

Registered Number 1194629

Tarporley Community Centre

**TRUSTEES ANNUAL REPORT
FOR PERIOD 1st NOVEMBER 2023-31ST OCTOBER 2024
Tarporley & District Community Centre and Recreation Ground
Charitable Incorporated Organisation.
(hereinafter called TARCIO)**

TARPCIO

CONTENTS

	Page
CIO Information	1
Trustees' Annual Report	2
Notes to the Financial Statements	7

TARCIO**CIO INFORMATION**

PRINCIPAL ADDRESS

Tarporley Community Centre
High Street
Tarporley
CW6 0AY

TRUSTEES

Mr Geoffrey Crump	Appointed June 2021
Mr Matthew Grant (Chair)	Appointed June 2021
Mrs Shavinder Williams (Treasurer)	Appointed June 2021
Mr Andrew Locke	Appointed June 2021
Mrs Linda Martin (Vice Chair)	Appointed June 2021
Mrs Eveleigh Moore Dutton	Appointed June 2023
Mr John Smith	Appointed June 2021
Mr Ken Wood	Appointed June 2021
Mrs Anita Langford	Appointed June 2021
Mr Anthony Yeates	Resigned February 2024
Mrs Kim Richmond-Flynn	Appointed September 2024

TRUSTEE SELECTION & TRAINING

Any person resident within TARCIO's area of benefit may nominate another for election at the next Annual General Meeting. Interested people (whether proposer or nominee) can request a proposal form from the Secretary of TARCIO.

This asks for details of the skills they would bring to Tarporley Community Centre. Anyone interested in becoming a Trustee or volunteer is encouraged to attend our committee meetings to find out more information.

They are given copies of our Constitution, Trustees Annual Report, publicity material and links to our website so that they can familiarise themselves with what we do, and we can agree areas where they can best contribute.

VOLUNTEERS

Mrs Kay Walker
Mrs Angela Yeates to February 2024
Mrs Sue Webb
Mrs Anne Wood
Mr Mike Richmond-Flynn

REGISTERED CHARITABLE INCORPORATED ORGANISATION NUMBER:

1194629

BANKERS:

Virgin Money (Clydesdale Bank)
London Piccadilly Branch
35 Regent Street
London SW1Y 4ND

INDEPENDENT EXAMINER:

Graham Parker
21 Walkers Lane
Tarporley
CW6 0BX

TARCIO TRUSTEES REPORT

The trustees present their report and the financial statements, in the form of a receipts and payments account, for period ended 31 October 2024.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Tarporley & District Community Centre and Recreation Ground Charitable Incorporated Organisation (commonly known as Tarporley Community Centre) was incorporated 28th May 2021. It was formally a Registered Charity with the Registered CIO Number 1040034. The CIO is registered in England and Wales.

All the trustees give their time voluntarily and receive no benefits from the CIO.

The day-to-day operation of the Trust is the function of a committee comprising the Trustees listed in the introduction to this Report and such others who may be appointed from time to time by the said Trustees. The composition of the Committee is reviewed annually. On 1st April 2024 a Centre Manager was employed by The Community Centre to manage the bookings system, collect payments and perform other general duties to assist to Trustees in the running of the Community Centre.

AIMS AND OBJECTIVES

Object of the CIO

The object of the CIO is the provision and maintenance of a Community Centre and a Recreation Ground for the use of the inhabitants of the Parish of Tarporley and the Neighbourhood thereof (herein after called “the area of benefit”) without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

ACTIVITIES

Tarporley Community Centre.

The building contains four rooms which can be hired by the public on a “one-off” or regular basis for meetings, lectures, classes, exercise activities, films, dances, exhibitions, and amateur dramatics. The bookings are made via a website and paid for by card or, in the case of regular users, a monthly account. The online application process includes checks on the nature and staffing of the event, the number of people attending, public liability insurance and where appropriate, child and vulnerable persons protection. Services such as performers and catering brought in by room hirers are also checked. The rooms are as follows:

Main Hall: This room measures 15.3m by 13.7m and can accommodate 160 people seated at tables or 180 people seated in rows. The hall is equipped with a sprung dance floor and a stage which is used for theatrical productions. The hall is entered at the front of the building through a foyer area which is equipped with male, female and accessible toilets, a kitchen, and store cupboards. The hall is equipped with a PA system, digital projector, and large screen for showing films. Access is DDA compliant.

