

**Financial statements for the year
ended 31 December 2021**

(Registered charity, number 1183511)

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The Downton Memorial Centre

Trustees' annual report for the year ended 31 December 2021

Full name The Downton Memorial Centre

Organisation type Charitable incorporated organisation

Registered charity number 1183511

Principal address Downton Memorial Hall, The Borough,
Downton, Salisbury, SP5 3NB

Trustees

Susan Kirsten Barnhurst-Davies, Chair

David Philip Mace, Treasurer

Hilary Mace, Booking Secretary

Christine Anne Pearce

Jeremy Parsons

Independent examiner

As the charity's gross income is below £25,000 the Trustees have opted to not have an audit or independent examination of its Annual Report and Accounts.

Governance and management

The charity is operated under the rules of its CIO – Foundation constitution adopted 21 May 2019.

Trustees are nominated by local organisations or trustees and appointed by the trustees.

Initially there are 3 'first trustees' from the previous unincorporated charity (Downton Memorial Hall, Charity No. 305507).

Other trustees up to a maximum of 23 in number can be nominated by local organisations.

The trustees can also appoint up to 4 local residents as new trustees.

Objectives and activities

The provision and maintenance of the Downton Memorial Centre for use of inhabitants of the parish of Downton in the county of Wilts and its immediate vicinity without distinction of sex or political or religious or other opinions, including use for:

- (a) physical and mental training and recreation, and
- (b) intellectual development through the medium of reading and recreation rooms
library lectures, classes, recreations.

The Downton Memorial Centre

Summary of the main activities undertaken for the public benefit

Activities undertaken at The Downton Memorial Centre include:

- Physical exercise and development classes and recreational activities;
- Intellectual lectures etc. and development;
- Entertainment in the form of film and musical performances and children's parties etc.

The Downton Memorial Centre is hired by local residents, organisations and other parts of the community.

The Trustees actively fundraise for items to improve the premises for the public benefit.

The Trustees ensure that the Downton Memorial Centre is kept in the public eye by advertising in the local press, and the village website, and by holding open days to promote the centre and to show potential hirers the facilities.

The Trustees enjoy a good relationship with the Downton Community Pre-School (Charity 1027574) who rent space in the new extension.

The trustees wish to put on record their grateful thanks to the volunteers who help with the running of the centre, the fund-raising events and the improvements that continue to be made to the facilities at the centre.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Summary of the main achievements during the period

The Covid pandemic continued to negatively impact both the usage and income of the Centre throughout 2021. Due to Covid restrictions the building was effectively closed until mid-May when a few classes were able and willing to return to the hall. Hall hire continued to increase slowly throughout the remainder of the year, though with the usual lull in the summer holidays. However, the meeting rooms in the extension had almost no bookings until the Autumn. During the latter half of the year a few classes returned from the airier space of the hall to their normal home in the extension. Other returners during the year included the Parish Council, who had been meeting remotely by videoconference throughout most of the pandemic, and the Child Health Clinic who returned with a monthly clinic instead of the pre-Covid weekly session.

The Downton Memorial Centre

Unfortunately, due to the continuing effect of the Covid pandemic, we were not able to hold any fund-raising events in 2021 to improve the facilities of the Centre.

During those periods when the hall was not in use, the electrics were substantially upgraded to modern standards.

The Trustees continue to work hard to put the Downton Memorial Centre at the heart of the community and I believe, as Chairman, that this is being fulfilled.

As Chairman I wish to thank the users of The Downton Memorial Centre for their support and enjoyment. I also wish to thank the Trustees wholeheartedly for their drive and determination in offering a thriving community amenity fit for the 21st century.

The charity's policy on reserves

The trustees have prudently decided to maintain cash reserves equivalent to six month's income (£12,000), together with a further cash reserve for future improvements to the premises and facilities (£8,000) making £20,000 in total. The total reserves at the year-end stood at £23,282.

Financial review

The charity has two principal sources of income namely the hire fees charged for the use of its facilities and the pre-school rent. The charity uses this income to maintain a safe, clean, heated environment, with good facilities, for the users of The Downton Memorial Centre.

