



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From period start date: **1st April 2021** to period end date: **31st March 2022**

Charity name: **Ossett War Memorial Community Centre**

Charity registration number: **1184598**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	No change
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	No change
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The guidance issued by the charity commission as been made available to all trustees.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	As reported at the recent AGM held on 3rd April 2023, there has literally been a handful of volunteers and staff that have helped to ensure the Centre has

		been able to continue and ultimately save it from closure. Volunteers from the management committee took on temporary roles of Chairperson, Vice Chair, Treasurer and Secretary.

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	Volunteers resumed services to the public that included the community luncheon. Most of the users of the community centre were elderly who rarely got the chance to leave the seclusion of their homes, the centre provided an opportunity for local residents of all ages to be able to be healthy in both mind and body through the activities that take place. The creation of an outdoor space before the pandemic and the setting up of mini-plots was invaluable in helping the public regain their confidence coming out of lockdown. Where some were scared of entering the building, they were able to join in outdoor craft, exercise, meditation and social sessions outdoors. The outdoor space also provided a space for certain memorials for those who had lost loved ones during the pandemic.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	The main objective after lockdown was to get business back to usual. We managed to get the centre back up to 70 percent of what it was pre-covid.
Performance of fundraising activities against objectives set	Para 1.41	From October 21 our main fundraising efforts were mainly to recruit new members. We achieved a membership of 119 in the financial year of 2021-2022. We also held an open day and launch of the garden, which was attended by the Mayoress of Wakefield.
		Objectives were to make the

Investment performance against objectives	Para 1.41	carpark safe during dark winter nights. A grant was obtained and the work carried out meaning that it was now well lit, meaning less risks of injury. A grant was also applied for to replace the floor in the coach house which was causing concern.
Other		The investment of a contract on a printer and photocopier turned out to be a bad investment as we didn't use the printer for 18 months but still had to pay the lease on it which was a drain on our funds.

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity has total funds of £4250. Of these £3,500 are unrestricted and £728 restricted funds.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	I am not aware of any policy for holding reserves
Amount of reserves held	Para 1.22	The land and buildings of the community centre are freehold and are owned by the community centre.
Reasons for holding zero reserves	Para 1.22	The land and property are assets retained for the charities own use.
Details of fund materially in deficit	Para 1.24	A bounce back loan of bank loan of £25,000 was taken out to help the centre through Covid. £21,250 is still owing on the loan. Tax and payroll are owing to the amount of £1143 and accruals of £720 making a total deficit of £23,113
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The centre lost several of its regular groups but managed a 70 percent increase to normal activities pre-pandemic. It has taken a long time to build back up as bookings have been slow due to people being scared to venture out after the pandemic and utility bills have doubled from the previous year.

Additional information (optional)

You may choose to include further statements where relevant about:

	The charities main source of
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The charity's principal sources of funds (including any fundraising)	Para 1.47	funds is from room hire, the second is from grants and the third is raising money through events. All of which were affected by lockdown where the community centre was closed from between Aug. 2019 to Sept. 2021.
Investment policy and objectives including any social investment policy adopted	Para 1.46	We received a grant from the local authority that enabled us to provide lighting in the carpark. We also previously had the roof of the main building repaired and these grants have all proved to be a valuable investment.
A description of the principal risks facing the charity	Para 1.46	The principal risks to the centre were losing both our treasurer and chairperson through ill health and resignation. This caused lots of problems including the late submission of the centre's accounts.
Other		We are lucky to have such dedicated staff and volunteers who have put in a great dela of hard work to ensure the centre continues to serve its community.

Structure, Governance and Management

Description of charity's trusts:		We have no trusts
Type of governing document (trust deed, royal charter)	Para 1.25	
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	The charity is CIO
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	Trustees are elected at AGM meetings, proposed and seconded by members of the charity.