Craven Room: This room measures 10m by 9.2m and can accommodate forty people seated at tables or sixty people in rows. The room is entered from the car park side of the building and is equipped with male, female and accessible toilets, a kitchen, storerooms, and cupboards. Access is DDA compliant.

Arthur Meredith Room: This room measures 7.7m by 9.2m and can accommodate twenty people seated at tables or thirty people seated in rows. The room is entered by a flight of external steps, and is equipped with male and female toilets, and a small kitchen. The room also acts as the “backstage” area and is connected to the main hall stage by left and right-side doors. Access is not DDA compliant.

Committee Room: This room measures 6.3m by 5.5m and can accept twenty people seated at tables. The room is located off the main foyer and shares all the main hall facilities. Access is DDA compliant. The room also contains a bar area for use in conjunction with Main Hall functions.

**TARCIO
TRUSTEES REPORT (Continued)**

ACTIVITIES

General: The building is heated by three modern gas fired central heating systems and is equipped with emergency lighting, fire alarms, fire extinguishers and emergency exits. The building is subject to inspection by Cheshire Fire Service and all certificates are displayed on the website. The rebuilding cost is checked every three years and all risks insurance kept up to date. The premises are not licensed for the sale of alcohol, so Temporary Event Notices must be obtained when alcohol is to be sold. This is restricted to local charities and a maximum of twenty events per year. There is a car park marked for fifty-nine vehicles behind the building, which is policed by Cheshire West and Chester Council. As of January 2017, parking is limited to a maximum of three hours with no return within one hour. Users needing to park for longer periods are issued with annual or day permits.

Main activities – Playground and Field

Playground: Negotiations regarding the lease of the Playground and Field to Tarporley Parish Council are nearing completion.

ACHIEVEMENTS AND PERFORMANCE

Occupancy: Tarporley Community Centre building continues to be a very popular venue for a wide range of regular and “one-off” users.

We received 1,612 individual bookings in this financial year. The majority of these are from hirers who hire us on a regular weekly/monthly basis. Our smaller ground floor room (the Craven Room) is very popular especially with Children’s groups and we have limited availability to take new weekly bookings here. As our objective is to provide a Community Centre, we are admirably meeting this. We are proving a popular venue for Children’s birthday parties as well as charity fundraisers. We have also hosted numerous sessions for Blood Donors.

As we have a high level of occupancy, there are service contracts in place for cleaning, maintenance, fire and safety inspections etc., Users are strongly encouraged to clear up after their events and leave the premises clean and tidy for the next user.

Gardening: The field was regularly mowed, the hedges cut, and tree surgery carried out where necessary. A new tree condition survey and detailed report was carried out and this has been passed to the Parish Council

TARCIO TRUSTEES REPORT (Continued)

Publicity: In 2024 the CIO Commissioned Avalanche Creative Media to develop a new website www.tarporleycommunitycentre.com. This was launched in November 2024. It contains details of our rooms, organisations and events which are held at Tarporley Community centre. We also have a Facebook site @tarporleycc that was created in 2019. We had a stand at the 2024 Tarporley Carnival and have taken a stall at Tarporley Village Market on several occasions.

Car Parking: Time limited parking which was introduced in 2017 remains in place and continues to be policed by Cheshire West and Chester (CWaC). This has benefited our users who generally attend functions which last between 2 & 3 hours. Parking of up to 3 hours is still allowed for non-users.

Improvements:

Upgrading of Fire Safety. This was completed by replacing or upgrading all internal fire doors to meet the relevant BS Fire Safety Standards (Certificates held). The curtains on the Stage were also Fireproofed and the seating in the Committee Room was replaced to meet BS7176:2007 +A1:2011 Fire Safety standards. The Main Hall seating was Independently tested to destruction to ensure it complied with Schedule 1 Part 1 (BS 5852 Part 2: 1982 Source 5). The boiler that Heats the Main Hall was replaced by a Corgi Registered Installer, the internal radiators fed by said Boiler were also checked to ensure they were safe to use. A Hive heating control system was installed at the same time. The compartmentalised stage loft was cleared, Fire retardant cladding was fitted along with new easy access fire doors. Finally, a new Superfast Broad system was fitted.

