

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025

Governance

Feering Community Centre was registered with the Charity Commission on 23rd March 2020 with a CIO Foundation Model governing document. The objectives of the charity are to run the Community Centre in Feering, which it does under a management agreement with Feering Parish Council (FPC). This agreement binds FCC to comply with the terms and conditions of a Joint Use Agreement (JUA) between FPC, the Chelmsford Diocesan Board of Finance and All Saints Academy Trust. The JUA covers the use and management of the Main Hall (which is jointly owned and jointly used), the Main Hall's structure, fittings and fixtures, and the total buildings' central heating system and services.

On 12th March 2024 Feering Parish Council became the sole trustee of the charity.
Trustees of the CIO during the financial year were:-

Feering Parish Council – Sole Trustee

The Sole Trustee considers that the Feering Community Centre does meet the public benefit test as stipulated by the Charity Commission.

Activities for the year 2024/25

Organisations catering for everyone from the very young to the elderly regularly use the Centre. The Centre hosts a baby and toddler group, pre-school nursery, brownies, craft groups, good companions, weekly country music evenings, bowls, fitness classes and a monthly cinema are examples of a variety of activities hosted by the Centre. Bookings are also received from further afield for various one-off events such as birthday parties, elections and exhibitions. The local Garden Club holds their Annual Show at the Centre in September.

The charity was given a table tennis table in July 2023, and the social sessions have proved popular with this turning into a regular hiring for a team to be entered into a local league .

The trustee has continued to provide a room at the Centre, free of charge, for a 'warm space / social environment' for all residents to attend. This is operated by Feering Parish Council on Wednesday afternoons throughout the year.

The May Fayre is the major fundraising event for the charity and is also a major social event in the village calendar. The team that organises the Fayre does a fantastic job encouraging everyone in the village to get involved. Other fundraising events in 2024/25 were a Christmas Fayre and a Quiz night both of which were very successful.

Accounts for the year 2024/25

Unrestricted funds show a deficit of £1,992.63 this year (2023/2024 deficit of £3,196.24). Letting income of £37,218 is higher than the previous year (2023/24 £28,403). Net income from fundraising activities totalled £4,673 for the year, representing a decrease from the previous year's figures of £5,210. This variance is attributable to a change in accounting practices introduced by the current Trustee, differing from those

applied by the previous Trustees. Repair and Maintenance costs were £1,410 higher than last year, mainly due to the installation of a new burglar alarm system and the 5-year electrical testing being carried out. A lot of maintenance was carried out by Feering Parish Council as the building owners. The solar panels continue to have a positive impact on electricity costs, the amounts paid being similar to last year despite unit price increases. We will continue to seek best prices for regular expenditure and reduce costs wherever possible.

Discussions were held with the trustees of Feering Primary School academy and a methodology for calculating cross-charges for utility bills was agreed. The charity charges the school for electricity used in the hall, and the school charges the charity for water supply and gas heating. Water, Gas and Electricity cross charges were settled for the period between 2019 and March 2023. The figures for the 2024/25 cross charges were agreed in April 2025 and appear as a creditor on the statement of assets and liabilities.

Risk Areas and Risk Management

FCC needs to hold sufficient bank balances to meet its commitments as set out in the Joint Use Agreement. Provision must be made for future capital expenditure covering refurbishment and maintenance of the building's structure, fixtures and fittings. The building is now over 35 years old and unexpected problems requiring attention are increasingly likely. The charity is fortunate that Feering Parish Council, as owners of the building, choose to undertake some of the capital improvements as they arise.

Free reserves as at 31st March 2025 are £26,019 of which the trustee has earmarked £10,000 for building maintenance and renovation. After settlement of debtors and creditors, the remaining balance of £7,824 is sufficient to cover over 4 months of operating costs. The charity is continuing to protect itself from the impact of increasing electricity costs having had solar batteries installed by the Parish Council and new LED lights and improved ceiling and selling surplus energy. Future budgets will need to be monitored to ensure long term sustainability.

