

LONG BUCKBY COMMUNITY CENTRE

England & Wales · Charity number 271609

Details

Other names LONG BUCKBY VILLAGE HALL

Status Registered

Legal form Other

Registered 1976-08-03

Register [View on the Charity Commission register](#)

Contact

Address 41 Station Road
Long Buckby
NN6 7QB

Phone 01327844753

Email support@longbuckbycc.org.uk

Website www.longbuckbycc.org.uk

Activities

Objects: PROVISION OF VILLAGE HALL FOR USE OF INHABITANTS OF PARISH OF LONG BUCKBY WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS, OR OTHER OPINIONS INCLUDING USE FOR MEETINGS, LECTURES, CLASSES AND FOR OTHER FORMS OF RECREATION OF LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

Activities: Operate and maintain Long Buckby Community Centre, a two storey community owned building, run for the benefit of the local community. Hire of rooms to local groups and societies for example - Darby and Joan, The Alzheimers Society, Gardening, History, WI, Bowls. Also commercial groups - keep fit, Tai Chi. Blood Donor service and local and elections. Available for private hire

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, Arts/culture/heritage/science, Amateur Sport, Environment/conservation/heritage, Recreation, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** THE PARISH OF LONG BUCKBY
- Northamptonshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£69,733	£70,840	-	-
2023-09-30	£40,143	£42,155	-	-
2022-09-30	£35,210	£41,425	-	-
2021-09-30	£33,946	£29,625	-	-
2020-09-30	£49,226	£40,772	-	-

Trustees

Name	Role	Appointed
DAVID CROSTON	Chair	2023-11-21
Christine Culbert		2024-11-27
DAVID BOSTROM		2013-11-04
HAZEL DURBRIDGE		2023-11-21
HELEN LOUISE GARRATT		2023-11-21
Jane Tress		2025-11-25
Malcolm Robert Longley		2025-11-25
PETER JOHN ADDS		2024-05-01
SANDRA KAY RUSSELL		
Samuel Wade		2024-03-27
TRACY BURN		2019-01-16

LONG BUCKBY COMMUNITY CENTRE

England & Wales - Charity number 271609

Accounts

LONG BUCKBY COMMUNITY CENTRE

ANNUAL GENERAL MEETING 27 NOVEMBER 2024

Chairman's Annual Report

By way of background, the Community Centre building was gifted to the Parish Council by the Northampton Co-operative Society and shortly afterwards, in 1976, our Charitable Trust was established to operate the premises on behalf the parishioners of Long Buckby, whilst the Parish Council maintained the freehold. The primary purpose of the trust is to operate the Community Centre for the benefit of the parishioners of Long Buckby, which effectively means to let the facilities and maintain the fabric of the building.

I was elected chairman at the last AGM with David Bostrom, the outgoing Chairman, as our Vice Chair. We were fortunate to be joined quickly by several new trustees with essential skills in strategic planning, business management, communication, IT, finance, HR and fundraising. We started a new financial year with an agreed strategic plan and a resolve to deliver it.

However, our first major setback was a significant and costly lift failure, which caused the recently elected Treasurer to stand down from day-to-day involvement. Initially funds were tight, and so we were unable to fund the lift repair, a resource vital to the life of the centre. Fortunately, an application to the Parish Council was successful and with their financial support, plus an element of insurance cover, we were able to continue operating. The Trustees are indebted to the Parish Council for their support.

We are grateful to The Buckby Feast for a grant to install a digital autodialler in the lift, to The William Joseph Haynes Charity for a grant to install thermal blinds for parts of the top floor exposed to strong sun and Buckby Angels for their kind donation.

Our initial work involved close analysis of the financial basis of the business, which identified a small customer base and high running costs. We identified our strategic objectives which were threefold;- to double our occupancy levels by the 2025 AGM, to become financially stable by the 2025 AGM through a combination of business efficiency, fund raising and grants from appropriate funding bodies and to operate at the highest level of governance.

We have made significant progress.

To achieve our objectives we set about a complete analysis of the booking system and a detailed review of every cost element, which identified where we needed to make changes. To harness the benefits from these changes we quickly realised we needed a communication mechanism and so a social media presence was quickly put in place and the existing website, which was deemed adequate but tired, was improved with a new logo and registration on Google to be found by search engines. We were able to lift the websites reach quite quickly, with minimal outlay, as it became more appealing and informative when accessed. The Facebook page was started in January and at the end of this year, we now have 464 followers. It doubles as a communication medium for the Centre and Trustees and a platform for our users.

Trustees and volunteers have spent considerable time making improvements to the building, including the installation of a disabled toilet on the upper floor, and completing the upgrade of lighting to LED's to finish off work budgeted for previously but stalled by Covid.

According to the trust set up in 1976, the centre is to operate for all the village community groups, but to maintain its sustainability we realised we have to widen our target market, firstly to support small businesses such as fitness groups within the village, which offer important services to our community, secondly to community services such as the blood transfusion service, to local authorities for their outreach programs, public activities such as polling stations and thirdly to village families seeking facilities to celebrate birthdays, weddings and other family events. Last but not least we realised we had to promote our facility far and wide to bring new hirers from the county and beyond. A strong

selling point is our central location. In recognition of all these factors, we have fixed our room hire prices accordingly.

