



Castle Hill Community Centre

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended
31st March 2021

Castle Hill Community Centre is managed by The Castle Hill Community Centre Trust,
Registered Charity NO: 1178607

Castle Hill Community Centre
Annual Report
for the year ended 31st March 2021

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Bankers: Santander Bank, 1-3a Carr St, Ipswich IP4 1DS

Castle Hill Community Centre

Independent examiner's report to the trustees of Castle Hill Community Centre

I report on the accounts of the Castle Hill Community Centre for the year ended 31 March 2021, which are set out on pages 9 to 11.

Respective responsibilities of trustees and the examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In the course of 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 2011 Act; and
 - b. to prepare accounts, which accord with the accounting records and comply with the accounting requirements of the 2011 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.



P J Keeble ACMA
21st November 2021

5 The Cambria, Key Street,
Ipswich, Suffolk IP4 1FF



Trustees' Annual Report for the period

From: 1st April, 2020 **Period start date**

To: 31st March, 2021 **Period end date**

Charity name: Castle Hill Community Centre Trust

Charity registration number: 1178607

Objectives and Activities

	SORP ref	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To further or benefit the residents of North West Ipswich 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.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	Providing facilities for local community organisations, clubs etc to meet and carry out their activities. Supporting by hire of rooms other charitable organisations who benefit the local community in north-west Ipswich. Organising fund-raising events, providing help and advice to other organisations such as the Big Local Trust.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trust confirms that it has regard to the guidance issued by the Charity Commission and has taken this into account in making decisions to which the guidance is relevant.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Contribution made by volunteers	Para 1.38	Volunteers have played a key part in the success of our Food Bank during the year

		(see below) one of which received the Volunteer of the year award presented by the East of England Co-operative Society.
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Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The Charity has continued to thrive albeit in very difficult circumstances. The Community Centre was closed over the two extended periods of Covid lockdown. Despite this, our staff & volunteers worked tirelessly to maintain our weekly food bank home deliveries based on referrals for people in need in NW Ipswich by Suffolk County Council, Ipswich Borough Council and the Citizen's Advice Bureau. An average of 85 parcels a week were delivered and over 100 Christmas hampers. A total of 11 volunteers, staff and trustees were involved in this event. On a business-as-usual front, in between lockdowns we continued to provide limited room hire services (under strict Covid regulations) to local organisations such as those involved with children's pre-school activities, art groups and young people's educational services.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite a very challenging year because of the Covid-19 pandemic, we still managed to return a healthy surplus of £25,876. This resulted in the main from a number of Covid-related grants totalling £19,907 which helped offset our loss of room hire income. In addition to this, our annual accounts show firm financial control with a tight rein on expenditure. Only one member of staff was furloughed during lockdowns with the remainder working from home as far as was permitted under the government's regulations/guidance.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	A risk assessment was undertaken during the year to determine the level of reserve funds to be maintained. This considered our exposure to risk of loss of income not covered by our insurance as a result of

		partial or total loss of the buildings due to fire. It also included the risk of long-term sick absence of our highest paid staff member. A reserve of £50,000 was agreed by the Trustees at their meeting on 22 nd April 2021 and arrangements were put in hand to hold this sum in a dedicated bank account.
Amount of reserves held	Para 1.22	£50,000
Details of fund materially in deficit	Para 1.24	None
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	None. We are the only community centre in north-west Ipswich and have established a good reputation for providing first-class facilities at an affordable cost.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Our principal source of funds is from room hire but for specific projects such as the Food Bank, we rely on grants. There has been no requirement for fund-raising initiatives during the year and none is anticipated until we begin a programme of replacement of ageing outbuildings within the foreseeable future.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We do not invest in any stocks/shares related financial organisations. Our policy at present is to maintain our funds in a high street bank but our intention is to mitigate the FCA limits on compensation by spreading the risk over a number of different banks.
A description of the principal risks facing the charity	Para 1.46	None.

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Charity Commission Foundation Trust
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation
Trustee selection	Para	New Trustees are recruited to the Board at

methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	1.25	any time by the Trustees. In selecting individuals for appointment as Trustees, the Trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO. All appointments are ratified by majority vote at the next Trustees Board meeting. Officers of the Trust are appointed at The Annual General Meeting and serve for a specified period.
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Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	New Trustees are provided with induction information and a copy of the Trust's Constitution. A one-day training course externally sourced is provided within the first six months.
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Reference and Administrative details

Charity name	Castle Hill Community Centre Trust
Other name the charity uses	None
Registered charity number	1178607
Charity's principal address	Castle Hill Community Centre, Highfield Road, Ipswich, Suffolk, IP1 6DG

