



# Trustees' Annual Report for the period

Period start date

Period end date

From

18 June 2019 To

31 August 2020

## Section A

## Reference and administration details

Charity name Educational and Cultural Centre Swindon CIO

Other names charity is known by ECC Swindon CIO

Registered charity number (if any) 1183960

Charity's principal address Polish Community Centre

Walton Close

Postcode

SN3 2JU

### 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  | Anna Wilczek-Cannon | Chair           |                                   |   |
| 2  | Joanna Szymor       | Secretary       |                                   |   |
| 3  | Urszula Brzozka     | Treasurer       |                                   |   |
| 4  | Jaroslav Kozak      | Ex Officio      |                                   |   |
| 5  |                     |                 |                                   |   |
| 6  |                     |                 |                                   |   |
| 7  |                     |                 |                                   |   |
| 8  |                     |                 |                                   |   |
| 9  |                     |                 |                                   |   |
| 10 |                     |                 |                                   |   |
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| 16 |                     |                 |                                   |   |
| 17 |                     |                 |                                   |   |
| 18 |                     |                 |                                   |   |
| 19 |                     |                 |                                   |   |
| 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<br>(eg. trust deed, constitution)        | Constitution  |
| How the charity is constituted<br>(eg. trust, association, company) | CIO   |
| Trustee selection methods<br>(eg. appointed by, elected by)         | First Trustees were appointed by the power of constitution upon creating this organisation. |

#### 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**

To further or benefit the residents of Swindon and its environs (the 'Area of Benefit') by the following means: 1. to advance education, through the provision of supplementary education, in subjects including the English language, the Polish language and Polish heritage, including arts, culture, history and geography; 2. 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 residents in the Area of Benefit and ensuring the integration of the Polish residents into the local community.

**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)**

During the first year of operation ECC Swindon CIO successfully run Polish Saturday School. During full lockdowns the Polish School remained open using online resources, still helping children to learn the language and their heritage.

ECC Swindon organised many events for all generations in the area, including meeting with Father Christmas for the youngest, invited a theatre to perform the play for the children open to all, evening balls for our seniors. Also, the annual celebration of Polish Heritage Day took place during unprecedented times, and with the help of Polish Embassy in London we successfully run it online.

ECC Swindon CIO opened a Music School with the guitar lessons initially with the plans to open new classes if there is a demand. The Music School is open to anyone in the area willing to learn how to play an instrument.

Another activity of ECC Swindon CIO is running a Gift Shop which sells gifts, souvenirs, cards and books. The shop is especially appreciated by seniors, but it is not limited to this group only.

**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

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

The first year started very promisingly for ECC Swindon CIO.

Polish Saturday School organised many fundraising events such as school lottery, crazy hair day, cake sale, family day out. That provided a place to meet up with not just for students but also for their families which helps to promote Polish culture and traditions within the Swindon community as most of the events were open to public.

The Polish School produced the traditional Nativity Play and assemblies related to the Polish historical events. That is to maintain the national identity but also to share Polish history and traditions with the Swindon community.

We also had a Father Christmas visit which was a very successful event and all children in Swindon and area enjoy that event each year.

Polish School also organised a special day for children by inviting a theatre to perform the play for children. That was a huge joy for children and for some of them it was the first time they were able to enjoy the live play.

Senior members of the community enjoyed balls organised especially for them. These were very successful events bringing lots of joy for those participating.

ECC Swindon CIO opened a Music School which successfully run guitar classes for individual and group students.

ECC Swindon CIO also run a Gift Shop which is equipped with the goods that are popular within community.

The second part of the year had been more challenging due to pandemic and ongoing lockdowns.

During full lockdowns the Polish Saturday School remained open using online resources, still helping children to learn the language and their heritage. Also the headcount remained the same which, considering the situation, was a big achievement. It is worth mentioning that IT literacy, within our students but also within community, was also expanded when using online resources.