Turning to cost reductions, we launched a new online booking system, Lemon Booking, in May 2024, which has significantly streamlined our operation, allowing us to handle increased business efficiently. To support this we are now operating on a Google platform across the business for communication and data storage, which is secure but very accessible to meet the needs of Trustees and staff. Our existing bank account was deemed unsuitable for our charitable status, which necessitated a long protracted process to ensure the Trustees, who were to operate the account, had the necessary clearances. Frustrating but necessary and we are grateful to those who assisted us. And finally, we have renegotiated energy contracts, waste contracts and IT suppliers reducing our costs by upwards by 30% in some key areas.

A key element in any business is the staff. At the start of the year we had three hard working and loyal staff, who had worked tirelessly for the Trustees for many years. Through consultation, discussion and careful management over this period of change, two staff members have retired. A third third has relocated from the village for family reasons. We have carefully assessed the need for recruitment and then advertised to fill the gaps. We have been extremely fortunate to recruit a new caretaker and cleaner, and at the time of writing this report we are in the process of recruiting a new administrator, a completely new post, to meet the needs of our refreshed IT and finance systems.

At the end of September I can report that the moves to increase footfall and reduce costs have played dividends as we have seen a 43% increase in our annual turnover, and a growth in our financial reserves, despite increased expenditure on energy efficient savings, such as smart thermostats in our main rooms, new IT equipment and various cosmetic improvements. We would not have been able to do all this without a series of lively events run by our fundraising group of volunteers led by one of our trustees.

We are pleased that our local community have supported us along the way, making our fundraising events buzz, welcoming the IT upgrades and given positive feedback and messages of support.

All in all I can report an excellent year. This is my first report and I can say it would not have been such an upbeat one if it had not been for such a proactive, creative and supportive team of Trustees, the enthusiastic background support of retiring Treasurer David Cadd, the ongoing support of our previous chairman David Bostrom and most of all our staff team of Alan Gautrey Clive Dunkley Chris Culbert. Above all we are indebted to all the work of our extensive group of volunteers, which included our Trustees, without whom, we would not have had such a successful year.

Everyone has given me their total support and it is a great honour to represent my fellow Trustees in presenting this, my first annual report.

David Croston
Chair of Trustees
chairman@longbuckbycc.org.uk

LBCC - EOY2024

Bank (Current) @ 1 OCT 2023	£	801.65
Bank (Project Fund) @ 1 OCT 2023	£	14,182.41
TOTAL AT BANK	£	14,984.06

HIRE INCOME

ROOM HIRE	£	35,671.11
SCHOOL WRAP	£	6,960.00
THE STABLES	£	710.00
STORAGE RENT	£	772.00

OUTGOINGS

General Maintenance	£	5,434.48
Stationery	£	210.63
Electricity	£	6,031.56
Water	£	1,235.57
Gas	£	6,117.28
Insurance	£	2,004.48
BT	£	1,703.37
Waste & Cleaning	£	2,818.23
Wages	£	16,436.80
PAYE/NIC	£	2,274.80
Staff Expenses	£	1,690.69
Project	£	3,714.46
Lift	£	17,008.27
Equipment	£	359.86
FEAST	£	933.78
HIRE REFUNDS	£	450.00
Furniture & Fittings	£	1,130.01
Publicity	£	-
Licences and Subs	£	767.49
LEMON	£	390.20
SAGE	£	114.00
MISC - Go Cardless Test/PAYPAL	£	14.28

TOTAL MONTHLY HIRE INCOME	£	44,113.11
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RUNNING COSTS IN ABOVE	£	70,840.24	£	156.04 %
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NON-HIRE INCOME

LOTTO	£	41.60
PC GRANT	£	16,020.00
DONATIONS	£	4,031.78
BUCKBY FEAST GRANT	£	2,960.00
W J HAYNES GRANT	£	1,000.00
BARCLAYCARD	£	860.00
BARCLAYCARD (ENHANCE) DONATION TO HUB	-£	430.00
200 CLUB	£	61.00
BANK INTEREST	£	26.42

Balances		
BANK (OLD CURRENT ACCOUNT)	£	2,504.60
BANK (NEW CURRENT ACCOUNT)	£	583.49
BANK RESERVE ACCOUNT	£	9,797.89
200 CLUB ACCOUNT	£	561.00

GIFT AID	£	619.25
TOTAL NON- HIRE INCOME	£	25,190.05
TOTAL	£	84,287.22

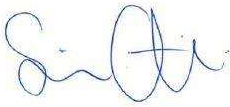
TOTAL	£	84,287.22	£	-
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Review notes -

I can confirm that I have reviewed the accounts platform with access approved by Helen Thompson and conducted the annual review (2023/2024) of the LBCC financial information.

A random sample of specific transactions has been examined to identify the appropriate records, and an audit trail was evident via the system.

The income total for the year shows £69,303.16 of which, £25,122.03 is from Grants and donations to aid maintenance, repairs and replacements which is reflected in the outgoings. The main increases to the figures are the lift repair, project expenditure and standard utility expenditure increases.

A handwritten signature in blue ink, appearing to read 'Simon Edginton', is positioned above the printed name.

Simon Edginton

LONG BUCKBY COMMUNITY CENTRE

England & Wales - Charity number 271609

Accounts

Long Buckby Community Centre

Annual Finance Report 2022-23

Income

The accounts year started with £1,998 in the Current bank account and £17,187 in the Project account. The Project account represent ring fenced amounts assigned to the Redundancy and Emergency Fund (reviewed and uprated in 2022), grants specifically made to the Centre for project work such as the first floor refurbishment and amounts set aside for self-funding projects, purchases and improvements – designated the Life Cycle List (LCL).