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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Ossett War Memorial Community Centre
Other name the charity uses	Ossett Community Centre
Registered charity number	1184598

Charity's principal address	Prospect road, Ossett, West Yorkshire, WF5 8AN

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	June Senior	Chair	April 2021- Feb 2022	
2	Beryl Timlin	Treasurer	April 2021-Sept 2022	
3	Margaret Hemingway	Secretary		
4	Nick Farmer	Councillor		
5	Bryan Coe	Committee member		
6	Angela Taylor	Councillor		
7	Richard Taylor	Committee member		
8	Heather Waring	Committee member		
9	Paul Tinker	Committee member	Elected 21 st FEB 2022	
10	Elaine Murray	Committee member	Elected 21 st FEB 2022	
11	Joan Goodridge	Committee member	Elected 21 st FEB 2022	
12	Ruth Amos	Committee member	Elected 21 st FEB 2022	
13	Julia Roebuck	Committee member		
14				
15				
16				
17				
18				
19				
20				

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

Director name		

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity’s trustees

Signature(s)

--	--

Full name(s)

--	--

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

--	--

Date

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Ossett War Memorial Community Centre CIO

Charity number 1184598

Annual Report and Financial Statements for the year ended 31 March 2022



West Yorkshire Community Accounting Service

Ossett War Memorial Community Centre CIO

Annual Report and Financial Statements for the year ended 31 March 2022

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Prepared by West Yorkshire Community Accountancy Service CIO

Ossett War Memorial Community Centre CIO

Trustees' report for the year ended 31 March 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Nigel Drayson	Chair	Appointed April 2023
Cllr Nick Farmer		
Bryan Coe		
Heather Waring		
Richard Taylor		
Angela Taylor		
Margaret Hemingway		
Elaine Murray		Appointed February 2022
Joan Goodridge		Appointed February 2022
Julia Roebuck	Treasurer	Appointed February 2022
Ruth Amos		Appointed February 2022
Beryl Timlin		Resigned September 2021
June Senior		Resigned February 2022

Charity number 1184598 Registered in England and Wales

Registered and principal address	Bankers
Prospect Road	Virgin Money
Ossett	6-10 Northgate
West Yorkshire	Wakefield
WF5 8AN	WF1 1TA

Independent examiner

Alan Dodd FCCA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) association formed on 25 July 2019 and is governed by a constitution.

Method of recruitment and appointment of trustees

The trustees of the charity are appointed by the members at the AGM.

Ossett War Memorial Community Centre CIO

Trustees' report (continued) for the year ended 31 March 2022

Objectives and activities

The charity's objects

The object of the CIO is to further or benefit the residents of Ossett and surrounding areas, without distinction of gender, sexual orientation, race or 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.

The charity's main activities

We offer a wide range of facilities and host events. Whether that be Weddings, Children's birthday parties, Live music, Dances and much more. We hold regular group events on a weekly basis and we also have a well being garden for rest and relaxation and a garden club who help to maintain it on a regular basis.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of community development through the hire of rooms for health, leisure and wellbeing.

Achievements and performance

Performance was down from previous years due to the Covid pandemic and regular groups not returning to the centre either because of loss of members or group leaders or fear of the pandemic.

Despite the centre being closed for several months during lockdown, a grant was obtained to do major repairs on the main roof and a further grant funded repairs to the main hall floor.

A boost in new members was achieved with help from Rotary Club volunteers. A grant was also obtained to build a pergola in the new sensory and recreational garden. Fundraising helped provide a number of benches for the garden and an official opening was attended by the Mayoress of Wakefield in October 2021.

Financial review

The net receipts for the year were £2,033, including net receipts of £1,305 on unrestricted funds and net receipts of £728 on restricted funds after transfers.

Reserves policy

The charity's free reserves, at the year end were £3,871.

The trustees are in the process of establishing a reserves policy for the charity and intend to adopt and implement a suitable policy in due course.

Approved by the board of trustees on 10/5/2023

N. Drayson (Trustee)

Ossett War Memorial Community Centre CIO

Independent examiner's report to the trustees of Ossett War Memorial Community Centre CIO

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 March 2022, which are set out on pages 5 to 8.

Responsibilities and basis of report

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

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

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the Charities Act;
- 2 the accounts do not accord with those records.