The trustee is confident that the financial reserves are sufficient to meet commitments for the forthcoming year.

Overall, the FCC is now in a much stronger financial position with a significantly reduce deficit and with the balance of free reserves, after allowing for debtors and creditor, having increased from £5,670 to £7,824.

Signed  On behalf of the Sole Trustee

FEERING COMMUNITY CENTRE
Registered Charity 1188714
Receipts and Payments Accounts for the Year Ended 31 March 2025

		2024/25		2023/24
	Unrestricted	Restricted	£	£
RECEIPTS				
From Trading Activities				
Lettings	37218.34		37218.34	28403.28
Affiliation Fees	50.00		50.00	110.00
Deposits	4750.00		4750.00	
Compensation	0.00		0.00	150.00
Insurance claim	0.00		0.00	
Refunds	338.98		338.98	
From Voluntary Sources				
Fundraising	9869.24		9869.24	7229.53
Other Grants and Donations	145.13		145.13	107.22
Other receipts				
Interest	1045.37		1045.37	600.61
TOTAL RECEIPTS	53417.06	0.00	53417.06	36600.64
PAYMENTS				
Charitable Activities				
Salaries	9917.58		9917.58	18107.03
Expenses	94.70		94.70	
Consultant Fees	1179.24		1179.24	
Trading Activities				
Utilities				
Energy	1884.25		1884.25	3255.63
Water	512.77		512.77	0.00
Waste	946.92		946.92	873.08
Gas	13562.85		13562.85	
Maintenance				
Repairs and Maintenance	4895.13		4895.13	11397.35
Cleaning	7410.10		7410.10	
Hygiene Services	502.95		502.95	
Administration of the charity				
Payroll Services	168.00		168.00	
PRS/PPL	361.23		361.23	615.38
Insurance	498.80		498.80	1409.10
Hallmaster	210.84		210.84	
Telephone and broadband	423.92		423.92	1076.87
Office Consumables & postage	993.75		993.75	31.87
Advertising	99.94		99.94	40.00
Computer costs	0.00		0.00	59.99
Independent Examination	80.00		80.00	75.00
Affiliation Fees	115.40		115.40	72.00
Bank charges	200.51		200.51	72.00
Miscellaneous	9.45		9.45	200.03
Deposit Refunds	3500.00		3500.00	

VAT	2645.13		2645.13	
Other Expenditure				
Improvements and equipment	0.00		0.00	492.57
Fundraising	5196.23		5196.23	2018.98
TOTAL PAYMENTS	55409.69	0.00	55409.69	39796.88
NET SURPLUS / (DEFICIT)	-1992.63	0.00		-3196.24
Balances Brought Forward	28012.45			31208.69
Balances Carried Forward	26019.82	0.00		28012.45

FEERING COMMUNITY CENTRE
Registered Charity 1188714
Statement of Assets and Liabilities at 31 March 2025

	2025	2024
MONETARY ASSETS		
Deposits and Bank Balances		
Cambridge & Counties Building Society	12211.66	26166.91
Unity Trust Account	11228.29	1799.27
Unity Trust Deposit Account	2505.62	0.00
Petty Cash	74.25	46.27
	<u>26019.82</u>	<u>28012.45</u>
HELD AS:		
General Reserves	16019.82	18012.45
Restricted Funds	0.00	0.00
Earmarked reserves (Building maintenance)	7000	7000.00
Earmarked reserves (Renovation)	3000	3000.00
	<u>26019.82</u>	<u>28012.45</u>
Debtors		
Accrued Interest	618.18	959.45
SSE electricity refund due	0.00	1111.64
Electricity not charged to school	1044.16	837.50
Invoice paid in advance	0.00	52.98
Compensation due	0.00	75.00
Unpaid letting invoices	0.00	2925.00
	<u>1662.34</u>	<u>5961.57</u>
Creditors		
Letting deposits held	2860.00	1610.00
Lettings received in advance	1505.75	0.00
Invoices	0.00	603.21
HMRC	0.00	631.00
PRS/PPL	341.42	684.32
Independent examination	65.00	75.00
Amounts held for fundraising events	430.00	625.00
Water use not charged by school	561.99	512.77
Gas use not charged by school	4093.11	13562.85
	<u>9857.27</u>	<u>18304.15</u>
NON-MONETARY ASSETS		
Tables and chairs		
Kitchen Equipment		
Office Equipment		
Sports Equipment and Games		
Sound /PA System		
Stationery		
Cleaning materials		
Maintenance materials		

