekly basis by a local club who also book the hall for refreshments for some matches. The hall is used for a 'Councillor Clinic' once a month to enable local residents to engage with their local councillor.

The Community Centre is a hive of activity and is enjoyed by local residents for regular and ad-hoc bookings. The centre has been booked every day with only a small number of slots available and unused. The groups using the centre provide recreational, educational and leisure activities to over 150, children, parents and other residents every week. The local community value the centre and what it offers them.

Following a period of vandalism and concern about drug activity around the centre at the end of 2021 the trustees worked closely with the police and local community police officers to improve the situation for both the centre and local residents who were being troubled by noise and low level criminal activity. The local community police office held drop-in sessions at the centre on a regular basis in order to engage with local residents. We are pleased to report that there have not been many reported cases of vandalism or anti-social behaviour for some months.

We have been successful at recruiting volunteers for the allotment area at the rear of the building. However, we would like to recruit more volunteers willing to help with the day-to-day running of the centre which in time may lead to more trustees with greater experience of the centre.

Financial Review:

We have not accumulated sufficient funds to warrant a decision as to how any surplus funds are to be formally treated as reserves. Money will be set aside for the upkeep of the building. Please see separate Financial Report for the year ending March 31st 2023.

Public Benefit Statement:

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit in PB1, PB2 and PB3 in taking over the Centre and running it more efficiently for the benefit of the residents of Rockfield Estate in Monmouth and the neighbourhood.

The trustees confirm their belief that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Plans for future periods:

Revise our Business Plan, developed to cover the period 2019 to 2024.

Report prepared by Trustees Hannah Lineham, Kingsley Jones and Nicky Jameson, Steve Miles and Peter Jefferies in the course of their Meeting on 19th January 2024.

End of report

Financial Statement

Rockfield Park Community Centre

Charity number 1175374

Statement for Year ending **31-Oct-23**

Opening Balance	£18,838.07
Closing Balance	£16,116.90
(Loss)	-£2,721.17

Income £

Gifts	0.00	
Grant	7,247.00	For Community Garden
Interest on Reserve Acc.	195.34	
Hire_One-Off	1,136.50	
Hire_Regular	10,885.25	
Total Income	£19,464.09	

Expenditure

Bank Charge	-64.00	
Cleaner	-4,218.63	
Cleaning Materials	-481.47	
Garden & Gardener Costs	-13,381.00	See Grant
Hire_Refund	-56.00	
H&S_FireAlarm	-93.00	
H&S_FireService	-744.00	
H&S_PAT Tests	-50.40	
H&S_Sanitary	-1,045.98	
Insurance	-549.48	
Keys	-33.50	
Maintenance	-21.60	
Marketing	0.00	
Misc.	-100.00	Charity Donation in Memory of April Wiggins
Music Licence	-460.84	
Projects	0.00	
MCC Management Fee	-77.75	
MCC Rates	-171.21	
MCC Rent (Quarterly)	-490.00	
Web_Site	-146.40	
Total Outgoings	-£22,185.26	

Accounts



Rockfield Park Community Centre

Trustees Annual Report for Financial Year Ended 31 October 2022

Administrative Details:

Charity Registration No.: 1175374

Address: Cornwallis Way, Monmouth NP25 5DN

Names of Trustees at time of approval of this Report:

Nicky Jameson, Peter Jefferies, Kingsley Jones, Hannah Lineham,
April Wiggins, Steve Miles

Post Holders:

Treasurer: Nicky Jameson
Secretary: Various

Structure, Governance and Management:

The Centre is a Charitable Incorporated Organisation.

Background: the first four Trustees were proposed in 2017 by the then-current management of the Company that was running the Monmouthshire County Council's Rockfield Estate Community Centre after publicity and meetings to review need for succession following their retirement. Those four volunteers set up the Rockfield Park Community Centre as a CIO, with a relevant Constitution, registered on 26 October 2017 and as Trustees took over the management of the Centre on 1 February 2018.

The Trustees undertake all the work involved in running and maintaining the Centre: there is no Management Committee or caretaker, although the Trustees pay someone to clean the centre on weekdays.

A Business Plan covering the three years following hand over on 1 February 2018 had been prepared and submitted to the Charity Commission as part of the Registration process; many assumptions made in that Plan are still valid and it was updated to cover the five years 2019/2024.

The Centre has a GDPR Policy in place and has advised those who might be concerned how we handle their data. The Trustees have developed a Policy covering risk

management and remedial measures in accordance with CC14, CC26 and CC29. The Centre is available for Hire by groups which may involve children, so the Trustees also have a Safeguarding Policy, one of the trustees has completed PREVENT training. No Safeguarding issues have been raised during the year of this report.