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

Alan Dodd FCCA

10/5/2023

West Yorkshire Community Accountancy Service CIO

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Ossett War Memorial Community Centre CIO

Receipts and payments account

for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Receipts					
Grants and donations	(2)	33,591	11,368	44,959	93,243
Room hire and catering		55,303	-	55,303	4,830
Bank interest		3	-	3	-
Water charges refunded		2,377	-	2,377	-
Sales and fees		754	-	754	-
Total receipts		<u>92,028</u>	<u>11,368</u>	<u>103,396</u>	<u>98,073</u>
Payments					
Salaries NI and pensions		65,438	-	65,438	49,586
Cleaning materials		541	-	541	708
Rates and water		498	-	498	3,365
Heat and light		5,936	-	5,936	8,799
Insurance		2,040	-	2,040	1,868
Repairs and garden expense		9,008	4,640	13,648	27,548
Printing, postage and stationery		891	-	891	1,489
Telephone		526	-	526	692
Licences and subscriptions		713	-	713	210
Photocopier lease		930	-	930	870
Bank charges		-	-	-	114
Payroll fees		1,676	-	1,676	2,469
Independent examination		-	-	-	850
Sundry expenses		3,370	-	3,370	338
Professional fees		481	-	481	-
Loan repayments		3,750	-	3,750	-
Loan interest		425	-	425	-
Payments re OCCS Ltd		500	-	500	-
Total payments		<u>96,723</u>	<u>4,640</u>	<u>101,363</u>	<u>98,906</u>
Net receipts / (payments)		<u>(4,695)</u>	<u>6,728</u>	<u>2,033</u>	<u>(833)</u>
Transfers between funds		<u>6,000</u>	<u>(6,000)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>1,305</u>	<u>728</u>	<u>2,033</u>	<u>(833)</u>
Fund balances brought forward		<u>2,566</u>	<u>-</u>	<u>2,566</u>	<u>3,399</u>
Fund balances carried forward	(3)	<u>3,871</u>	<u>728</u>	<u>4,599</u>	<u>2,566</u>

Ossett War Memorial Community Centre CIO

Statement of assets and liabilities

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Cash funds				
Cash at bank	3,716	728	4,444	2,386
Cash in hand	155	-	155	180
Total cash funds	<u>3,871</u>	<u>728</u>	<u>4,599</u>	<u>2,566</u>

Debtors and prepayments	2022	2021
	£	£
Debtor - Ossett Community Centre Services Ltd	750	250
	<u>750</u>	<u>250</u>

Assets retained for the charity's own use

The land and buildings of the Community Centre are freehold and owned by the Community Centre under a trust deed.

Liabilities	2022	2021
	£	£
Bank loan	21,250	25,000
Accruals	720	850
Taxation and social security	1,143	335
	<u>23,113</u>	<u>26,185</u>

The financial statements were approved by the board of trustees on 10/5/2023

N. Drayson (Trustee)

Ossett War Memorial Community Centre CIO

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies

Basis of accounting

The trustees have taken advantage of section 133 of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Ossett War Memorial Community Centre CIO

Notes to the accounts continued

for the year ended 31 March 2022

2 Grants and donations	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
	-			
HMRC Job Retention scheme	20,885	-	20,885	48,248
Wakefield MDC	10,920	728	11,648	40,992
FCC Communities Foundation	-	9,600	9,600	-
Arnold Clark	500	-	500	-
Other donations	1,286	1,040	2,326	4,003
	<u>33,591</u>	<u>11,368</u>	<u>44,959</u>	<u>93,243</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
FCC Communities Foundation	-	9,600	3,600	(6,000)	-
WMDC HIS Wellbeing grant		728			728
Benches	-	1,040	1,040	-	-
	<u>-</u>	<u>11,368</u>	<u>4,640</u>	<u>(6,000)</u>	<u>728</u>

Fund name

FCC Communities Foundation

Purpose of restriction

to enable repairs to be made to the main hall roof and floor. Transfers relate to expenditure incurred from this grant during the previous year.

WMDC HIS Wellbeing grant

Benches

to enhance the coach house and other parts of the garden and buildings,. for benches in the memorial garden, funded by donations

4 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Ossett War Memorial Community Centre CIO

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Signed:



Name: Alan Dodd FCCA

10/5/2023

West Yorkshire Community Accountancy Service CIO

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