Hire income for 2022-23 amounted to £33,921, an increase of 5.2% on 2021-22, but still down on the last full Covid free year 2018-19 which was £43,084.

Additionally we received a total of £6,222 in grants and donations from the Parish Council, the West Northants Lotto Fund, the William Haynes Trust, the Buckby Feast and the Long Buckby Football Club Quiz. The Management Committee thank them all.

Expenditure

Expenditure for the year amounted to £42,154 representing 119% of hire income, much of extra funds attributable to the above grants and donations.

Financial Focus

In my report last year I outlined the setting up of the LCL. Running now for almost a year it provides us with a snapshot of where our financial focus should be after taking care of the day to day expenditure.

The Management Committee can maintain and review a list of focused major expenditure items which cannot be readily found from Current account expenditure, with an additional narrative each month to detail ring-fenced items in the project account and the LCL.

Financial focus in 2022-23 shifted to the worsening energy cost crisis. With gas supplied heating this has been the critical element to the financial year. Two reviews of energy costs, in November and in April led to the uprating of hire

costs which had remained static for over a decade. The benefits are still unquantified fully, although I hope to report more comprehensively after this winter when a full annual cycle will be complete.

The Management Committee must thank our loyal hirers for their support in accepting these necessary increases in a year of difficult decisions.

Action Points from 2021-22

- With with and time band controlling thermostats installed we have started to see benefits in out heating bills. These continual must be reviewed and refined and hirers made more aware of energy conservation.
- Benefits of recently installed more energy efficient lighting are at a very early stage of assessment.
- Additional funding avenues still to be explored wherever practicable (grants, assistance)
- Installation of a Wifi dedicated smart TV in the Hobro room should increase attractiveness of the Centre to hirers requiring IT streaming.

Action Points for 2023-24

The re-energising project will steer much in the coming year.

As Trustee and Treasurer this is my last year, and I am committed to detailing all the functions and duties of the role – an online ‘Treasurer’s Log’ which covers all aspects of the Treasurer’s involvement in the Centre. Smooth transition is my main goal this coming year, whilst supporting the Management Committee as much as I possibly can in monitoring finances, energy costs and incomes.

Submitted



David Cadd

Trustee & Treasurer

Long Buckby Community Centre

Nov 2023

Appendix A

Final Accounts to 30 Sep 2023

Bank (Current) @ 1 Oct-22	£	1,998.34
Bank (Project Fund) @ 1 Oct-22	£	17,187.41
PayPal @ 1 Oct-22	£	-
TOTAL AT BANK	£	19,185.75

HIRE INCOME		
Booking Credits per bank	£	24,526.69
SCHOOL WRAP	£	6,630.00
THE STABLES	£	2,764.50

TOTAL MONTHLY HIRE INCOME	£	33,921.19
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NON-HIRE INCOME		
LOTTO	£	41.60
LOTTO Award (AV Equipment)	£	750.00
PC Grant (Lighting)	£	3,000.00
Hub Donation	£	138.00
Feast (Floor)	£	1,428.57
W J Haynes (Curtains)	£	864.00

TOTAL NON- HIRE INCOME	£	6,222.17
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TOTAL	£	59,329.11
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LBCC - ACCOUNTS

INDEPENDENT FINANCIAL INSPECTION
 EXAMINED BY (PRINT) S Edginton
 EXAMINED BY (SIGNED)
 DATE -

OUTGOINGS

General Maintenance	£	5,135.16
Stationery	£	139.45
Electricity	£	4,763.48
Water	£	665.13
Gas	£	5,702.73
Insurance	£	1,884.55
BT	£	1,682.18
Waste & Cleaning	£	2,676.14
Wages	£	14,949.95
PAYE/NIC	£	1,893.74
Staff Expenses	£	-
Project	£	1,152.93
Lift	£	2,339.87
Equipment	£	-
Furniture & Fittings	£	1,037.48
Licences and Subs	£	242.26
Publicity	£	80.00

RUNNING COSTS IN ABOVE	£	42,154.64
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Balances @ end	Sep-23	
BANK (CURRENT ACCOUNT)	£	801.65
BANK (PROJECT)	£	14,182.41
PAYPAL	£	-
Sub Total	£	14,984.06

