



Castle Hill Community Centre

ANNUAL REPORT AND FINANCIAL STATEMENTS

For the year ended
31st March 2023

Castle Hill Community Centre is managed by The Castle Hill Community Centre Trust,
Registered Charity N0: 1178607

Castle Hill Community Centre

Annual Report

for the year ended 31st March 2023

Contents	Pages
Independent examiner's report	3
Trustees Annual Report	4 - 10
Income & Expenditure Account	11
Balance Sheet	12
Notes to the Accounts	13

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 31st March 2023, which are set out on pages 11 to 13.

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.

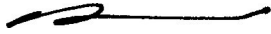
Basis of independent examiner's report

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

28th January 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st April, 2022 **Period start date**
To 31st March, 2023 **Period end date**

Charity name: Castle Hill Community Centre Trust

Charity registration number: 1178607

Objectives and Activities

	SORP reference	
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	
Policy on grant making	Para 1.38	We only make use of grants for specific purposes for example, to fund the provision of food and sanitary products for our food bank.

Policy on social investment including program related investment	Para 1.38	We do not make use of any social investments.
Contribution made by volunteers	Para 1.38	Volunteers have continued to play a key role in the continued success of our Food Bank during the year (see below). Many of these come from the immediate area surrounding the Centre.
Other		

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 made a good recovery from the restraints placed upon it by the Covid restrictions and seen the return of most of our users during the year. Our staff & volunteers have played a particularly important part in this and in addition worked tirelessly to maintain our weekly Food Bank for people in need in North-west Ipswich, with an average attendance at our weekly Food Bank of 25+ people. A total of 8 volunteers, plus staff and trustees were regularly involved in supporting this event. It has become very clear how people have depended on the service we have provided many having discovered the existence of the Centre for the first time, which has significantly raised our profile in the community.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	As an organisation which exists to serve the needs of our local community, we confine sub-letting of 60% of our room capacity to charitable organisations reserving the remainder for the casual needs of the neighbourhood - small groups, parties etc. This model has served us well allowing us to meet all our commitments whilst maintaining steady growth in our capital which is reserved for future building extension.
		We have not carried out any fundraising

Performance of fundraising activities against objectives set	Para 1.41	and at the present there is no requirement to do so.
--	-----------	--

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Despite the continued challenges this year we still managed to return a healthy surplus of £28024 . This included £2500 Covid lost revenue grant for the previous year and £700 Locality grant for a new garden area. Our annual accounts show firm financial control with a tight rein on expenditure.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy for holding reserves is based on loss of income we might face in a worst-case scenario. Our aim is to maintain our service to customers & tenants in the event of any disruption to business. The policy has been thoroughly reviewed during the year against a rigorous risk assessment. The Reserve funds remain in a restricted bank account to limit our exposure under the FSCS guarantee.
Amount of reserves held	Para 1.22	£50,000
Reasons for holding zero reserves	Para 1.22	N/A
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 and client contributions. 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. During the year we moved our surplus funds to an investment platform to allow us to maintain each deposit below the FSCS guarantee. Funds are regularly monitored to take advantage of the best interest rates on

		offer.
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 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	Para 1.25	New Trustees are recruited to the Board at 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. We actively seek Trustees who reside in the North-west area of Ipswich and who have a particular interest in the work of the Centre. All appointments are ratified by majority vote at Trustees Board meetings. Officers of the Trust are appointed at the Annual General Meeting and serve for a specified period.

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.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	We are governed by our Constitution and aim to maintain 8 Trustees. There are three officers elected by the Trustees from their number : Chairman, Vice Chairman & Treasurer. Trustees also are allotted lead roles in certain areas such as finance, human resources, insurance/risk assessment & buildings. We have no affiliation with any other groups.
Relationship with any related parties	Para 1.51	None

Other		None

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, IP16DG

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	Hazel Stapleton	Vice Chairman		
4	Edwin Candy			
5	Jim Startup			
6	Roger Barnes			
7	Maureen Grenfell		Appointed 20.10.22	Trust Board
8	Magda Chambers		Appointed 19.01.23	Trust Board

Corporate trustees – names of the directors at the date the report was approved

Director name		
None		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
None		

--	--	--

Description of the assets held in this capacity	Big Local grant funds held as LTO for NWI BLT Partnership.
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	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."
This falls within our own objectives namely:	"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."
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	These funds are segregated in a discrete account and form no part of the CHCCT's accounts other than for reporting purposes. Regular income and expenditure accounts are provided to the Big Local Trust as required in our LTO agreement.

