



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2023		31	03	2024

Section A Reference and administration details

Charity name

Aldborough Community Centre

Other names charity is known by

N/A

Registered charity number (if any)

268101

Charity's principal address

The Green

Aldborough

Postcode

NR11 7AA

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	Diana Jupp	Chair		Trustees
2	Clive Rounce	Vice Chair		
3	Sarah Geere	Treasurer		
4	Karan Tipple			
5	Julie Geere-Wright			
6	Simon Thorogood			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Aldborough Parish Council	

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 (eg. trust deed, constitution)	Trust Deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by adult members of the community at AGM

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.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The Governing document states that the purpose is to provide a '*village hall for the use of inhabitants of Aldborough and Thurgarton for meetings, lectures and classes and other forms of recreation and leisure-time occupation with the object of improving the condition of life for the said inhabitants*'

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)

Aldborough Community Centre was established as a Charitable Trust in 1971 and is registered under charity number 268101. It is governed by a deed of trust which has not been updated since 1971,

The Trustees (minimum of six required by the Governing Document) are responsible for management of the Community Centre and do so on a voluntary non-remuneration basis. They meet monthly and are responsible for decisions taken to run the community centre efficiently and effectively for public benefit.

All the Trustees are aware of the guidance provided by the Charity Commission and have been provided copies of the governing document and apply this understanding to carrying out all activities to facilitate use of the community centre by all users. Trustees have complied with their duty to 'have regard' to the Charity Commission public benefit guidance in exercising power and duties.

The Trustees consult twice per year with Representative Members (ie representative members appointed by groups which use the facilities on a regular basis) This consultation is intended to gather and act on feedback from regular users in order to improve operating protocols, improve efficiencies and meet their members needs.

The Trustees have undertaken a risk assessment which identifies potential risks and mitigation measures and is updated bi-annually and reviewed in monthly Trustee meetings.

The Trustees maintain Safeguarding Policy and have a trained Safeguarding focal point. They ensure all necessary licences for operating the facility are in place as well as third party liability insurance and updated terms and conditions for hire of the facilities.

The following is a summary of the activities undertaken for public benefit;

During the year 2023-24, Aldborough Community Centre hired facilities out

- i. to local groups providing regular fitness and wellbeing classes (yoga, Pilates, Extend exercise for older people, belly-dancing and zumba)
- ii. for wakes and parties
- iii. for classes e.g Latin and Spanish, Art Group, menopause management
- iv. for fund raising events e.g. Cricket Club, Macmillan Cancer
- v. for annual pantomime and summer theatre productions by Aldborough Players,
- vi. for weekly Lunch Club and Village Christmas Lunch
- vii. for snooker club
- viii. for meetings of the Parish Council
- ix. for meetings and AGMs for other community organisations (e.g Village Care, Greener Aldborough, Allotment Committee, Village Fayre Committee, Roughton Book Group.

The Centre itself maintained a drop-in Hub Café every Tuesday morning to create a space for people (especially older people) to meet; introduced monthly afternoon Hub Talks which covered a wide variety of topics; ran a monthly Film Night; established a new monthly Youth Night for 11-14 year olds; briefly supported a new parent and baby group and Singing for Fun group.

We established a Resource Room which can be hired for small meetings and is equipped with wifi, printer/photocopier, computer, laminator for use by members of the community. We continue to loan out wheelchairs and walkers to those in need without charge. We also have a book swap scheme.

Additional details of objectives and activities (Optional information)

Volunteers are an essential element enabling the Centre to function and offer facilities for the public benefit. Volunteers run the Hub activities (Café, Talks) and the weekly Lunch Club. Volunteers do maintenance and fire equipment checks. Volunteers help with fund-raising events by helping with catering and those who have been trained operate the bar.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Main achievements

As reported to the AGM (March 26th 2024), we continue to assure we have all the necessary licences and fulfil compliance obligations. All electrical equipment was PAT tested this year and the Five Year Electrical System check was completed.

We created a new post of Administrative assistant to help with bookings, invoicing and Hub activities.