The Trustees have continued to meet on a regular, either in-person at the centre or via Zoom, to review the day-to-day activities of the Centre and its financial stability. The meetings are conducted in accordance with CC 48 with the Chair being elected on the day.

The Centre has been a member of GAVO (Gwent Association of Voluntary Organisations) and WCVA (Wales Council for Voluntary Action) and has developed relationships with local bodies such as Transition Monmouth and the Community & Partnership Development Team of the Monmouthshire County Council.

Objectives and Activities:

The objects of the CIO are:

To further or benefit the residents of Rockfield Estate in Monmouth 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.

The management of the Centre was formally transferred to the Trustees at the previously agreed date of 1 Feb 2018 with a 15 year lease drawn up by Monmouthshire County Council.

The community Centre acts as a meeting facility for many local groups and organisations and provides a wide range of classes, workshops, fitness classes and other local events.

Achievements and Performance:

The Charity has run the Centre for the benefit of the local residents by providing a location where, typically, educational and leisure classes, children's birthday parties, a Church group, Nursery Day care sessions, English and Welsh Medium play groups and a 'Repair Café'. The centre has been used by the Local Authority to facilitate First Aid training and has also been used for one-off photography sessions by a local company. The hall was used by the local community for an event to mark the Queen's Platinum Jubilee in June 2022. We were pleased to be able to work with Monmouthshire Housing who used the hall every Thursday during the summer holidays to run 'Motivating Holiday Activities' for children aged 5-11 years. The centre also provides an allotment area for use by the local community and an outdoor Petanque area that is used on a weekly basis by a local club who also book the hall for refreshments for some matches. The hall is used for a 'Councillor Clinic' once a month to enable local residents to engage with their local councillor.

National lockdowns and COVID restrictions have not hampered the work of the centre during the year and it is pleasing to report that the centre has been booked every day with only a small number of slots available and unused.

The Community Centre is a hive of activity and is enjoyed by local residents for regular and ad-hoc bookings. The groups using the centre provide recreational, childcare, educational and leisure activities to over 150 children, parents and other residents every week. The local community value the centre and what it offers them.

Following a period of vandalism at the end of 2021 and concern about drug activity at night, exterior of the centre, the trustees worked closely with the police and local community police officers to improve the situation for both the centre and local residents who were being troubled by noise and low level criminal activity. The local community police officer held drop-in sessions at the centre on a regular basis in order to engage with local residents. We are pleased to report that there have not been many reported cases of vandalism or anti-social behaviour for some months.

The RPCC Trustees have been grateful for the cooperation of the new committee members of the Rockfield Rovers Football Club, who are based in the adjoining half of the Rockfield Centre. With some shared services such as the Fire Alarm system, their support and our working together is bringing our two organisations closer together. Their recent work in and around the building and planned refurbishment of their changing rooms is seen as a positive development. We look forward to future cooperation with the football club.

We have been successful at recruiting volunteers for the allotment area at the rear of the building. However, we would like to recruit more volunteers willing to help with the day-to-day running of the centre which in time may lead to more trustees with greater experience of the centre. We aim to develop the allotment area to further serve the community over the coming months.

Financial Review:

We have not accumulated sufficient funds to warrant a decision as to how any surplus funds are to be formally treated as reserves and in light of COVID not yet being over, we intend to keep surplus funds for the foreseeable future in case there are further COVID lockdowns or restrictions. Money will also be set aside for the upkeep of the building. Please see below, the Financial Report for the year ending March 31st 2022.

Public Benefit Statement:

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit in PB1, PB2 and PB3 in taking over the Centre and running it more efficiently for the benefit of the residents of Rockfield Estate in Monmouth and the neighbourhood.

The trustees confirm their belief that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Plans for future periods:

Revise our Business Plan, developed to cover the period 2019 to 2024, use grant funding from MTC to further enhance the allotment area.

Report prepared by April Wiggins and approved by the other Trustees Peter Jefferies, Kingsley Jones, Hannah Lineham, Nicky Jameson, Steve Miles in the course of their Meeting of January 20th 2023.