TOTAL	£	59,329.11	£
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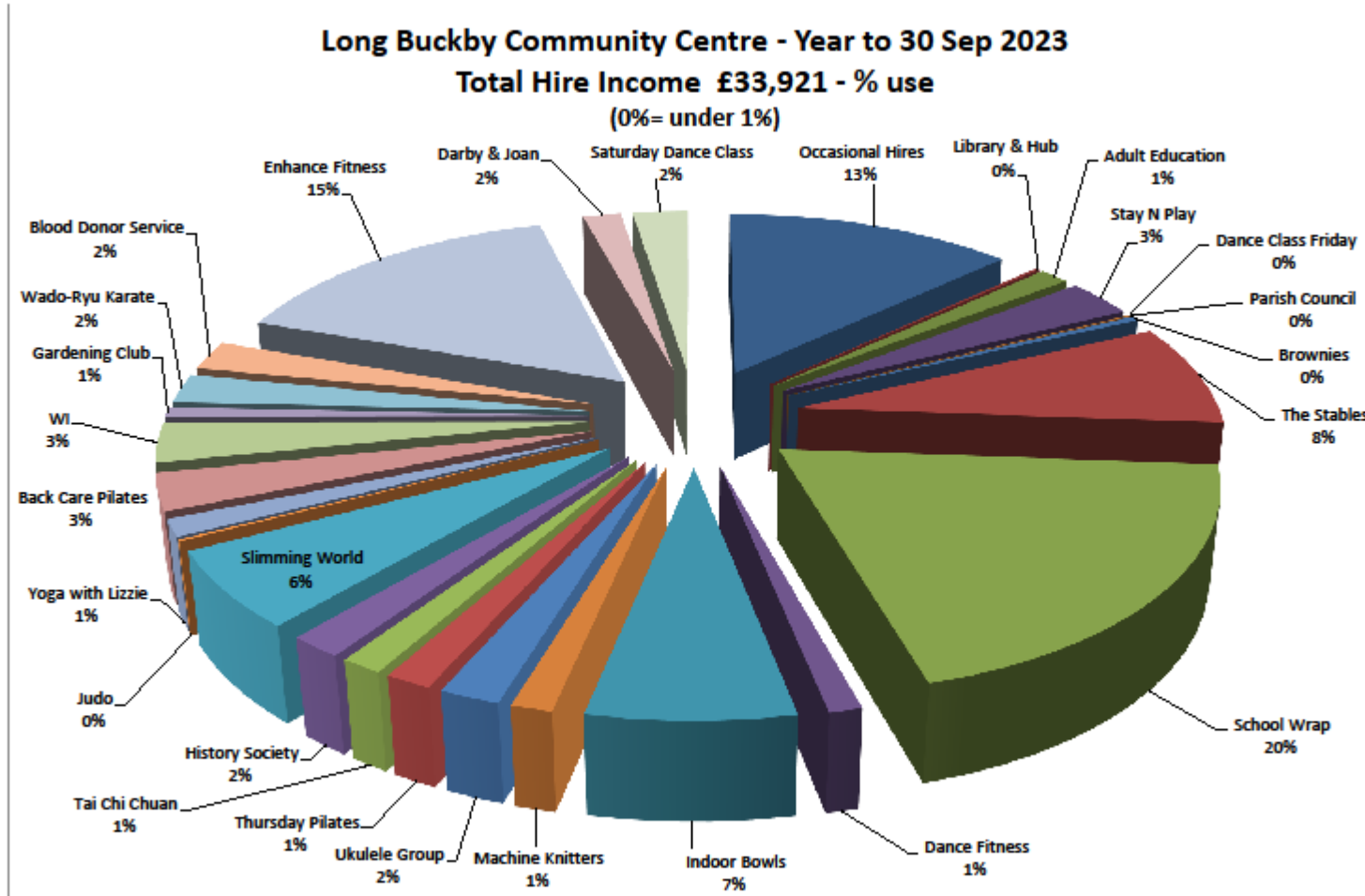
2022-2023

Prepared - D Cadd - Treasurer

119 %

Appendix B

Analysis of hire income to 30 Sep 2023 (%)



LONG BUCKBY COMMUNITY CENTRE

England & Wales - Charity number 271609

Accounts

Long Buckby Community Centre

Annual Finance Report 2021-22

Income

The accounts year started with £1,998 in the Current bank account and £17,187 in the Project account. The Project account represent ring fenced amounts assigned firstly to the Redundancy and Emergency Fund (reviewed and uprated in 2022), secondly grants specifically made to the Centre for project work such as the first floor refurbishment and thirdly amounts set aside for self-funding projects, purchases and improvements.

Hire income for 2021-22 amounted to £32,267, much improved from the Covid hit figure of £8,030 in 2020-21, but still well down on the last full Covid free year 2018-19 which was £43,084.

Expenditure

Expenditure for the year amounted to £41,425 which represents 128% of Income. The last of the Covid Grants (Omicron) contributed £2,667 to the shortfall with the rest found from Covid grants received in 2020-21 which were detailed in the Annual Finance Report for 2020-21.

Financial Focus

For our Independent Financial Inspector, Mike Fellowes 2020-21 represented his final year. The Finance Trustee and Management would like to express very many thanks for his dedication and guidance over the last 8 years. Mike's lasting legacy is the advice for the Management Committee to set up and monitor a Life Cycle List (LCL). Essentially rather than just identifying and storing excess funds in the Project account for future unspecified projects, the Management Committee should maintain and review a list of focused major expenditure items which cannot be readily found from Current account expenditure.

This was set up in this Accounts year. An additional narrative is submitted each month to detail ring-fenced items in the project account and the LCL.

Action Points from 2021-22

- The Centre Wifi system has been uprated to Halo with 100% coverage throughout to enable hirer hybrid meetings and streaming.

- Funding bid for smartscreens supplemental to improved Wifi - to facilitate hirers conducting remote meetings - has been successful through the Daventry Lotto scheme.
- Damp issues still under investigate, with some investigative and remedial work done.
- Lift servicing and LOLER inspections up to date. All remedial work completed. Assessment of the lift life confirms that no immediate replacement plans are necessary.
- Roofing and guttering work completed.

Action Points for 2022-23

Due to the energy crisis work has already begun to minimise the effect of rising prices.

- Zone and time band controlling thermostats have been installed. Need to be refined and hirers made more aware of energy conservation.
- Plans have been submitted for the installation of more energy efficient lighting throughout.
- A forecast of rising energy costs has led to a reluctant but necessary increase in hire fees by 5% from 1 Nov 2022. This will be monitored in the first 6 months of the Accounts year with a further report on progress by the end of Dec 2022 and review of cost to hire prices in the spring of 2023.
- Additional funding avenues to be explored wherever practicable (grants, assistance)
- Install funded smartscreens where appropriate.