In respect of maintenance and inspection all the required fire alarm, emergency lighting and fire extinguisher testing was carried out. The gas safety shutoff valve was also regularly tested. A weekly walk round Inspection ensures that basic maintenance matters are picked up quickly and repaired by using local contractors.

During the year 24/25 we are planning to Improve the main kitchen to make it more useable to potential new users as well as existing ones.

PRINCIPLE RISKS FACING TARPORLEY COMMUNITY CENTRE

The Trustees have identified the following risks to our operation:

1. Recruiting new Trustees which is an issue faced by many Charities as we are too dependent on a small number of senior trustees.
2. Increases to our running costs meaning less money available to spend on improvements.
3. The poor state of the main kitchen that restricts the activities the main hall can be used for.

FINANCIAL REVIEW

Treasurers Report

Total receipts for the year are £79,816. Trading income increased from the previous year mainly due to the receipts of grants for Fire & Safety initiatives.

Voluntary receipts of £26,023 are higher than the prior period mainly due to the UKSPF grants received.

Receipts from trading activities have increased to £51,178 from £48,415 for the previous period.

Interest of £2,291 was received from the Virgin Money account.

Total payments for the year £77,409 are £15,384 higher than last period, due to capital expenditure incurred because of work completed as recommended within the Fire & Safety Audit.

Payments relating to trading of £41,079 are £6,702 higher than last period. This is due to a combination of higher cleaning and gas costs plus the new center manager staffing costs.

Costs of Charitable activities are £359 more than the prior period.

Capital Expenditure Payments were £8,323 more than the prior period at £32,125. This is due to the new Boiler and Hive installation.

Investment. No further investments were made with CCLA in the year.

Statement of Assets and Liabilities

Cash funds are £73,563, an increase of £2,407 on the prior period. Debtors are £2,615, which is £1771 less than the prior period.

Liabilities – as the on-line booking system requires payment for one-off bookings to be paid in advance, we are holding £84 re future invoices from our Account holders. This is shown as Deposits paid in Advance.

This year we can report an increase in our monetary assets of £2,407. This is due to the Trustees' efforts to manage the running costs efficiently. The Committee are committed to continuing to find cost savings and to building up reserves which can be spent on improving Tarporley Community Centre.

On behalf of the Management Committee, I would like to thank all supporters, volunteers who have helped with the running of Tarporley Community Centre and users of the Community Centre for their continued support.

Shavinder Williams – Treasurer
21 February 2025

**TARCIO
TRUSTEES REPORT (Continued)**

FUNDS HELD AS CUSTODIAN TRUSTEES ON BEHALF OF OTHERS

None

RISK MANAGEMENT

The trustees have identified risks that CIO faces and have sought to mitigate them wherever possible.

INVESTMENT POLICY

The CIO currently holds no investments, and any surplus cash is held in appropriate bank accounts having regard to CIO law guidelines regarding risk.

RESERVES POLICY

The trustees have agreed that free reserves of the CIO should represent at least 12 months running costs. This currently equates to some £13,630.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

CIO Law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the CIO and of receipts and payments of the CIO for that period. In preparing those financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the accounting methods and principles allowed in the Charities Act.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the CIO will continue in business.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy, the financial position of the CIO and to enable them to ensure that the accounts show a true and fair state of affairs and of receipts and payments. They are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Trustees

Matthew Grant
Chairman

28th February 2025

TARCIO**NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 OCTOBER 2024**

1. ACCOUNTING POLICIES**a) Basis of Accounting**

The financial statements have been prepared on a receipts and payments basis, an acceptable practice for non-corporate charities whose gross income does not exceed £250,000.

b) Income

Income is accounted for when received.

c) Expenditure

Expenditure is accounted for when paid.

d) Taxation

The CIO is not considered liable to taxation.

e) Cash at bank

Cash at bank includes cash and short term highly liquid investments.

f) Investments

Investments are assets which are held for increased long-term growth. CCLA are a specialist investment firm, specialising in low-risk investments for Charities.

g) Unrestricted Funds

Unrestricted funds are those where there are no externally imposed restrictions. They include those funds freely available to the CIO for expenditure or appropriation to reserves for internally designated purposes.

h) Restricted Funds

Restricted funds are funds which have been given for a specific purpose – mainly grants.

i) Endowment Funds

Endowment funds are established to fund non-profit organisations and activities, including universities, hospitals, and charities. For ourselves, our buildings and land come into this category.

