

CHEVINGTON, CHEDBURGH, DEPDEN AND REDE COMMUNITY COUNCIL

THE ERSKINE CENTRE

Registered Charity Number 273914

Trustees' annual report for Chevington, Chedburgh, Depden & Rede Community Council (CCDRCC)

For the year to 31 August 2021

1. OBJECTIVES AND ACTIVITIES

1.1 Summary of the purposes of the charity as set out in its governing document

Management of a village hall (community centre). The charity exists to run and maintain the Erskine Centre in Chedburgh, which runs successfully as a community centre for four local villages. The hall hosts a number of exercise & social clubs that typically run on a weekly basis; other occasional events are also organised. The hall is available for hire to local residents for private parties.

Our governing document is a Trust Deed, which states that "Trustees are the Custodians of the Chedburgh Community (Erskine) Centre; property to be administered for the use of the inhabitants of the Parishes of Chevington, Chedburgh, Depden and Rede in the County of Suffolk... Trustees shall cause all buildings and other property to be kept in repair and sufficiently insured."

1.2 Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts

The Erskine Centre exists primarily as a community hub for local residents and hosts a number of regular exercise and social clubs and classes, including: Yoga, Strength & Balance exercise, Hobbies club, Dog Physio, and the 'Little Teacups' toddlers group. A community Choir meets weekly and holds public concerts from time to time.

The Hall is available for private and other casual bookings, which include the local Chedburgh Parish Council meetings and a range of children's and adults' parties. We have hosted Wine Tastings, Trivia quizzes and live music events.

Part of the hall is on a long term lease to 'Little Teapots', a local pre-school that provides a valuable service to residents with young children.

External services include a bottle bank for glass and paper recycling, as well as a clothing bank for the benefit of residents.

One positive outcome from the closure during lockdown was the opportunity to completely renovate the Hall roof, a major project that completed in December 2020. The work was jointly funded by the Bernard Sunley Trust, Community Chest, the ACRE Village Hall Improvement Fund, Sport England and the Parish Council. A copy of the Roof Replacement Project Report has been submitted as an Appendix.

We are grateful for a grant from West Suffolk Council and the Borough Councillor's locality budget, which enabled us to replace chairs in the hall. We have also replaced curtains throughout the hall with new blinds.

Plans are in place to assess and prioritise future projects, which are expected to include the Hall floor and a hardstanding path in the grounds outside. The kitchen would also benefit from refurbishment.

1.3 Summary of the main achievements of the charity

- Providing a property for Little Teapots to host their pre-school, acting as a responsible and considerate landlord
- Keeping the Hall in good repair, with complete replacement of the roof and internal redecoration throughout.
- Compliance with Government Guidelines on Covid, and all legal requirements including insurance and fire prevention measures
- Allowing the Hall to be used for a range of social clubs and exercise classes
- Provision of recycling facilities
- Pro-active organisation of community events, seeking to move the hall beyond a venue for social clubs, to a 'hub' to bring local residents together.

A new influx of Trustees brings the Committee up to our target of ten committee members for the first time in many years, which we take as an example of the positive level of enthusiasm that runs through the Community and the Committee.

1.4 Statement confirming with regard to the guidance issued on public benefit

We confirm that we have regard for the guidance issued by the Charity Commission on public benefit (<https://www.gov.uk/guidance/public-benefit-rules-for-charities>). To the best of our knowledge and understanding, all of the activities of the charity are for the public benefit and each of the Trustees carry out their actions solely for the public benefit.

We consider that the actions of the charity are beneficial in an identifiable manner and that this benefit is widely available to the public across the local community.

2. FINANCIAL REVIEW

2.1 Review of the charity's financial position at the end of the period

We are of the opinion that the charity is financially sound. We have come through the consequences of the pandemic in a strong position, with income exceeding expenditure. Moreover, we have been successful in fund raising for substantial capital projects (replacement of the roof) and for smaller projects (purchase of new chairs), exploring a range of sources.

Income for the year to 31 August 2021 amounted to £28,047. Principal sources comprised £2,484 rent and £2,048 reimbursement of utilities from Little Teapots pre-school; £1,821 from casual hall lettings; £1,306 for recycling. We also had grants amounting to £19,796.

Expenditure for the year was £26,629. Principal reasons were water and electricity utilities, £480 and £2,498 respectively; insurance at £1,135; maintenance/repairs at £998; and fire inspections £731. Exceptional site works (refurbishment following roof replacement) were conducted costing £19,417; a further one-off cost of £370 was incurred for new window blinds

Profit for the year was £1,417. At 31 August 2021, the charity had reserves amounting to £27,659.

In relation to the roof replacement we note that the majority of the funding was held by Chedburgh Parish Council and paid directly to the roofers, thus this does not form part of our report. A copy of the Roof Replacement Project Report has been submitted as an Appendix. The site works included in this report, at a cost of £19,417, are for the internal refurbishment and were paid by CCDRCC to a separate contractor.