Names and addresses of advisers (Optional information)

None		

N/A

Exemptions from disclosure

Reason for non-disclosure of key personnel details

None

Other optional information

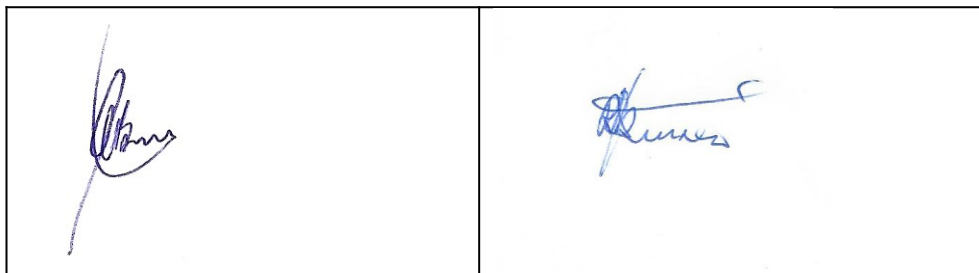
None

Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Two handwritten signatures in blue ink. The first signature is on the left and the second is on the right.

Full name(s)

Raymond Leslie Boggis

Richard John Skinner

Position (eg Secretary,
Chair, etc)

Chairman

Treasurer

Date

12th July, 2023

Castle Hill Community Centre

Income & Expenditure Account for the year ended 31st March 2023

	£ 2023	£ 2022
Income:		
Grants (Covid and General)	3,200	14,258
Restricted Grants (Food Bank Project)	10,130	3,038
Room Rent (Tenants)	64,658	65,870
Room Hire	48,705	32,758
Donations	-	-
Interest Received	2,036	140
Other Income	872	4,437
Refunds/ credits	-	-
BLT Admin & Management Fees	2,580	4,605
Total Income	<u>132,181</u>	<u>125,106</u>

Expenditure:

Staff Costs	53,638	52,788
Accommodation Costs	30,397	19,244
Office and Financial Costs	3,003	8,621
Restricted Costs (Building Work)	4,119	12,176
Restricted Costs (Food Bank Project)	9,216	7,200
Restricted Fund Repaid (Murrayside)	3,784	-
Total Expenditure	<u>104,157</u>	<u>100,029</u>
Total Surplus of Income over Expenditure	<u>28,024</u>	<u>25,077</u>

Analysed:

	2023		2022	
	General Funds	Restricted Funds	General Funds	Restricted Funds
Income	122,051	10,130	122,068	3,038
Expenditure	87,038	17,119	80,653	19,376
Surplus/(Deficit)	35,013	(6,989)	41,415	(16,338)
	Overall Surplus 28,024		Overall Surplus 25,077	

Castle Hill Community Centre

Balance Sheet as at 31st March 2023

	31st March 2023	31st March 2022
<u>Assets</u>	£	£
<u>Bank Balances</u>		
Santander Current Account	3,409	459
Santander Deposit Account	36,682	262,878
Nationwide Account	86,528	85,108
Flagstone Portfolio	249,850	-
	<hr/>	<hr/>
Total Assets	<u>376,469</u>	<u>348,445</u>
 Represented by:		
Accumulated surplus brought forward	348,445	
Add: Surplus for the year	<u>28,024</u>	
Accumulated surplus carried forward	<u>376,469</u>	
 Analysed:		
General Funds	288,625	
Restricted Funds	87,844	

Castle Hill Community Centre

Notes to the Accounts for the Year Ended 31st March 2023

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 2023, restricted funds total £87,844 being the balance remaining on the following grants received:

SCC	£ 86,887	(transitional grant for Building Work)
Various Organisations	£ 957	(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 employed to do NWIBLT work up to July 2021.

The movements on the NWIBLT bank account for the year to 31st March 2023 were:

Bank Balance	brought forward	£ 15,392
Grant Income paid in		£ 23,921
Grant and LTO expenditure		<u>£ 36,947</u>
Bank Balance	carried forward	<u>£ 2,366</u>