HEELIS&LODGE

Local Council Services • Internal Audit

Report for Feering Parish Council – Feering Community Centre CIO (Req: 1188714)

The following Audit was carried out at the request of Feering Parish Council with a view to the Parish Council taking over the Community Centre Charity at the end of the 2024-2025 financial year. The following recommendations/comments have been made:

2024-2025 Income: £53,417.06 Expenditure: £55,409.69 Balance at Bank: £26,019.82

Background

The building is in part ownership with the primary school which owns two thirds of the main hall, the remaining third owned by the Parish Council, and as such, responsibilities on maintenance and utilities are split proportionately. An amicable agreement has been reached with the school over outstanding amounts and a methodology for going forward has been agreed.

The Parish Council is now the sole trustee of the Feering Community Centre CIO, having taken on the CIO from 1/4/2024.

The Feering Community Centre CIO is governed by the constitution dated 25/11/2019. The objectives of the CIO is '...to establish and run a village hall and to promote for the benefit of the inhabitants of the Parish of Feering and Kelvedon...'. The document is based on a Charity Commission model document.

Daily operations

Accounts have moved from MS Excel to Rialtas. The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and referenced. Insurance is in place.

There are satisfactory internal financial controls in place, given the resources available ie employees and trustees. Financial reports are presented to meetings to enable informed decisions to be made. Budgets are prepared and monitored throughout the year.

The CIO has a programme of fundraising which, for the 2024-2025 financial year includes:

- May Fayre
- Quiz
- Wine Tasting

Hirer fees were reviewed and increased at a meeting held on 4/6/2024. Terms and Conditions of hire are now available on the website. Bank signatories were reviewed on 4/6/2024.

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Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

The CIO have the following policies in place:

- Health & Safety Policy
- Financial Controls Policy
- Data Protection Policy
- Equality and Diversity Policy
- Lone Worker Policy
- Volunteer Policy
- Safeguarding Policy
- Complaints Policy
- Reserves Policy

A satisfactory petty cash system is in place with supporting paperwork.

RTI is in operation in accordance with HMRC regulations. Supporting paperwork is in place. Regular payments have been made to HMRC.

The following documents have been adopted/reviewed during the year:

13/3/2025

Fire Risk Assessment review
Lone Worker Risk Assessment
Health and Safety Policies and Assessment Schedule
Terms of Reference

6/11/2024

Terms of Reference

The Barclays Bank Account has been closed leaving the Unity current account and the Cambridge & Counties Building Society as the active accounts. Bank balances at the year end stood at:

Unity Trust Current Account £11,228.29
Cambridge and Counties £12,211.66
Petty Cash £74.25
Unity Trust Deposit Account £2,505.62

The 2023-2024 year end accounts were submitted to the Charity Commission on 28/11/2024.

Independent Examination

Heelis & Lodge have been appointed as the Independent Examiner for the CIO for 2024-2025.

The 2023-2024 accounts were received and approved on 10/7/2024, independently examined by James Hyde. The Trustees have produced an Annual Report for the 2024-2025 financial year.

There were no matters which give cause to believe that in, any material respect, the Trustees have not met the requirements of the Charity Act 1993.

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Additional Comments/Recommendations

- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation provided for the Independent Examination.



Heather Heelis
Heelis & Lodge
3 June 2025