Financial Statement

Rockfield Park Community Centre

Charity number 1175374
Simple statement for Year ending **31-Oct-22**

Income		£
Gifts		0.00
Grants		0.00
Hire_OneOff		750.00
Hire_Party		65.00
Hire_Regular		10,887.00
	Total	11,702.00
Balance Brought Fwd		2509.85
Transfer from Reserve Acc to Current Acc		0.00
Reserve Acc Balance		15,013.37
Interest on Reserve Acc		11.70
Expenditure		
Bank Charge		-53.20
Cleaner		-3,825.67
Cleaning Materials		-699.07
Grant		0.00
Garden		-164.98
Gardener		-1,226.00
H&S_Covid		0.00
H&S_FireAlarm		-116.25
H&S_FireService		-496.20
H&S_PAT Tests		-18.00
H&S_Sanitary		-969.97
Insurance		-525.01
Keys		-143.96
Maintenance		-963.97
Marketing		0.00
Misc		-85.02
Music Licence		-206.15
Projects		0.00
Rates MCC		-331.70
Rent MCC (Quarterly)		-490.00
Web_Site		-72.00
	Total	-10,387.15

End of report

No content on this page in 2022.

Accounts



Rockfield Park Community Centre

Trustees Annual Report for Financial Year Ended 31 October 2021

Administrative Details:

Charity Registration No.: 1175374

Address: Cornwallis Way, Monmouth NP25 5DN

Names of Trustees at time of approval of this Report:

Nicky Jameson, Peter Jefferies, Kingsley Jones, Hannah Lineham,
April Wiggins, Steve Miles from March 2021

Post Holders:

Treasurer: Nicky Jameson

Secretary: Various

The following also served as Trustees in this period:

Stuart Gray up to May 5th 2021. We wish to acknowledge here Mr Gray's significant contribution to the running of the centre over previous years. He diligently took on a number of roles and administrative duties and helped to ensure the smooth running of the centre for over four years. The current trustees and the wider community are very grateful for his enthusiasm and hard work in ensuring the continued existence and success of the community centre.

Structure, Governance and Management:

The Centre is a Charitable Incorporated Organisation.

Background: the first four Trustees were proposed in 2017 by the then-current management of the Company that was running the Monmouthshire County Council's Rockfield Estate Community Centre after publicity and meetings to review need for succession following their retirement. Those four volunteers set up the Rockfield Park Community Centre as a CIO, with a relevant Constitution, registered on 26 October 2017 and as Trustees took over the management of the Centre on 1 February 2018.

The Trustees undertake all the work involved in running and maintaining the Centre: there is no Management Committee or caretaker, although the Trustees pay someone to clean the centre on weekdays.

A Business Plan covering the three years following hand over on 1 February 2018 had been prepared and submitted to the Charity Commission as part of the Registration process; many assumptions made in that Plan are still valid and it was updated to cover the five years 2019/2024, though it will need review when the current Covid-19 pandemic fully ends.

The Centre has a GDPR Policy in place and has advised those who might be concerned how we handle their data. The Trustees have developed a Policy covering risk management and remedial measures in accordance with CC14, CC26 and CC29. The Centre is available for Hire by groups which may involve children, so the Trustees also have a Safeguarding Policy, one of the trustees has completed PREVENT training.

The Trustees have continued to meet on a regular basis despite the Covid-19 pandemic, either in-person at the centre or via Zoom, to review the day-to-day activities of the Centre and its financial stability. Meetings also discussed succession planning to ensure the smooth handing over of roles and responsibilities to new trustees by the end of May 2021. The meetings are conducted in accordance with CC 48 with the Chair being elected on the day.

The Centre is a member of GAVO (Gwent Association of Voluntary Organisations) and WCVA (Wales Council for Voluntary Action) and has developed relationships with local bodies such as Transition Monmouth and the Community & Partnership Development Team of the Monmouthshire County Council.

Objectives and Activities:

The objects of the CIO are:

To further or benefit the residents of Rockfield Estate in Monmouth 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.

The management of the Centre was formally transferred to the Trustees at the previously agreed date of 1 Feb 2018 with a 15 year lease drawn up by Monmouthshire County Council.

The aim of the Charity is to run the Centre for the benefit of the local residents by providing a location where, typically, educational and leisure classes, children's birthday parties, a Church group, Nursery Daycare sessions, English and Welsh Medium play groups, slimming groups. The centre has been used by the Local Authority to facilitate First Aid training and has also been used for one-off photography sessions by a local company. The centre also provides an allotment area for use by the local community and an outdoor Petanque area that is used on a weekly basis by a local club. Although national lockdowns and COVID restrictions hampered the work of the centre during the year, it is pleasing to report that from September 2021 the centre attracted more user groups and these groups provide recreational, Childcare, educational and leisure activities to over 150 children, parents and other residents every week.

In recognising the issues arising from the Covid-19 pandemic and the possibility of a legionella outbreak in the water system after a long close down, the Trustees put in additional preventative measures and required sight of the users' own risk assessments to ensure that the risk of one group causing infection of others was controlled.