Submitted



David Cadd

Trustee & Treasurer

Long Buckby Community Centre

Nov 2022

Bank (Current) @ 1 Oct-21	£	2,053.03
Bank (Project Fund) @ 1 Oct-21	£	23,347.77
PayPal @ 1 Oct-21		

TOTAL AT BANK	£	25,400.80
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HIRE INCOME		
Booking Credits per bank	£	25,067.50
SCHOOL WRAP	£	3,500.00
The Stables	£	3,700.00

TOTAL MONTHLY HIRE INCOME	£	32,267.50
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NON-HIRE INCOME		
LOTTO	£	41.60
CJRS	£	234.63
COVID OMICRON GRANT	£	2,667.00

TOTAL NON- HIRE INCOME	£	2,943.23
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TOTAL	£	60,611.53
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EOY 2021-2022

OUTGOINGS	
General Maintenance	£ 1,692.71
Stationery	£ 164.51
Electricity	£ 3,484.53
Water	£ 757.60
Gas	£ 4,983.58
Insurance	£ 2,009.18
BT	£ 1,653.12
Waste & Cleaning	£ 3,074.06
Wages	£ 15,100.60
PAYE/NIC	£ 2,115.52
Staff Expenses	£ 46.76
Project	£ -
Lift	£ 5,428.98
Equipment	£ 361.09
Licences and Subs	£ 553.54

RUNNING COSTS IN ABOVE	£	41,425.78
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128 %

Balances @ end	Sep-22	
BANK (CURRENT ACCOUNT)	£	1,998.34
BANK (PROJECT)	£	17,187.41
PAYPAL	£	-
Sub Total	£	19,185.75

TOTAL	£	60,611.53
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£ 0.00

2021-2022

Prepared - D Cadd - Treasurer



INDEPENDENT FINANCIAL INSPECTION

EXAMINED BY (PRINT) S Edgington

EXAMINED BY (SIGNED) *[Signature]*

DATE - 15.06.2023

Bank (Current) @ 1 Oct-21	£	2,053.03
Bank (Project Fund) @ 1 Oct-21	£	23,347.77
PayPal @ 1 Oct-21	£	25,400.80
TOTAL AT BANK	£	25,400.80

HIRE INCOME	
Booking Credits per bank	£ 25,067.50
SCHOOL WRAP	£ 3,500.00
The Stables	£ 3,700.00

OUTGOINGS	
General Maintenance	£ 1,692.71
Stationery	£ 164.51
Electricity	£ 3,484.53
Water	£ 757.60
Gas	£ 4,983.58
Insurance	£ 2,009.18
BT	£ 1,653.12
Waste & Cleaning	£ 3,074.06
Wages	£ 15,100.60
PAYE/NIC	£ 2,115.52
Staff Expenses	£ 46.76
Project	£ -
Lift	£ 5,428.98
Equipment	£ 361.09

Licences and Subs £ 553.54

TOTAL MONTHLY HIRE INCOME £ 32,267.50 **128 %**

NON-HIRE INCOME	
LOTTO	£ 41.60
CIRS	£ 234.63
COVID OMICRON GRANT	£ 2,667.00

TOTAL NON- HIRE INCOME	£ 2,943.23
TOTAL	£ 60,611.53

RUNNING COSTS IN ABOVE £ 41,425.78

Balances @ end	£ 1,998.34
BANK (CURRENT ACCOUNT)	£ 17,187.41
BANK (PROJECT)	£ -
PAYPAL	£ -
Sub Total	£ 19,185.75

TOTAL £ 60,611.53 £ 0.00

Review notes -

I can confirm that I have reviewed the accounts platform with access approved by David Cadd and conducted the annual review (2021/2022) of the LBCC financial information.

The effect of Covid on LBCC as everything gets back to the new normal seems to be over and bookings are taking off. But with things starting to become tight as the next challenge starts to take hold as now the cost-of-living crisis starts to take effect. I will come back to this later.

A random sample of specific transaction's has been examined to identify the appropriate records and an audit trail was evident via the system.

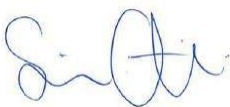
The income total for the year shows £35,210.73, of which, only £2,943.23 is from Grants and CJRS and as small amount of £41.60 from the Lotto. Whilst Covid has seriously effected hire income it is good to see how this year is already increasing back to the level of income the Centre would normally generate.

Unfortunately, as previously hinted at, the next challenge to everyday life is now starting to show in the increase in outgoings due to the cost-of-living crisis. It seems like this has not been an overly massive yet on the Centre, and these accounts might be showing more the increase in costs as life goes back to normal after Covid. But from what I also understand, advance action has been taken by the Centre to make sure any potential increase in costs is closely monitored and kept to a minimum where possible.

A few notes just to highlight -

Waste & Cleaning costs are showing a substantial increase. Assume this is more to do with the level of activity at the hall increasing and not being overly affected by extra Covid measures still in place?

Lift, cost levels are higher again from previously can only assume this is due to problems with the lift and not any change of supplier and or service level?!



Simon Edginton

LONG BUCKBY COMMUNITY CENTRE

England & Wales - Charity number 271609

Accounts

Long Buckby Community Centre

Annual Finance Report

Income

With £1,717 in the Current Account and £20,318 in the Project Account the Centre started the accounts year in Oct 2020 a strong bank balance, however we must bear in mind £10,000 received in Jul 2020 under the Covid Hospitality and Leisure (CH&L) grant scheme and £6,140 received up to the end of October under the Coronavirus Job Retention Scheme (CJRS) [Furloughing] towards wages.

