

### **Objectives and activities**

The committee of the Marlpit Community Centre Association is committed to enabling as many people as possible to use and enjoy the Community Centre facilities and the activities which take place here and always considers how the range of activities on offer can involve the diverse groups that live within our area of benefit.

When planning for the current and future years, the committee makes its decisions based on what is best for the Community Centre and its users, having regard to the Charity Commission's guidance on public benefit, and what will ensure the long-term achievement of the charity's objects, as laid down in the constitution:

- (1) To promote the benefit of the inhabitants of the area within the City of Norwich bounded by Dereham Road, Sweet Briar Road and the City Boundary (...) without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare and for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants:
- (2) To establish a Community Centre (...) and to maintain and manage, or to co-operate with a statutory authority in the maintenance and management of such a centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects. [Marlpit Community Centre Association Constitution]

Central to this is that we maintain and improve the building and grounds as a safe, attractive venue for individuals and groups and that we secure a sufficient number of regular (long-term/repeat) and incidental hirers to meet the annual running costs of the Centre, thus allowing us to maintain hire charges at a rate which means the Centre may remain a viable and affordable community facility for many years to come.

### **Achievements and Performance**

Over the past year the committee has worked very hard to ensure that the Centre is a vibrant and dynamic Centre providing community-based events and services.

Significant enhancements have been made to the Centre this year. As in previous years, this has been achieved by good financial management of hire income, which has allowed ongoing investment in and refurbishment of the facilities, while still meeting volatile running costs. However, this year, our successful bid for grant funding from The Neighbourhood Community Infrastructure Levy enabled the achievement of some more major projects, which would, otherwise, have taken many years to complete or not have been possible.

Improvements and upgrades were aligned to the committee's Five-Year Plan, the priorities for which were set by the committee having regard to the objects of our constitution and by engaging, consulting, and surveying both the wider community and the Centre's existing user groups and hirers to ascertain their requirements and expectations going forward.

Therefore, derived from this, the projects undertaken and achievements this year include:

- Interior redecoration throughout the Centre was completed by volunteers.
- Acoustic ceiling rafts and wall panels in the main hall and meeting room (fitted in 2023) have significantly reduced 'echo' and given all users of the Centre a more pleasurable experience and led to an increase, this year, in the Centre's use as a venue for talks, public meetings and training sessions.
- Improved and increased storage through refitting internal cupboards and the purchase of a larger container, benefitting both the Centre and its regular hirers.
- Replacement of old and worn furniture with a larger quantity of quality, folding tables and chairs, is allowing larger groups to be hosted at the Centre, whilst maximizing the flexible use of the available space.
- Landscaping of outside areas; the creation of a breakout area outside the main hall with raised beds and seating; further development of the wildlife garden through the planting of native hedging and heritage fruit trees, the installation of water butts, seating and a shed and the creation of a doorway to allow access to this space from the meeting room. This has improved accessibility and the use of our natural spaces.
- Security for the Centre's facilities and visitors has been improved through the installation of new alarm, CCTV and access control systems.

The Centre and committee have also been involved with a number of other wider community linked projects and organisations this year, such as:

1. Norfolk Wildlife Trust / Sweet Briar Marshes (urban nature reserve which borders the Centre) – the Centre is used as a base for talks and for groups undertaking guided walks or volunteering on the nature reserve.
2. Marlpit Community Gardens – the Centre's kitchen is used for cooking meals using produce grown on the allotments and for jam making, honey extraction and candle making activities for members and guests.
3. Gatehouse Pub – the Centre was instrumental in having the pub listed as an Asset of Community Value and has hosted Gatehouse Community Group meetings to try to safeguard the site as a community facility following the death of the owner-landlord.
4. Repair Café Norwich – offering the Centre as a venue for the local community to seek help with repairing or recycling clothes, tools, bikes, electricals, etc. These sessions have been very popular and so have been booked into 2026.
5. Courses for groups in the NR5 RITA area – the Centre was chosen as the venue for First Aid and Disability Awareness training sessions, organised by a local council officer, due to 'the feel' of the Centre following the upgrades mentioned above.
6. Volunteer-It-Yourself – the Centre has hosted this charitable group providing practical and work skills training opportunities for vulnerable teenagers.

Incidental hire by members of the local community remains popular, with an increased number and range of events having taken place this year, including:

Parties, baby showers, baptisms and religious celebrations, community events & meetings, public information meetings, permaculture talks, fundraising sales, Indian dance practice, etc

These 'one-off' events supplement the income we receive from the diverse range of regular hirers which enable us to cover the Centre's running costs and to keep our hire charges affordable for local community (ad hoc) users. These regular groups are providing a wide variety of activities for different members of the community and, this year, have included:

Sustainable Living Initiative (organic growing), Fine City Samba (music and dance), Bridge Classes, Home Education Lego Club (supporting and providing education for neurodivergent youngsters), Your Health Norfolk (healthy eating and exercise classes), The Benjamin Foundation (social group for Young Carers), Art Group (U3A), NR5 Family Partnership Meetings, Saxobility (music group), Apostolic Church, In Harmony for Health (Polish community group supporting cancer victims), Life Beyond Care, We Grow Community, Norfolk Wildlife Trust, Repair Café Norwich.