Signed on behalf of the charity's trustees:

Signed 
Susan Kirsten Barnhurst-Davies, Trustee

Date 24/09/2023

The Downton Memorial Centre

Receipts & payments account for the year ended 31 December 2021

2020 Total Funds £		Note	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £
Receipts					
10625	Grants & Donations		-	-	-
5266	Fundraising Events		-	-	-
950	Rental Income	4	7600	-	7600
11053	Sales & Hire Fees		8552	-	8552
48	Bank Interest		2	-	2
367	Utility Recharges	4	1956	-	1956
75	Key Deposits		50	-	50
28384	Total Receipts		18160	-	18160
Payments					
2205	Fundraising Costs		-	-	-
2142	Cleaning		3,480	-	3,480
1113	Equipment				
1374	Grants & Donations Given	5	500	-	500
567	Insurance		583	-	583
50	Membership Fees		-	-	-
92	Office & General Admin Expenses		235	-	235
9	Printing, Postage & Stationery		51	-	51
61	Promotional Event		-	-	-
4322	Repairs & Maintenance	6	16264	-	16264
139	Supplies		12	-	12
125	Music Licence		50	-	50
3797	Utilities		4844	-	4844
127	Website		610	-	610
-	Legal & Professional Fees		708	-	708
25	Key Deposits Refunded		75	-	75
-	Sundry Expenditure		-	-	-
16148	Total Payments		27412	-	27412
12236	Net Receipts / (Payments)		(9252)	-	(9252)
20298	Cash funds at start of this period		32534		32534
32534	Cash funds at end of this period		23282	-	23282

The Downton Memorial Centre

Statement of assets and liabilities at 31 December 2021

2020 £		Note	2021 £
	Cash assets		
32534	Bank accounts		23282
-	Cash in hand		-
<u>32534</u>			<u>23282</u>
	Other monetary assets		
4010	Debtors - Sales & hire fees		973
<u>4010</u>			<u>973</u>
	Assets retained for the charity's own use		
	General equipment.		
	Liabilities		
(1677)	Creditors	3	(2025)
(130)	Advanced receipts – Sales & hire fees		-
<u>(1807)</u>			<u>(2025)</u>

These financial statements are accepted on behalf of the charity by:

Signed 

Dated 24/09/2023

David Philip Mace, Trustee

The Downton Memorial Centre

Notes to the accounts for the year ended 31 December 2021

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received, and cash spent will include transactions through bank accounts and cash in hand.

2. Fund Analysis

	Opening balance £	Receipts £	(Payments) £	Closing balance £
Restricted Funds				
Projector & Screen	500	-	-	500
	500	-	-	500
Unrestricted				
General Fund	32,034	18,160	(27,412)	22,782
	<u>32,034</u>	<u>18,160</u>	<u>(27,412)</u>	<u>22,782</u>

3. Creditors

	£
Cleaning	455
Repairs & maintenance	750
Key deposits	325
Hire fees refunds	495
	<u>2025</u>

4. Rental Income

The only rental payments and utility recharges received in 2020 were for January, February and March. The trustees of the Downton Memorial Centre granted its tenant, the Downton Community Preschool, a rent holiday in April and May 2020, when the preschool was not allowed, under Government Covid regulations, to operate during the initial Covid lock down. Then, to support our tenant through some cash flow issues, the invoicing of the rent and utility recharges from June onwards was delayed until December 2020, and the outstanding payments were received in January 2021.

The Downton Memorial Centre

5. Grants & Donations Given

The trustees of the Downton Memorial Centre provided a grant of £500 to its tenant, the Downton Community Preschool, to help fund the new flooring installed by the pre-school.

6. Repairs & Maintenance

The remedial works identified in an Electrical Installation Condition Report (EICR) of the hall were completed in 2021 at a cost of £8,203. This included the major upgrade of bringing all the switchgear, of the three-phase power supply to the building, up to modern standards. In addition, 5 new hand dryers were installed in the hall's toilets, and the old fluorescent light battens in the kitchen and refectory were replaced with new LED battens, at a total cost of £2,667.

7. Premises

The land and buildings are owned by Downton Parish Council and leased to The Downton Memorial Centre CIO for a peppercorn rent £10 per annum for a term of 900 years beginning on 24 June 2018.

8. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

7. Related party transactions

The trustees Susan Barnhurst-Davies and Jeremy Parsons are also committee members of The Downton Society. The Downton Society hired rooms from The Downton Memorial Centre during this period for a total amount of £220.

The trustee David Mace is a Parish Councillor at Downton Parish Council. Downton Parish Council hired rooms during this period for a total amount of £345.

Danie Williams, who had been a trustee until she resigned in December 2021, is also a trustee of Downton Band. Downton Band did not hire any rooms at the Downton Memorial Centre during 2021.

The trustees Susan Barnhurst-Davies and Jeremy Parsons are also trustees of Downton Moot Preservation Trust. The Moot Preservation Trust hired rooms from The Downton Memorial Centre during this period for a total amount of £15.

The Downton Memorial Centre

8. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.