In the difficult times of the pandemic organising the Polish Heritage Day can be also considered as a great achievement. With the support from Polish Embassy, it was possible to celebrate together online.

ECC Swindon CIO also helped community by organising online support events to help with access to covid-19 information or help with post Brexit Settlement Scheme arrangements.

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

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**Details of any funds materially in deficit**

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**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.

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## Section F

## Other optional information

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## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

|   |   |
|---|---|
|  |  |
|---|---|

Full name(s)

|                |               |
|----------------|---------------|
| URSULA BRZOZKA | JOANNA SZYMOR |
|----------------|---------------|

Position (eg Secretary, Chair, etc)

TREASURER

SECRETARY

Date

19/6/21





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Educational and Cultural Centre Swindon CIO

1183960

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
18/06/2019

To

Period end date  
31/08/2020

### Section A Receipts and payments

|                                       | Unrestricted<br>to the nearest £ | Restricted<br>to the nearest £ | Endowment<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---------------------------------------|----------------------------------|--------------------------------|-------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                    |                                  |                                |                               |                                 |                               |
| Polish Supplementary school fees      | 34,467                           | -                              | -                             | 34,467                          | -                             |
| Music supplementary school fees       | 189                              | -                              | -                             | 189                             | -                             |
| Gift Shop Sales                       | 847                              | -                              | -                             | 847                             | -                             |
| Embassy of Republic of Poland grant   | -                                | 2,087                          | -                             | 2,087                           | -                             |
| Grant/ Donation                       | 370                              | -                              | -                             | 370                             | -                             |
| Fundraising                           | 3,465                            | 3,775                          | -                             | 7,240                           | -                             |
| Swindon Lottery grant                 | 114                              | -                              | -                             | 114                             | -                             |
| Sundry receipts                       | 2,997                            | -                              | -                             | 2,997                           | -                             |
| HMRC JRS Grant                        | -                                | 11,923                         | -                             | 11,923                          | -                             |
| <b>Sub total (Gross income for</b>    | <b>42,449</b>                    | <b>17,785</b>                  | <b>-</b>                      | <b>60,234</b>                   | <b>-</b>                      |
| <b>A2 Asset and investment sales,</b> |                                  |                                |                               |                                 |                               |
|                                       | -                                | -                              | -                             | -                               | -                             |
|                                       | -                                | -                              | -                             | -                               | -                             |
| <b>Sub total</b>                      | <b>-</b>                         | <b>-</b>                       | <b>-</b>                      | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                 | <b>42,449</b>                    | <b>17,785</b>                  | <b>-</b>                      | <b>60,234</b>                   | <b>-</b>                      |
| <b>A3 Payments</b>                    |                                  |                                |                               |                                 |                               |
| Polish Supplementary School Rent      | 11,303                           | 2,087                          | -                             | 13,390                          | -                             |
| Training/Books/Teachers materials     | 1,231                            | -                              | -                             | 1,231                           | -                             |
| Admin expenses                        | 3,629                            | -                              | -                             | 3,629                           | -                             |
| Teachers salary / HMRC JRS Grant      | 16,922                           | 11,923                         | -                             | 28,845                          | -                             |
| Annual insurance policy               | 650                              | -                              | -                             | 650                             | -                             |
| Equipment purchase                    | 577                              | 196                            | -                             | 773                             | -                             |
| Fundraising                           | 1,156                            | 3,579                          | -                             | 4,735                           | -                             |
| Sundry payments                       | 4,074                            | -                              | -                             | 4,074                           | -                             |
| Gift Shop Expenses                    | 698                              | -                              | -                             | 698                             | -                             |
| <b>Sub total</b>                      | <b>40,240</b>                    | <b>17,785</b>                  | <b>-</b>                      | <b>58,025</b>                   | <b>-</b>                      |
| <b>A4 Asset and investment</b>        |                                  |                                |                               |                                 |                               |
|                                       | -                                | -                              | -                             | -                               | -                             |
|                                       | -                                | -                              | -                             | -                               | -                             |
| <b>Sub total</b>                      | <b>-</b>                         | <b>-</b>                       | <b>-</b>                      | <b>-</b>                        | <b>-</b>                      |
| <b>Total payments</b>                 | <b>40,240</b>                    | <b>17,785</b>                  | <b>-</b>                      | <b>58,025</b>                   | <b>-</b>                      |
| <b>Net of receipts/(payments)</b>     | <b>2,209</b>                     | <b>0</b>                       | <b>-</b>                      | <b>2,209</b>                    | <b>-</b>                      |
| <b>A5 Transfers between funds</b>     | <b>-</b>                         | <b>-</b>                       | <b>-</b>                      | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>    | <b>-</b>                         | <b>-</b>                       | <b>-</b>                      | <b>-</b>                        | <b>-</b>                      |
| <b>Cash funds this year end</b>       | <b>2,209</b>                     | <b>0</b>                       | <b>-</b>                      | <b>2,209</b>                    | <b>-</b>                      |