The Centre lost a significant hirer just before the start of this financial year when the funding for Catch 22 (alternative education provider) ended but, fortunately, we were able to attract some new groups: Church of the Epiphany, Care Consult, Reed Wellbeing (running NHS health checks), Nudge Education and Yoga Classes (this latter activity having been on the community wish list for a few years).

It should be remembered that any achievements made are due to the hard work of committee members, who are all volunteers, and their diligence meant that we were able to end the financial year with a small surplus in income over expenditure.

## **Financial Review**

### **Income**

Our hire income for the year ending 30<sup>th</sup> September 2024 was £18,009.61 compared to last years' income of £24,228.62. This decrease was as expected due to the loss of Catch 22 in July 2022. The hire income was back to the same level as 2021/22.

We received a large grant of £54,500 from the Neighbourhood Infrastructure Levy (NICL) for 3 main projects at the centre. We also received a smaller grant of £974 from Norwich City Council for the Love Norwich campaign.

Interest received for the year was £360.11.

### **Expenses**

Our running costs of the centre were in line with last year and came in below budget at £11,508.04. Energy costs were £1,873.89 compared to £2,286.87 for the previous year, due to greater returns following replacement (by the installer) of a faulty solar panel and to sourcing new energy tariffs.

Reinvestment in the centre from surpluses in the centre's funds - new security, access control and CCTV systems were installed in May 2024 at a cost of £9,142.37.

Grant projects - all 3 projects were completed within the time frames stipulated in the terms and conditions of the grant. The 3 projects totalled £50,517.60, coming in just under the anticipated costs of £54,500.00.

Outside area levelled and surfaced	£31,512.00
New door to outside of meeting room	£ 8,226.00
New container for additional storage	£10,779.60
Total	£50,517.60

### **Profit/Loss**

The profit for the year was £2,436.74, which again is a great result considering the re-investment made again this year.

### **Balance Sheet**

The balances as at 30/9/2024 shows the centre finances are in a very healthy position and will enable the trustees to reinvest further over the coming years.

The accounts were examined and signed by Peter Sturman, independent examiner, on 20/12/2024.

### **Reserves Policy**

The Centre operates a policy of holding a reserve fund equivalent to 6 months' running costs to give the committee the time it would need to find suitable replacement hirers or alternative uses for the vacated parts of the building.

The sum of the reserve fund is set annually by the committee based upon the levels of expenditure in the preceding accounting period and was agreed at £8000 for 2023/24.

### **Outlook**

The income and costs at the centre are well managed, and our current hire charges cover the running costs. Following an annual review, we decided to increase all hire charges by 50p per hour from 1/10/24, due to expected increases in expenses in 2025.

### **Structure, Governance and Management**

The Marlpit Community Centre charity is an unincorporated association, the policy and general management of the affairs of which are directed by the committee. The duty of the committee is to carry out the objects of the Marlpit Community Centre Association as laid down in the charity's constitution.

In accordance with the constitution, the committee consists of:

1. A minimum of Five Members elected at the Annual General Meeting;
2. The Honorary Officers of the Association, elected by and from among the Members of the Committee;
3. The Norwich City Council representative without voting rights.

Committee members are responsible for making decisions on all matters of general concern and importance to the Centre, setting hire rates and deciding how the Centre's funds should be spent. To show how it will bring about the objects of the constitution and monitor performance, the committee produces a Five-Year business plan, which is kept under review to ensure it is fit for purpose. The committee meets no fewer than four times a year.

Longer term regular user groups are invited to have representation on the committee and the annual community open event is used to try to recruit new community members to volunteer at the Centre and stand for election to the committee. Members may also be co-opted by the committee as deemed necessary to fulfill the committee's functions and obligations. All members of the committee, including any co-opted members, retire annually at the AGM but are eligible for re-election.

### **Reference and Administrative Details**

Name of Charity: Marlpit Community Centre (Association)

Charity Registration Number: 292373

Address: Marlpit Community Centre  
Hellesdon Road  
Norwich  
NR6 5EG

### **Composition of the committee 2023-24**

Kevin Spilling	Chair and Trustee
Lucy Galvin	Vice-Chair and Trustee
Susan Fage	Treasurer and Trustee
Debra Spooner	Secretary and Trustee
Cécile Bidet	Community member
Gillian Clark-Smith	Community member
Peter Medhurst	Regular Group member
Barbara Polewany	Community member
Debbie Reynolds	Community member