2.2 Statement on the level of reserves and any uncertainties regarding the charity as a going concern

We consider that the level of reserves, relative to expenditure in an ordinary year, are appropriate, bringing security for the future of the Hall. (We note that the expenditure in this year is extraordinary).

It is our opinion that the Charity is in a sound financial position and there are no uncertainties about it as a going concern. We are satisfied that our reserves, and regular income, are such that we can continue to provide public benefit to the community for the foreseeable future.

3. STRUCTURE, GOVERNANCE AND MANAGEMENT

We are an unincorporated charity governed by a Trust Deed. Two Parish Councils (Chedburgh Parish Council and the Chevington Parish Council) hold the title to the Hall and the land, as Custodian Trustees.

Current Trustees stand down at the Annual General Meeting, typically held in November each year. At that same meeting, volunteers are sought to join the CCDRCC for the following year.

A normal meeting of CCDRCC takes place immediately after the AGM, at which volunteers that have agreed to join the committee confirm their willingness to stand as Trustees. Four Officer positions (Chairman, Treasurer, Secretary, Bookings Officer) are required; other positions may be filled (e.g. Fire Officer).

We do not have any specific procedures for the induction and training of trustees.

4. REFERENCE AND ADMINISTRATIVE DETAILS

Charity name:

CHEVINGTON, CHEDBURGH, DEPDEN AND REDE COMMUNITY COUNCIL
(CCDRCC)

otherwise informally known as the "Erskine Centre management committee"

Registered charity number

273914

Charity's address:

Erskine Centre, Chevington Rd, Chedburgh, Bury Saint Edmunds, Suffolk IP29 4UL

5. NAMES OF THE TRUSTEES WHO MANAGE THE CHARITY

Dr Gary Dillon	Chairman
Mr Andrew Barnetson	Secretary
Mrs Angela Barnetson	Treasurer
Mrs Jackie Chester	Bookings Secretary
Mr Paul Groves	Fire & Safety Officer
Mr Alastair McCormack	
Mr Sam Colman	
Mrs Kate Mitchell	
Mr Allan Mitchell	
Mrs Jacqui Crossman	

Signed on behalf of the charity's trustees



Full name

Andrew Barnetson

Position

Secretary

Date

26 April 2022

CHEVINGTON, CHEDBURGH, DEPDEN AND REDE COMMUNITY COUNCIL

STATEMENT OF ACCOUNTS 1st SEPTEMBER 2020 to 31st AUGUST 2021

<u>INCOME</u>	<u>2020/21</u>	<u>2019/20</u>
Little Teapots	2484.00	2484.00
Little Teapots Utilities	2048.17	1629.69
Lettings	1821.00	2796.00
Recycling	1306.20	810.57
Grants	19,796.30	15,000.00
Functions (Quiz Nights)	-----	514.45
Coin Meter	61.00	239.00
Banking Sundries	-----	0.47
Fete	-----	-----
Petty Cash to No1 account	-----	100.00
No1 to Petty Cash	500.00	200.00
Donations	30.00	173.50
	<u>28,046.67</u>	<u>23,947.68</u>

<u>EXPENSES</u>		
Water	480.00	390.00
Electricity	2,497.64	2,495.94
Site works	19,417.04	2,853.00
Fire Inspection	731.15	431.26
Insurance	1,135.40	1,050.43
Trade Waste	134.08	129.75
Hall Maintenance / Repairs	998.17	100.00
Equipment	400.99	210.00
Bar Refurbishment	-----	19,541.50
Cleaning	302.78	1,056.14
Function	-----	114.03
Website	-----	-----
Sundries	31.99	74.16
Petty Cash to No1	-----	100.00
No1 to Petty Cash	500.00	200.00
	<u>26,629.24</u>	<u>28,746.21</u>

2020-21

Income	28,046.67	Opening balance	26,241.22	Bank 1	15,615.26
Expenses	26,629.24	Profit	1417.43	Bank 2	11,369.45
Profit	1417.43			P Cash	363.94
				Debtors	310.00
				Creditors	

Accounts have been checked
and transactions agreed
with invoices and receipts

Stitgould
7/11/2021

27,658.65

27,658.65

CHRISTINE FITZGERALD

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7 November 2021

CHEVINGTON, CHEDBURGH, DEPDEN AND REDE COMMUNITY COUNCIL

My report for the Chevington, Chedburgh, Depden and Rede Community Council is for the accounts as set out in the Financial Statement for the year ended 31 August 2021.

Accounting records have been kept and bank records agreed with the documents. All documents and accounts have been checked. During the year internet banking has been started and purchase payments have been paid direct from the bank to the supplier's bank account. All documents have been checked and there are no irregularities.

I believe 2 signatures are required on cheques but the new system is allowing one person to use the bank account without checks being in place during the year. Is this within the constitution of the Community Council? I wish to point out that in the future when a new treasurer takes over, no checks will be made on bank activity until the audit.

I have completed my examination of the accounting records and found nothing which gave any concern.



Christine Fitzgerald