As noted above, new regular fitness and wellbeing activities have begun at the Centre and we continue to hire the facilities for fund-raising, wakes and parties.

We undertook fund-raising activities including Eurovision Evening, Celebration of Coronation, Village Fayre, Murder Mystery evening, Drag bingo and established 100 Club.

A new venture established monthly Youth Nights for 11-14 year olds with good participation and a variety of outside activity leaders (table tennis coaching, berserker fitness, Garage theatre workshop, Police Escape room activity and field centre)

Tuesday Hub Café and monthly Hub Talks have been established as regular and well-supported activities. The Centre has built relationship with the Primary School and involved them in presentations and sharing sessions with the Hub

Hear for Norfolk which provides hearing and maintenance advice comes almost monthly the centre.

The curtains in the hall have been replaced with black-out blinds which enhance the appearance of the hall and also improve conditions for film shows and theatre productions throughout the year.

We have worked hard at improving communication with an active Facebook presence and improved website including facility to sell tickets to events online.

Looking forward to next year, we will continue to partner with Village Care with a view to merging these charities and improving efficiencies. We hope to prepare project proposals for funding (Re-imagining our Community Hub') and will actively seek funding to provide better facilities for the community, especially in view of the closure of another community space The Church Room this year.

Section E

Financial review

Brief statement of the charity's policy on reserves

The trustees agree to maintain sufficient reserves to cover future repairs and six months running costs.

Any other capital expenditure to improve facilities is carefully considered and funded alongside fundraising activities.

Details of any funds materially in deficit

None

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.

Section F

Other optional information

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) Dr Diana Jupp

Position (eg Secretary, Chair, etc)

Chair

Date

27/01/25



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

ALDBOROUGH COMMUNITY CENTRE

On accounts for the year
ended

01.04 23 - 31.03 24

Charity no
(if any)

268101

Set out on pages

1

(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 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:

N. Wade

Date:

22nd Feb 2025

Name:

NICHOLAS WADE

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

Address:

FIELD VIEW THURGARTON ROAD
ALDBOROUGH NORWICH
NR11 7NY



Receipts and payments accounts

CC16a

For the period
from

Period start date
01/04/2023

To

Period end date
31/03/2024

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Hire	9,803	-	-	9,803	-
Bar Sales	10,630	-	-	10,630	-
Fundraising	3,165	-	-	3,165	-
100 Club	4,000	-	-	4,000	-
Regular Groups Youth, & Hub	259	-	-	259	-
Donations	850	-	-	850	-
Interest Received	964	-	-	964	-
Players Tickets Sales (Incl Hire)	2,124	-	-	2,124	-
Sub total (Gross income for AR)	31,795	-	-	31,795	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,795	-	-	31,795	-
A3 Payments					
Bar	5,862	-	-	5,862	-
Fundraising	2,420	-	-	2,420	-
100 Club	1,219	-	-	1,219	-
Electricity	1,040	-	-	1,040	-
Heating Oil	3,330	-	-	3,330	-
Water	829	-	-	829	-
North Norfolk District Council	643	-	-	643	-
BT Broadband	561	-	-	561	-
Insurance	1,057	-	-	1,057	-
Fire Alarm Checks	937	-	-	937	-
Repairs/Roof Light, Party Wall, Fence & Dishwasher	1,251	-	-	1,251	-
Website & Printing	217	-	-	217	-
PRS/PPL & Licences	810	-	-	810	-
Cleaning & Admin	4,414	-	-	4,414	-
General Purchases Incl TV Aerial,Lamp, Table	1,236	-	-	1,236	-
Refurbishments Incl Glass Washer, Blinds, Resource Room	8,404	-	-	8,404	-
Storage Unit, Cladding	248	-	-	248	-
Players Ticket Sales	1,224	-	-	1,224	-
Sub total	35,702	-	-	35,702	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	35,702	-	-	35,702	-
Net of receipts/(payments)	- 3,907	-	-	- 3,907	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 3,907	-	-	- 3,907	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	1,582	-	-
	Reserve Account	14,264	-	-
		-	-	-
	Total cash funds	15,846	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use			Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities			Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	