## Section B Statement of assets and liabilities at the end of the period

| Categories           | Details   | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------|---|------------------------------------|----------------------------------|---------------------------------|
| <b>B1 Cash funds</b> |   | -                                  | -                                | -                               |
|                      |   | -                                  | -                                | -                               |
|                      |   | -                                  | -                                | -                               |
|                      |   | -                                  | -                                | -                               |
|                      | <b>Total cash funds</b><br>(agree balances with receipts and payments account(s)) | -                                  | -                                | -                               |



|                                 | Details | Unrestricted funds<br>to nearest £ | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|---------------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |
|                                 |         | -                                  | -                                | -                               |

|                             | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|-----------------------------|---------|-----------------------------|-----------------|--------------------------|
| <b>B3 Investment assets</b> |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |
|                             |         |                             | -               | -                        |

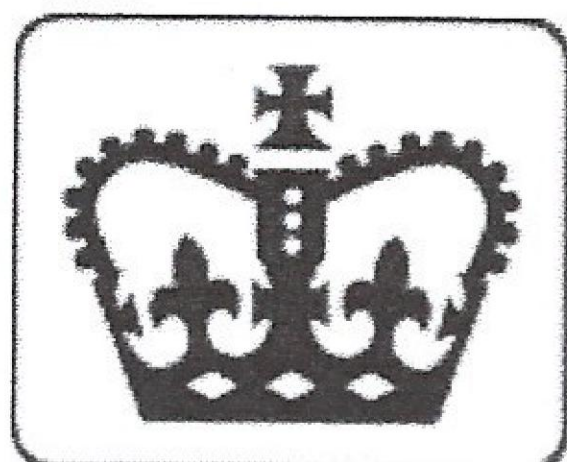
|   | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|---|---------|-----------------------------|-----------------|--------------------------|
| <b>B4 Assets retained for the charity's own use</b> |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |
|   |         |                             | -               | -                        |

|                       | Details | Fund to which liability relates | Amount due (optional) | When due (optional) |
|-----------------------|---------|---------------------------------|-----------------------|---------------------|
| <b>B5 Liabilities</b> |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |
|                       |         |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature   | Print Name      | Date of approval |
|---|-----------------|------------------|
|  | URSZULA BRZOZKA | 19/6/21          |
|  | JOANNA SZYMOR   | 19/06/21         |





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

EDUCATIONAL AND CULTURAL CENTRE SWINDON CIO

On accounts for the year  
ended

31/08/2020

Charity no  
(if any)

1183960

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/08/2020.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

Independent  
examiner's statement

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

28/06/2021

Name:

Jaroslaw Kubaszczyk

Relevant professional  
qualification(s) or body  
(if any):

Chairman - Polish Association Gloucestershire  
Councillor - Gloucester City Council

Address:

19 Wainfleet Avenue, Kingsway

Gloucester

GL2 2FE