2. TRUSTEES

No trustee received any remuneration from the CIO. Trustees personally paid, on behalf of the CIO, expenditure of £1370 which has been fully re-imbursed.

3. ACCOUNTING PERIOD

All figures quoted relate to the following periods:

1st November 2023 to 31st October 2024.

Tarporley Community Centre

Tarporley and District Community Centre

High Street Tarporley Cheshire

Registered Charity 1040034

Accounts for the year from 01 Nov 2023 to 31st Oct 2024

Tarporley and District Community Centre

Receipt and Payments Account for the year from 01 Nov 2023 to 31st Oct 2024

	Unrestricted funds Year Ended 2024	Restricted funds Year Ended 2024	Total funds Year Ended 2024	Total funds Year Ended 2023
	£	£	£	£
Receipts (Note 1)				
Voluntary Receipts	0	26,023	26,023	18,010
Activities for generating funds (trading)	51,178		51,178	48,415
Interest	2,291		2,291	3,096
Other Receipts	324		324	2,548
Total Receipts	<u>53,793</u>	<u>26,023</u>	<u>79,816</u>	<u>72,070</u>
Payments (note 2)				
Fundraising costs (trading)	41,079		41,079	34,377
Cost of charitable activities	4,206		4,206	3,846
Other payments (Capital Expenditure)	5,640	26,485	32,125	23,803
Total	<u>50,924</u>	<u>26,485</u>	<u>77,409</u>	<u>62,026</u>
Asset and Investment Purchases	0	0	0	0
Total Payments	<u>50,924</u>	<u>26,485</u>	<u>77,409</u>	<u>62,026</u>
Surplus/(Shortfall) of Receipts over Expenditure	<u>2,869</u>	<u>(462)</u>	<u>2,407</u>	<u>10,044</u>
Cash Funds Last Year End	71,156	0	71,156	61,112
Surplus/(Shortfall) of Receipts over Expenditure	2,869	(462)	2,407	10,044
Cash Funds This Year End	<u>74,024</u>	<u>(462)</u>	<u>73,562</u>	<u>71,156</u>

Tarporley and District Community Centre

Statement of Assets and Liabilities as at 31st October 2024

	Unrestricted funds Year 2024	Restricted funds Year 2024	Year Ended 2023
<u>Assets</u>	£	£	£
Cash Funds (Note 3a)	73,563		71155.8
Current Assets			
Other Monetary (Trade Debtors)	2,615		931
Investment Assets - CCLA	12,000		12000
	Fund to Which Asset belongs	Cost	Current Value
Assets Retained for the Charities Own Use - Premises & Land	Endowment	1,540,000	1,540,000
Assets Retained for the Charities Own Use - Contents	Unrestricted	31,044	31500
	Fund to Which Asset belongs	Amount Due	When Due
<u>Liabilities</u>			
Creditors - Rent paid in Advance	Unrestricted	84	N/A

Notes

Investment

Investment in CCLA Charity fund (stocks & shares)

This investment can be cashed at any time, but will rise & fall with the stock market.

£12,000 investment, value at 31.10.24 £13,658.7

Tarporley and District Community CentreNotes to the Accounts for the year 1st Nov 2023 to 31st October 2024

	Unrestricted funds	Restricted funds	Total funds	Year Ended
	Year 2024	Year 2024	Year 2024	2023
	£	£	£	£
<u>1. Receipts</u>				
<u>Voluntary Receipts</u>				
Parish Council grant		250	250	250
Cheshire Community Action Warm Hub fund		0	0	1,000
Spacehive grant		0	0	15,243
U3A Craft quilting group Donation		0	0	250
Coop		3,730	3,730	0
UKSPF grant		18,736	18,736	0
SpaceHive grant		2,565	2,565	0
Arthur Meredith		300	300	0
Gift Aid		210	210	0
Napier Donation for 2024 Spacehive		233	233	1,267
	<u>0</u>	<u>26,023</u>	<u>26,023</u>	<u>18,010</u>
note: The Spacehive project is a crowdfunding project where the local community pledge a donation towards energy efficient initiatives.				
<u>Other</u>				
Car Boot Sale			0	0
Carnival	0		0	285
Use of Field	0		0	204
PAT testing	165		165	209
Other	159		159	851
Income from carpark	0		0	1,000
Other - Spacehive contra income	0	0	0	0
Total Voluntary Receipts	<u>324</u>	<u>0</u>	<u>324</u>	<u>2,549</u>