Hire charges received in 2020-21 amounted to £8,030, 35% of hire income in part Covid affected 2019-20 and only 18% of hire income in pre-Covid 2018-19.

Also on the income side were further CH&L grants - £11,807 – and the Covid Restart grant of £8,000. Together with funds under the CJRS - £5,605 – these have helped to ensure the Centre re-opened fully as a viable community asset.

Also under income was the balance of the Daventry District Council Capital Grant for the First Floor Refurbishment Project.

Expenditure

On the expenditure side many items continued to be necessary such as lift maintenance, building insurance, BT, General Maintenance (includes fire, electrical and gas safety checks and certification) and licensing/subscriptions. The last expenditure item is made up of our alcohol licence which could not be suspended for parts of the year in lockdown, together with the £40 subscription to the charity ACRE (Action with Communities in Rural England). This proved a subscription of excellent value. Not only did ACRE give Centre managers valuable distilled guidance on Covid procedures but pointed the Treasurer in the direction of all available grant assistance.

There were obvious savings in electricity and gas whilst the Centre was closed for long periods.

We go into the next financial year in a much healthier situation than expected. There are a number of areas where we need to address which impact on finances.

- With the return of many hirers planning hybrid Zoom/Teams etc meetings the Centre's Wifi must be improved and there would be a cost implication.
- The reports of damp in certain areas of the building will need to be addressed, investigated and any work funded.
- Investigation regarding the life of the lift need to be carried out and an action plan decided if necessary.
- Some roofing work is needed and will need to be costed in.

Report submitted



David Cadd

Trustee & Treasurer

Long Buckby Community Centre

Nov 2021

LONG BUCKBY COMMUNITY CENTRE STATEMENT OF ACCOUNT 2020/21

Bank (Current) @ 1 Oct-20	£	1,717.57
Bank (Project Fund) @ 1 Oct-20	£	20,318.95
PayPal @ 1 Oct-20	£	4.36

TOTAL AT BANK	£	22,040.88
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HIRE INCOME

Booking Credits per bank	£	7,530.50
SCHOOL WRAP		
The Stables	£	500.00

TOTAL HIRE INCOME	£	8,030.50
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NON-HIRE INCOME

LOTTO	£	41.60
COVID Hospitality Grants	£	11,807.42
CJRS	£	5,605.68
COVID RESTART GRANT	£	8,000.00
DDC Capital Grant	£	461.57

TOTAL NON- HIRE INCOME	£	25,916.27
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TOTAL	£	55,987.65
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Prepared - D Cadd - Treasurer



INDEPENDENT FINANCIAL INSPECTION
 EXAMINED BY (PRINT) M Fellowes
 EXAMINED BY (SIGNED) *M Fellowes*
 DATE -

2020-21

OUTGOINGS

General Maintenance	£	1,634.85
Stationery	£	41.88
Electricity	£	2,017.78
Water	£	1,843.86
Gas	£	1,891.35
Insurance	£	1,971.05
BT	£	2,008.41
Waste & Cleaning	£	607.80
Wages	£	14,011.51
PAYE/NIC	£	1,674.14
Staff Expenses	£	-
Project	£	961.18
Lift	£	1,586.64
Equipment	£	116.40
Licences and Subs	£	220.00

RUNNING COSTS IN ABOVE	£	29,625.67
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Balances @ end	Sep-21	
BANK (CURRENT ACCOUNT)	£	2,053.03
BANK (PROJECT)	£	23,347.77
PAYPAL	£	-
Sub Total	£	25,400.80

TOTAL	£	55,987.65
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Review notes -

I confirm that I have reviewed the accounts platform with access provided by David Cadd and carried out the annual review (2020/ 2021) of the L B C C financial information.

Again this year Covid has had an impact on LBCC and it's finances in a number of ways. Bookings and turnover levels continue to be reduced, some running costs are lower and government / council grants have each had an impact -

1. The 'software based' financial management and record keeping continues to be utilised and appears fully established.

As previously suggested, this platform (or similar) could be effectively utilised to provide a valuable digital record of non financial items such as H&S and maintenance. Given the voluntary nature of the committee this may prove valuable / helpful over the longer term.

As yet not aware if capturing these elements has been considered? .

2. A random sample of specific transaction's has been examined to identify the appropriate records and an audit trail was evident via the system.

The records and audit trail appear in order

3. The previous recommendation to amend the presentation of the hire revenues has been adopted so as to show donations and / or non hire revenues separate from hire income.

This is helpful in identifying this years low level of income, partly Covid effected, and the possible impact on future finances.

The total balance for the year shows c- £56,000, of which actually c- £22,000 is money at bank and c- £26,000 is from grants. The remainder is hire income which is c- £8,000, whilst Covid has had an impact on hire income the underlying trend may indicate an ongoing reduced level which will need consideration.

4. The operating costs for the year have been c - £30,000. These are running at c- £2,500 a month which when set against current income levels and faced with no further 'Covid grants' could signal operating losses for a period.

With actual hire income being c- £8,000, the costs for the year show the level of operating losses incurred.

Given the nature of most of these costs it can not have been expected to reduce them fully in line with the impact of Covid and reduced revenues and if it were not for the grants and donations received the finances would have been more adversely effected.