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	Raymond Boggis	Chairman		
2	Richard Skinner	Treasurer		
3	Claire Prosser			
4	Hazel Stapleton			
5	Edwin Candy		From 8.10.20	
6	David Cook			
7	Julie Maycock			
8	Andrew Cuthbertson			

Funds held as custodian trustees on behalf of others



Description of the assets held in this capacity	Big Local grant funds held as LTO for NWI BLT Partnership.
<p>Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects</p> <p>This falls within our own objectives namely:</p>	<p>Big Local Trust objects: "The advancement of community development and the relief of unemployment for the benefit of the public in the localities in each region specified. These are to be achieved by making distributions to recipients and conducting research and disseminating the useful results of such research. The distributions should be made so as to develop the capacity and skills of the members of socially and economically disadvantaged communities, for the benefit of the public, in such a way that they are better able to identify, and help meet, their needs and participate more fully in society."</p> <p>"To further or benefit the residents of North West Ipswich 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."</p>

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Raymond Leslie Boggis

Richard John Skinner

**Position (eg
Secretary, Chair, etc)**

Chairman

Treasurer

Date

4th November, 2021

Castle Hill Community Centre

Income & Expenditure Account for the year ended 31st March 2021

	£ 2021	£
Income:		
2020		
Grants (Covid Related)	19,907	
-		
Restricted Grants (Food Bank Project)	16,018	
5,000		
Room Rent (Tenants)	54,190	
62,915		
Room Hire	14,634	80,274
Donations	377	5
Interest	729	
1,872		
Other Income	2,768	
3,388		
Refunds/ credits	(1,868)	
1,810		
BLT Income	9,386	3,671
Total Income	<u>116,141</u>	-
<u>158,935</u>		
Expenditure:		
Staff Costs	53,245	57,273
Accommodation Costs	21,467	
112,427		
Office Costs	3,740	
2,160		
Other Costs	-	
7,603		
Food Bank Project Costs	11,813	
-		
Total Expenditure	<u>90,265</u>	
<u>179,463</u>		
Total Surplus/(Deficit) of Income over Expenditure	<u>25,876</u>	
<u>(20,528)</u>		

Analysed:

	2021		2020	
	General Funds	Restricted Funds	General Funds	Restricted Funds
Income	100,123	16,018	153,935	5,000
Expenditure	72,755	17,510	88,778	90,685
Surplus/ (Deficit)	27,368	(1,492)	65,157	(85,685)
	Overall Surplus 25,876		Overall Deficit (20,528)	

Castle Hill Community Centre

Balance Sheet as at 31st March 2021

	31st March 2021	31st March
2020		
	£	£
<u>Bank Balances</u>		
Current Account	8,897	3,033
Deposit Account	314,471	294,459
Total	<u>323,368</u>	<u>—</u>
<u>297,492</u>		

Represented by:

Accumulated surplus brought forward **297,492**

Add: Surplus for the year **25,876**

Accumulated surplus carried forward **323,368**

Analysed:	General Funds	212,197
	Restricted Funds	111,171

Castle Hill Community Centre

Notes to the Accounts for the Year Ended 31st March 2021

1. Accounting Policy

These unaudited accounts have been completed in accordance with UK Generally Accepted Accounting Practice guidelines and provides sufficient and relevant information to enable completion of a tax return.

2. Grant Income

The grant income received during the year that was not Covid related, has been treated as exceptional income as per the Charity Commission definition, as they are one off awards. Therefore the accounts have been prepared on a receipts and payments basis.

3. Fixed Assets

As all fixed assets purchased are under £1,000 they have been written off to expenditure in the year that they have been purchased.

4. Restricted Funds

At the 31st March 2021, restricted funds total £111,171 being the balance remaining on the following grants received:

SCC	£ 3,784	(Murrayside)
SCC	£103,182	(transitional grant for Building Work)
Various Organisations	£ 4,205	(Food Bank Project)

5. Locally Trusted Organisation for Northwest Ipswich Big Local Trust

In October 2019 the CHCC took on the role of Locally Trusted Organisation (LTO) for the Northwest Ipswich Big Local Trust (NWIBLT). The CHCC handle all the money for NWIBLT, operating a completely separate bank account. Therefore no transactions are included in the CHCC accounts, except for income for CHCC services (5% of all transactions) and payment for the Administrative Assistant which CHCC employ to do NWIBLT work.

The movements on the NWIBLT bank account for the year to 31st March 2021 were:

Bank Balance	brought forward	£19,046
Grant Income paid in		£116,201
Grant and LTO expenditure		<u>£98,893</u>
Bank Balance	carried forward	<u>£36,354</u>

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