Tarporley and District Community Centre

Notes to the Accounts for the year 1st Nov 2023 to 31st October 2024

	Unrestricted funds	Restricted funds	Total funds	
	Year 2024 £	Year 2024 £	Year 2024 £	Year Ended 2023 £
2. Payments				
<u>Fundraising costs (trading)</u>				
Gas	1,297		1,297	608
Electricity	1,795		1,795	1,656
Water	1,007		1,007	934
Insurance	1,762		1,762	1,699
Centre Manager staffing cost	2,987		2,987	0
Grass & Hedge Cutting - N Rayner.	2,370		2,370	3,322
Gardening - Rob Walker.	4,555		4,555	3,375
Tree Maintenance	2,198		2,198	2,058
Repairs and Maintenance - Routine	4,981		4,981	5,134
Repairs and Maintenance - Fire & Safety Testing & Repairs	4,908		4,908	3,419
Repairs and Maintenance - Boilers Testing & Maintenance.	433		433	2,145
Bins	1,510		1,510	1,411
Cleaning and materials	7,250		7,250	5,191
Music Licence	588		588	913
Other	3,439		3,439	2,511
	<u>41,079</u>	<u>0</u>	<u>41,079</u>	<u>34,377</u>
<u>Cost of Charitable activities</u>				
Phone & Broadband	755		755	738
Print/Post/Stationary	139		139	212
Website	3,311		3,311	2,896
	<u>4,206</u>	<u>0</u>	<u>4,206</u>	<u>3,846</u>
<u>Other payments (capital expenditure)</u>				
Playground	2,292		2,292	0
New Boiler and HIVE system		8904	8,904	0
Fire & safety 10 year Audit	3348		3,348	6,954
Spacehive		17581	17,581	15,493
Window replacement	0		0	1,356
	<u>5,640</u>	<u>26,485</u>	<u>32,125</u>	<u>23,803</u>
Total Payments	<u>50,924</u>	<u>26,485</u>	<u>77,409</u>	<u>62,026</u>

Tarporley and District Community CentreNotes to the Accounts as at 31st Oct 2024

	Unrestricted funds Year 2024	Restricted funds Year 2024	Year Ended 2023 £
3a. Cash Funds			
HSBC Current Account	0		0
National Savings Account	0		0
HSBC Money Manager Account	0		0
Virgin Money Current Account	73,563		71,156
	<u>73,563</u>	<u>0</u>	<u>71,156</u>

Funds held in all of the accounts are available on an instant access basis

	2024	2024	2023 £
3b. Fixed Assets			
Land and Buildings	1,540,000		1,540,000
Other Equipment	31,500		31,500
	<u>1,571,500</u>	<u>0</u>	<u>1,571,500</u>

All assets are stated at their insured value

Hire Fees paid in advance as at 31st Oct 2024**Account Holders**

Date of Booking	Payment
One Off Bookings	
3 bookings	£84.26

Total	84
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Total of all monies received in Advance	84.26
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Note 2 : This figure is calculated using Village Venue report -
Sales and Fees, selecting relevant date period and setting filter to paid.

Date	Total
01.07.24	98.25
01.08.24	13.88
01.08.24	279.75
01.08.24	23.01
02.09.24	21.57
02.09.24	231.75
02.09.24	23.01
01.10.24	85.05
01.10.24	184.29
01.10.24	63.00
01.10.24	21.00
01.10.24	57.88
01.10.24	92.04
01.10.24	794.08
01.10.24	210.00
01.10.24	13.88
01.10.24	156.78
01.10.24	94.50
01.10.24	34.50
01.10.24	94.00
01.10.24	23.01

2,615.23



Section A

Independent Examiner's Report

Report to the trustees/
members of

TARPORLEY COMMUNITY CENTRE

On accounts for the year
ended

31st OCTOBER 2024

Charity no
(if any)

1194629

Set out on pages

1-7 SHOWING CASHFUND OF £73,563

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended DD/MM/YYYY.

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").

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.

Independent
examiner's statement

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:

Graham Parker

Date:

24/3/25

Name:

GRAHAM PARKER

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

F. C. A.

Address:

21 WALKERS LANE
TARPORLEY
CW6 0BX