In looking at the cost areas, one expenditure makes up approaching 50% of all running costs, namely wages at c - £14,000. Given the reduced level of activity (and revenues) it is perhaps questionable why wage costs have not reflected a larger reduction in line with trading levels?.

The next tier of costs is perhaps more difficult to reduce given their nature, costs including BT, Lift, Insurance and utilities which may prove harder to reduce and flex with lower income levels. This being the case may requires more attention be placed on variable costs, wages , cleaning etc.

A few observations -

1. The Project fund is holding c- £20,000 and a number of repair / upgrade projects have been identified.

It has been mentioned previously that a 'life cycle fund' be established so as to provide planned funds for future project spend areas. Given the possible reduced trading levels going forward, at least for a period, it may be necessary to priorities spend areas.

Two items raised previously, roof repairs and lift, are now identified as needing work to be undertaken or at least provided for. Identifying this as a priority is recommended.

The need to investigate and possible remedy areas of damp may also need attention and the aim to invest in improvements in the WiFi system (to support zoom etc) have also been identified. Investigating and estimating these will assist planning.

Budgeting for any of these and providing for any future projects should be considered in line with the forecasted trading expectations.

2. Like the majority of venues that suffered a loss of regular users due to Covid, post Covid user levels may take time to return to the pre Covid levels.

The impact of lockdown on preventing bookings led many users to seek alternatives, use of zoom etc. Some of which may become the established norm and / or deter users from returning or booking as often.

If this is to be the case -

- a. A pro active campaign to attract new or returning users may be advisable and beneficial
- b. A review of cost areas and where savings can be made may reduce potential losses
- c. A review of hire charges may stimulate new bookings

Mike Fellowes

LONG BUCKBY COMMUNITY CENTRE

England & Wales - Charity number 271609

Accounts

LONG BUCKBY COMMUNITY CENTRE

Charity No. 271609

ANNUAL REPORT

November 2020

This report is my second as Chair of LBCC management Committee and given the strange times we currently live in, it will be comparatively short.

The period started well, with continuing interest from the new housing estates.

The 1st floor renovation project was making good progress, with one of the new WCs completed, and the wheelchair accessible WC 90% complete.

Everything changed of course with the SARS-covid 19 emergency. Initially, some groups remained active in the centre, and adapted to the social distancing and hand sanitising regulations in force. However many groups, especially those with elderly members, found the risks too great.

Lockdown itself caused the centre to close apart from Schoolwrap, who were allowed to operate when appropriate under the Covid regulations. Being located in a self contained part of the building helped, as did availability of the new WC adjacent to the Schoolwrap rooms. This meant that SW staff did not need to venture into the rest of the centre. (Children have their own self-contained facilities within the SW area).

We have continued to regularly host Blood Transfusion sessions, and Children's Dance classes resumed this autumn, permissible under the Tier restrictions.

All Wedding receptions and parties have had to be cancelled.

Jane Tress has successfully moved her Enhance Fitness classes online, as restrictions on distancing meant that physical classes became no viable. The massage and therapy rooms have had to close.

Essential checks such as fire alarm and emergency lighting inspections, gas appliance servicing, lift maintenance have had to continue, and be paid for, and annual bills such as insurance have still been due.

Several emergency lights failed the 3 hour tests, and had to be replaced.

However we have held our ground financially, thanks to a combination of the Government furlough scheme and council grants, coupled with a reduction in outgoings such as heating, lighting and water charges, and cessation of the majority of maintenance and project work.

I would like at this point to say a huge thankyou to David Cadd, our Hon Treasurer, for the significant amount of work he has undertaken to first of all understand the

financial rules for claiming furlough and grants, and then progressing them. I can foresee that this will continue for some time yet.

Many thanks too to our regular staff, Alan Gautrey, Chris Culbert, and Clive Dunkley, who although furloughed for much of the time have risen to the new challenges, particularly at the start before lockdowns began.

I would also like to thank Mike Fellowes for auditing our Annual Accounts for this last year.

We remain members of ACRE, who have been very good at dissemination of covid regulations and advice relevant to Village halls and Community Centres.

Margaret Owen, our parish Council representative, has kept the council updated with our situation, and passed on our thanks for the final instalment of the £10,000 grant towards our renovations that was received this year.

In closing I would just like to express my hope that by this time next year there will be a whole different experience to report, and that by then Chris will have her new office ready.

David Bostrom

Chair, LBCC

November 2019

LONG BUCKBY COMMUNITY CENTRE STATEMENT OF ACCOUNT 2019/20

EOY

Bank (Current) @ 1 Oct-19	£	5,793.00
Bank (Project Fund) @ 1 Oct-19	£	4,387.60
Redund/Emergency @ 1 Oct-19	£	3,266.21
PayPal @ 1 Oct-19	£	99.99

INCOME		
Booking Credits per bank	£	19,156.25
LOTTO	£	38.80
Gift Aid	£	470.00
Donations	£	2,880.00
Bank Interest		
COIF Interest	£	11.58
The Stables	£	1,600.00
DDC Capital Grant	£	3,749.75
PC Grant	£	2,500.00
SCHOOL WRAP	£	2,720.00
CJRS	£	6,140.00
DDC Hospitality & Leisure Grant	£	10,000.00

OUTGOINGS		
General Maintenance	£	1,167.21
Stationery	£	30.87
Eon	£	1,897.49
Water	£	1,109.08
Gas	£	2,245.55
Insurance	£	1,951.46
BT	£	1,690.70
Waste & Cleaning	£	2,595.63
Wages	£	13,531.00
PAYE/NIC	£	1,758.20
Staff Expenses	£	131.93
Project	£	7,578.65
Lift	£	2,741.02
Daventry District Council	£	-
Equipment	£	120.00
Mill Park Reserve	£	1,675.00
Licences and Subs	£	548.51

