



# Trustees' Annual Report for the period

	Period start date				Period end date		
From	06	04	2024	To	05	04	2025

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Deena Maria McGuinness	Chair		
2	Brenda Williams	Treasurer		
3	Sally Baker		Appointed 24/07/24	
4	Catherine Greene		Appointed 24/07/24	
5	Barbara McGuinness		Appointed 24/07/24	
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20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	constitution
How the charity is constituted (eg. trust, association, company)	CIO Foundation trust
Trustee selection methods (eg. appointed by, elected by)	Appointed by trustees

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

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## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

1) to promote the benefit of the inhabitants of the area of Tarn, Brighton and Hove and wider without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for

<p>recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;</p> <p>2) establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;</p> <p>3) such charitable promotes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.'</p>	<p>Provision of buildings, facilities and open space for the benefit of the inhabitants of the area of Tarner, Brighton &amp; Hove.</p> <p>The trustees provide these activities having regard to the guidance issued by the Charity Commission on public benefit.</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

We were able to continue to run the Millwood Centre and keep it in a good state of repair.

We had a surplus for the year of £2,661 which has added to the funds we hold to keep the centre running and provide activities for our beneficiaries.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity aims to hold sufficient reserves to cover one year's running costs of the Millwood Centre, plus a £5,000 for contingencies. At 5<sup>th</sup> April 2025 the Charity held sufficient funds to meet this aim.

### Details of any funds materially in deficit

none

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funding in 2024-25 was rent from Puffin Pre-school. This pre-school has rented space at the centre for many years and there are no plans for a change to this arrangement.,

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*S Baker*

Full name(s)

SALLY BAKER

Position (eg Secretary, Chair, etc)

TRUSTEE

Date

20/11/25

# **Independent Examiner's report on the accounts**

**Report to the trustees of Millwood Community Centre CIO**

**Registered Charity number 1176798**

**Accounts year ended 5<sup>th</sup> April 2025**

The accounts have been prepared on the Receipts and Payments basis.

## **Respective responsibilities of trustees and independent examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to: examine the accounts under section 145 of the Charities Act, to follow the procedures specified in the General Directions of the Charity Commissioners (under section 145 (5)(b) of the Act) and to state whether particular 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 Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters laid out in the statement below.

## **Independent Examiner's Report**

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
  - (a) to keep accounting records in accordance with section 130 of the Act; and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave 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.



Rebecca Luton  
Resource Centre  
6 Tilbury Place  
Brighton BN2 0GY

Date: 20<sup>th</sup> November





# Millwood Community Centre CIO

Charity registration No. 1176798

**Accounts: 6<sup>th</sup> April 2024 to 5<sup>th</sup> April 2025**

Treasurer: Brenda Williams

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I have examined the financial records of the Millwood Community Centre and prepared these accounts from the information and explanations supplied by them. In my opinion the group has maintained proper accounting records and these accounts are in accord with those records.



Rebecca Luton  
Resource Centre  
6 Tilbury Place  
Brighton BN2 0GY  
4<sup>th</sup> July 2025

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These accounts were approved by an Annual General Meeting of the group

held on 15<sup>th</sup> October 2025 (date)

Signed by two officers/committee members

1. BZ Mc Lennan  
2. C. Greene

# Millwood Community Centre CIO

Charity registration No. 1176798

## Receipts and Payments Account from 6th April 2024 to 5th April 2025

	2025	2025	2025	2024	2024	2024
	restricted	unrestricted	TOTAL	restricted	unrestricted	TOTAL
<b>Receipts</b>						
<i>Income from charitable activities</i>						
General room hire (occasional, back room, parties)	-	1,482	1,482	-	1,284	1,284
Puffin Pre-school rent	-	3,900	3,900	-	3,159	3,159
Puffin Pre-school contribution to cost of oven etc (purchased 2022/23)	-	-	-	-	380	380
<b>Total Receipts</b>	-	<b>5,382</b>	<b>5,382</b>	-	<b>4,823</b>	<b>4,823</b>
<b>Payments</b>						
<i>Expenditure on charitable activities</i>						
Cleaner and caretaker	-	656	656	-	488	488
Cleaning supplies	-	161	161	-	206	206
Insurance	-	471	471	-	409	409
Internet	-	270	270	-	387	387
Stationery, postage, advertising	-	124	124	-	2	2
Telephone	-	70	70	-	35	35
Maintenance and equipment	-	190	190	-	-	-
Laptop	-	679	679	-	-	-
Warm Space expenses	30	-	30	-	-	-
Miscellaneous	-	32	32	-	8	8
Unaccounted expenditure	-	38	38	-	-	-
<b>Total Payments</b>	<b>30</b>	<b>2,691</b>	<b>2,721</b>	-	<b>1,535</b>	<b>1,535</b>
Net receipts/payments for the period	(30)	2,691	2,661	-	3,288	3,288
Balance of funds at 6th April 2024	328	28,115	28,443	328	24,827	25,155
<b>Balance of funds at 5th April 2025</b>	<b>298</b>	<b>30,806</b>	<b>31,104</b>	<b>328</b>	<b>28,115</b>	<b>28,443</b>

### Assets and Liabilities at 5th April 2025

#### Assets

Metro Bank	30,901
Cash in hand	203
<b>Total</b>	<b>31,104</b>

#### Liabilities

nil

#### Restricted Funds held at 5th April 2025

Healthy Neighbourhood Fund for Warm Space	298
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NB some additions may vary by +/- £1 due to rounding