Achievements and Performance:

Obviously the Centre continued to be adversely affected by coronavirus lockdowns and restrictions. However, throughout the year the centre was able to remain open for the Cylch Meithrin Childcare sessions, thus enabling 2-4 year olds and their parents to access childcare during times when other facilities (even schools) were closed. Children were also able to access their dance classes when there were no lockdowns and Slimming World continued when they were able to. Many groups did not return to the centre until September 2021 and we were also able to attract new users. By October 2021 the centre was booked out for 42.5 hours every week and also had many one off booking for parties, educational training and other activities.

The Trustees continue to ensure appropriate measures to provide a safe environment in accordance with Welsh Government legislation which Community Centres to re-open; with the acceptance by hirers of the need for compliance, that level of usage has been partially restored.

We were fortunate in a successful application for a £3,780 grant from Monmouth Town Council in November for the refurbishment of the disabled toilet. This refurbishment was completed in May and has ensured a high

quality and comfortable area for use by those with disabilities. This grant also enabled us to provide extra nappy changing facilities babies and toddler groups as well as the childcare group. A further grant from Monmouth Town Council for £2017 was secured in March to develop the outdoor allotment area. This will be used to purchase equipment for use by those using the area, thus enhancing this provision. A small outdoor area behind the building has been developed for the childcare group that meets in the building. This was described as 'A lovely outdoor environment' during a Care Inspectorate Wales inspection in July 2021. It enhances the provision at the setting and enables the children to enjoy activities in the fresh air. This area can also be used by the playgroups who meet at the centre. The centre has allowed the childcare setting to have some raised beds in the allotment area. Children from the local community have been able to grow fruit and vegetables as well as flowers with some taking fruit and vegetables home to eat.

Trustees:

Mindful of the informal way in which the first Trustees "inherited" the Centre and set up a Charity to run it from scratch, much more attention was paid to the proper induction and training of the four new trustees and the use of their skills during the latter part of last year. This continued during this year and one extra trustee was given full induction offering to take up the post of Booking Clerk and handover of this role was nearly completed by June 1st.

After this, the ongoing Trustees reviewed the amount of work that had gone into the induction and handover process and determined that more attention should be paid to spreading the workload to avoid any undue pressure and that any future recruitment and induction should be conducted at a much slower pace and that succession planning should be properly addressed.

We have been successful at recruiting volunteers for the allotment area at the rear of the building. However, we would like to recruit more volunteers willing to help with the day-to-day running of the centre which in time may lead to more trustees with greater experience of the centre.

Financial Review:

Surplus funds were transferred into a separate Savings Account during 2019-2020 and £3000 of this was transferred back to the current account during this year in order to cover outgoings whilst there were not many bookings. We have not accumulated sufficient funds to warrant a decision as to how any surplus funds are to be formally treated as reserves and in light of COVID not yet being over, we intend to keep surplus funds for the foreseeable future in

case there are further COVID lockdowns or restrictions. Money will also be set aside for the upkeep of the building.

Public Benefit Statement:

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit in PB1, PB2 and PB3 in taking over the Centre and running it more efficiently for the benefit of the residents of Rockfield Estate in Monmouth and the neighbourhood.

The trustees confirm their belief that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Plans for future periods:

We have a Business Plan, developed to cover the period 2019 to 2024; it will be reassessed when the Covid-19 pandemic has passed.

Report prepared by April Wiggins and approved by the other Trustees Peter Jefferies, Kingsley Jones, Hannah Lineham, Nicky Jameson, Steve Miles in the course of their Meeting of November 22nd 2021

Financial Statemen

Rockfield Park Community Centre

Charity number: 1175374

Simple statement for Year ending

31 October 2021

Income	£
Gifts	0.00
Grants	5,797.00
Room Hire	5,393.75
Interest	0.80
Total	11,191.55
Transfer from Reserve Acc to Current Acc	3,000
Reserve Acc Balance	15,001.75
Expenditure	
Cleaner	3,350.00
Cleaner's materials	124.50
Waste removal	1,069.32
Grounds maintenance	1,216.50
Fire alarm, H&S, etc.	370.80
Keys + Secure Key box	70.45
Web site maintenance	206.39
Signs	0.00
Stationery	0.00
Insurance	513.13
Postage	0.00
Repairs & Projects	4988.35
Rates	0.00
Rent	490.00
Legal	0.00
Licences	201.15
Mileage	0.00
Admin	0.00
Total	12,600.59

No content on this page IN 2021