TOTAL MONTHLY HIRE INCOME	£	23,476.25
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TOTAL MONTHLY EXPENDITURE	£	40,772.30	141 %
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Balances @ end	Sep-20	
BANK (CURRENT ACCOUNT)	£	1,717.57
BANK (PROJECT)	£	20,318.95
PAYPAL	£	4.36
Sub Total	£	22,040.88

TOTAL	£	62,813.18
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TOTAL	£	62,813.18	£ -
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Prepared by **D M CADD**
Print name

Examined by **M FELLOWES**
Print name


Signature

Signature

Review notes -

I can confirm that I have reviewed the accounts platform with access approved by David Cadd and carried out the annual review (2019/ 2020) of the L B C C financial information.

Clearly Covid has had a major impact on LBCC and life in general for approaching a year now which has contributed to the late timing of this review and being unable to present it in person -

1. The transition to the 'software based' financial management and record keeping is now fully established and operating for all transactions and accounting functions, including cloud access for file sharing.

It has been suggested previously that this platform (or similar) be utilised further to provide a valuable digital record of non financial items such as H&S and maintenance. Given the voluntary nature of the committee this may prove valuable / helpful over the longer term. Un aware of a decision to capturing these element as yet.

2. A random sample of specific transaction's has been examined to identify the appropriate records and an audit trail was evident via the system.

A point of note is that when looking at the 'confirmation of payment' details, whilst the bank details, amount and party being paid are evident, the nature of the service / work is not. It was not evident where this detail is captured / accessed?

3. The previously recommended amendments to the presentation of accounts have been adopted which is helpful. A further comment is that the '**Total Monthly Hire Income**' total appears to include all the donations and non hire income which is perhaps misleading.

The total for the year shows c- £23, 470, of which, actually £19,700 is from interest, grants and donations and the remainder is C- £3,750. Whilst Covid has seriously effected hire income having a true representation of actual hire income (V non hire income) will be important when assessing trading and costs.

4. Clearly this years accounts show the dramatic negative effect on trading of the Covid pandemic. The income breakdown reflects this as follows-

- Prior year income was c£61,500 with c- £30k hire income, however whilst this years total income is similar (£62,500) the breakdown is c- £19k bank deposits, c-£20,000 grants / donations and hire income dropping to c- £3,750.

The Covid impact has directly effected the hire income from the two main users (EF & WRAP) who provided a hire income of c- £11,500 last year. The implications of their ability / desire to return to hire the hall at the same level post Covid restrictions will need to be assessed. For example EF having established an active on line presence which may prove popular and financially attractive could drastically reduce the need for face to face classes at the hall. Also a local village hall has seen its long standing Pre school close permanently due to Covid.

Year on year costs have not followed the fall in hire income directly. Whilst some of this is to be expected due to the nature and balance of fixed costs. A greater focus may be needed to assess ongoing costs in light of the dramatically reduced revenue.

A few observations -

Project costs (£7,600) are at c 50% of prior year spend levels enabling some important improvements to be completed and project funds held at bank are at c- £20k which provides a useful 'buffer', partly boosted by grant receipts.

Maintenance spend at c- £1,170 are similar to prior year and perhaps reflects the opportunity to carry out works whilst the hall is un used.

Electricity shows a refund of £565 in Feb 20 and sizeable fall from prior year, £3,300 down to £1,900, which is to be expected reflecting lower usage levels.

Water, having raised the apparent low level of costs previously in the accounts this now appears to have been corrected with a large bill in Feb 20 of £750 and through to Sept 20 more realistic monthly costs being shown instead of the previous £8.50 / month.

Gas, this cost does not reflect the fall in use of the hall, unlike electricity, costs are similar this year to last year at c- £2,450. A drop in monthly consumption may have been expected expected from May 2020? Checking meter readings may be advisable.

BT, these costs at c- £1,700 are slightly higher than last year. Quarterly charges are showing at c- £420 which might suggest the years cost is high and may be worth investigating . If this amount is correct at over £100/ month, a better deal may be attainable.

Waste & Cleaning, costs are showing a healthy fall from prior year (some 30%) and some credit notes may also be due. Given the reduced level of activity at the hall it may be worth looking into other cost saving / service level reductions that can be accommodated to save costs.

Lift, cost levels are at £2,740 are higher than last year, has there been a change of supplier and or service level?

An assessment of likely underlying hire revenues as we move out of Covid restrictions sometime later this year will be worthwhile. This coupled with a likely cessation of DDC/ government Covid grants will also impact future income levels.

To highlight this, the run rate of costs from May to Sep 2020 (Covid impact) was running at 400% of monthly income rate. The rate for the year with the mix of Covid impact and grants was 140% which reflects an unsustainable long term position.

5. As raised previously, the government continues to highlight its 'green agenda' and the need for UK PLC to 'ramp up' the move away from fossil fuels. This may well lead to public use buildings having to adopt more efficient forms of energy use. Therefor keeping a close eye on developments may prove worthwhile, it may also be that government grants or incentives are made available which may be of use to LBCC.
6. As raised previously, the long term impact of Covid on costs and hire income may also emphasis the need to have a 'life cycle' fund review which ensure adequate funds are planned for key life cycle items likely to be needed at the hall into the future.

Mike Fellowes