### **Exemptions from Disclosure**

None

### **Funds held as Custodian Trustee on behalf of others**

None

Signed:  Date: 29<sup>th</sup> July 2025

**Debra Spooner, Secretary, with approval from the trustees of Marlpit Community Centre**

**MARLPIT COMMUNITY CENTRE**

**FINANCIAL ACCOUNTS**

**FOR YEAR ENDED 30th SEPTEMBER 2024**

Prepared by Susan Fage  
Treasurer Marlpit Community Centre

## **MARLPIT COMMUNITY CENTRE**

### **Income and Expenditure Account for year ended 30th September 2024**

	<b><u>2023/24</u></b>	<b><u>2022/23</u></b>
<b><u>Income</u></b>		
<b><u>General Income Fund</u></b>		
General Grants and Donations	55,474.00	218.41
Rents and Hiring Fees	18,009.61	24,228.62
Bank Interest	360.11	250.77
	<hr/>	<hr/>
<b><u>Total Income</u></b>	<b>73,843.72</b>	<b>24,697.80</b>
<b><u>Expenditure</u></b>		
<b><u>General Fund Expenses</u></b>		
Cleaning	2,093.16	1,824.79
Electricity & Gas	1,873.89	2,286.87
Water Rates	420.00	420.00
Broadband	166.10	211.20
Insurance	412.88	374.20
Security	615.91	345.08
Repairs & redecoration	41.90	1,186.00
Stationery	36.00	58.96
Booking Secretary	4,973.16	3,980.25
Accounts	100.00	(50.00)
Licences	364.40	297.78
Marketing	87.00	609.91
Furnishings & fixtures (note 1)	9,142.37	14,185.70
Community Cycling Hub	-	(818.72)
Sundries	6.99	221.55
Friends of the Marlpit (note 2)	316.65	-
Grant Expenditure (note 3)	50,756.57	-
	<hr/>	<hr/>
<b><u>Total expenditure</u></b>	<b>71,406.98</b>	<b>25,133.57</b>
	<hr/>	<hr/>
<b>Profit transferred to Balance Sheet</b>	<b><u>2,436.74</u></b>	<b><u>(435.77)</u></b>

## **MARLPIT COMMUNITY CENTRE**

### **Balance Sheet**

**as at 30th September 2024**

			<b><u>2024</u></b>		<b><u>2023</u></b>
<b>General Fund</b>					
Fund Brought forward		42,476.51		42,912.28	
Deficit from Inc. & Exp		2,436.74		(435.77)	
			44,913.25		42,476.51
Creditors			8,654.88		791.60
			<u>53,568.13</u>		<u>43,268.11</u>
<b>Represented by</b>					
Current Account		1,674.61		2,234.70	
Reserve Account		8,000.00		6,000.00	
Deposit Account		43,893.52		35,033.41	
			53,568.13		43,268.11
Debtors			-		-
			<u>53,568.13</u>		<u>43,268.11</u>
<b>Notes to the accounts</b>					
Creditors. The figure of £8,654.88 represents mainly an item of grant expenditure incurred in the year of £8,226.00 paid in full in the following financial year.					
<b>Expenses</b>					
Note 1 - Furnishings & Fixtures- this was the total cost of a new security system, alarm, secure entry and CCTV installed April 2024.					
Note 2- The Friends of the Marlpit balance of £233.35 was used partially to fund set up costs with Plunkett Foundation as agreed by committee.					
Note 3 - We received a grant from the NCIL of £54,500 in March 2024, which covered the cost of 3 projects as follows:-					
Outside area levelled and surfaced		£ 31,512.00			
New door to outside of meeting room		£ 8,226.00			
New container for additional storage.		£ 10,779.60			
		£ 50,517.60			



<u>MARLPIT COMMUNITY CYCLING HUB</u>					
Income and Expenditure Account					
for year ended 30th September 2024					
		<u>2023/2024</u>			<u>2022/2023</u>
<u>Income</u>					
<u>General Income Fund</u>					
	Community Cycling Hub				
<u>Total Income</u>		-			-
<u>Expenditure</u>					
<u>General Fund Expenses</u>					
	Tools				
	Consumables				
	Equipment				
	Refreshments				
	Cycling UK Membership				
	Printing				
	Advertising				
	Volunteers				
	Storage space			818.72	
<u>Total expenditure</u>					818.72
	<b>Profit/deficit transferred to MCC P&amp;L</b>	-			<b>(818.72)</b>
	The Marlpit Community Centre do not hold any funds for the Cycling Hub				

<b><u>FRIENDS OF THE MARLPIT PUB</u></b>							
<b>Income and Expenditure Account</b>							
<b>for year ended 30th September 2024</b>							
			<b><u>2023/2024</u></b>			<b><u>2022/2023</u></b>	
<b><u>Income</u></b>							
<b><u>General Income Fund</u></b>							
Balance transferred					-		
<b><u>Total Income</u></b>			-			-	
<b><u>Expenditure</u></b>							
<b><u>General Fund Expenses</u></b>		-	-		-	-	
Accrual held by MCC	233.35				-		
<b><u>Total expenditure</u></b>		233.35				-	
<b><u>Profit/deficit transferred to MCC P&amp;L</u></b>		<b><u>(233.35)</u></b>				-	
Balance transferred to fund the cost of registering with the Plunkett Foundation							



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees

Charity Name

MARLPIT COMMUNITY CENTRE

On accounts for the year  
ended

30/9/2024

Charity no  
(if any)

292373

Set out on pages

1-5

(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's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(b) of the Act.

Independent  
examiner's statement

~~The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ \*) which gives me cause to believe that in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report 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:

Date:

20/12/24

Name:

PETER STURMAN

Relevant professional  
qualification(s) or body

Revised Bank official

(if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.