

Marshfield Community Centre Association Report and Accounts for the year ending 31 August 2023

Charity information

Registered charity number: 297306

Address: Marshfield Community Centre
Chippenham Road
Marshfield
Chippenham
SN14 8NZ

Trustees for the Charity: Mrs C Eden
Mr J Brookes
Mr G Greenwood
Mr G Snell (Temporarily stood down to Chair trustees)

Charity Trustees: Mr G Snell (Chairperson)
Mrs A Gent (Treasurer)
Mr O Brason (Vice Chairperson)
Ms V Laidler (Secretary)
Ms K Barrow (Bookings Secretary)

Affiliated Groups Marshfield Scout and Cub Group
Marshfield & Cold Ashton WI
Marshfield Baby & Toddler Group
Marshfield Players
Marshfield Pre-School
Marshfield Short Mat Bowls Club
Marshfield Friday Lunch Club
Jo Kitts Yoga
Jolanthe Zumba

Independent examiner: Mr T Jenkins

Objects of the Association

The main object of the Association is to establish, maintain and manage a Community Centre for the Parish of Marshfield.

Members of the Association

The following are entitled to become Members of the Association who would be entitled to one vote each at General Meetings: adults living in the Association's area of benefit; Affiliated Groups; Statutory Authorities in or near to the Association's area of benefit.

Trustees' responsibilities

The Trustees for the Charity ("the Trustees") are the individuals in whom legal title to the Community Centre property and building is vested. The Charity Trustees are the officers of the General Committee ("the Committee").

Law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year.

The Charity Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and ensure that the financial

statements comply with Part 8 of the Charities Act 2011. They are also responsible for safeguarding the charity's assets and hence for taking reasonable steps for the prevention of fraud and breaches of laws and regulations.

Activities during the year

From the 1st September 2022 to the 31st August 2023, the following activities took place at Marshfield Community Centre.

Affiliated Member bookings

Affiliated member bookings make up the basis of our regular bookings and are as follows:

Zumba Gold and Yoga are our only remaining commercial bookings that currently are still benefiting from the affiliate programme. Both cater to the older generations in Marshfield and have been successfully hosting at the community centre for several years. A new session of chair yoga was introduced in 2022 as part of the "Warm Spaces" government grant and due to the continued demand for this session, the session has continued as an affiliated regular booking.

Short Mat Bowls (SMB) is now our largest affiliated booking. The two groups, one during the afternoon and one in the evening, cater for the same age group but the afternoon group tends to come from further afield including as far away as Bristol. SMB is a perfect example of how the affiliation structure works. SMB's always have volunteers to help with working parties or fundraisers and a representative is always present at the committee meetings.

Marshfield Toddler Group, this group over the past few years has declined from three bookings a week to just one. Originally run by the parents for parents and run as a committee managed charity, it is now struggling for volunteers and one remaining nonparent volunteer is working very hard to keep the group going.

Marshfield Scouts/Cubs, again this group is struggling to get parent volunteers. The bookings although regular are now only in the winter months when the activities can not be hosted outdoors. Again, this has gone from a booking of 1.5 hours per week to just half an hour seasonally.

Marshfield WI, another traditional affiliated group that honours the affiliate structure wonderfully. The WI hold their monthly meeting at the community centre, which we appreciate as there are many options available in the village, including a member's home, we are sure; Yet they continue to support the community centre. The WI also hosts an annual Quiz at the community centre and donate all proceeds to the centre also. Thank you.

Marshfield school of Dancing, this group in its hey day was one of our greatest assets. The bookings were weekly, the school hosted amazing dance shows and the commercial dance teacher was a fantastic member of our team. A reduced programme of dance classes was offered during this financial year but have ended for good at the end of the summer term 2023. This is a great loss, and we wish Rachel well with her future career.

Badminton, there were a few badminton sessions at the beginning of this year, it has now however ceased to run. The badminton club was not originally an affiliated club, it was instead a group of locals who wanted to use the centre on an ad hoc basis on Tuesday evenings, it became however a regular booking, that would not move for official bookings and it was negotiated that to continue and to hold the spot they must pay either the full commercial rate or become affiliated to get a discounted rate (which was about the same that the volunteers donated anyway). This worked for about 2 years until the number of attendees declined to the point where even the affiliated rate became too expensive to share out amongst the attendees.

Marshfield pre-school is our long-term tenant. They manage and run their own self-contained unit, which the community centre owns but leases back to them for a nominal amount, set to cover the cost of hosting the pre-school and maintain the property in which it sits. The pre-school just like any other user is also an affiliated member so that they can hire our halls whenever they need the extra space. The pre-school over the years has fluctuated from our number one hall hirer to more recently contracting to minimal bookings over the year. Within this financial year the pre-school has its weekly stepping stones session (which is included in their rental agreement), their nativity play in the large hall and the odd wet day ad hoc booking. Marshfield pre-school runs a holiday club for up to 11-year-olds and it is hoped with more parents now working, this will increase in popularity, which would in turn mean that pre-school would need to book extra space for the older children, benefiting the community centre in the future. As with our other long term affiliate members pre-school staff, and particularly the pre-school manager Amanda, supports the committee and honours the affiliate programme.

Marshfield Friday Lunch Club, as the name suggests this is a new session held on Friday lunch times to help socialise and feed the older generation in the village. Again, this new affiliate group is contributing to the affiliate programme as designed.

Finally, **Marshfield Players (Players)**, this group has maintained their annual affiliate fee, in order to maintain their relationship with Marshfield Community Centre. Their dedicated member David is an invaluable volunteer and great help to the community centre. Players has not hosted a play at the community centre for several years. This year the players were set to close their society for good again for the lack of interest and volunteers. There has been a last-minute reprieve and the first production in years is set to be hosted at Marshfield Community Centre in December 2023. We wish this endeavour well.

Community bookings.

Since 2019 we have been trialling two community sessions, that are run by volunteers under the umbrella of the community centre, these sessions are not paying rent and rely on the end users donating and the volunteers securing enough grants to cover their costs and help towards maintaining the community centre. Both sessions this year have helped secure the "Warm Spaces" grant, so have achieved this remit.

Marshfield Community Library, this was set up as the first community library of its kind in South Gloucestershire. It runs every other Thursday afternoon in the foyer and is open to anyone. It has 50 active members, and 400 books were checked out in the year. There is also a book exchange on offer, with a small donation as an option for taking out a book. It is also a valuable social outreach programme for the older and lonelier occupants of Marshfield. During the winter of 2022-2023, the library also hosted the "warm spaces" community café, essential for some to get warm during the energy crisis brought on by the war in Ukraine.

Marshfield Community Cinema, this is another donation only session run by volunteers for the community. Its popularity it seems is dependent on the film. Again, during the winter of 2022-2023, this session was subsidized by the "warm spaces" grant.

Commercial bookings.

This financial year saw many non-affiliated bookings, these included the annual Cancer Research UK Christmas fair, the Marshfield allotments potato sale day, May 2023 elections, NHS blood services, Covid vaccination clinics, Chippenham Wheelers event, winter sports bookings (football and cricket), 12 private parties and one wedding.

Management structure changes:

The AGM was held in February 2023, where the 2022 accounts were signed off and the new committee was signed up.

Dawn Brooks stepped down as chairperson and we offer our thanks for all her hard work, during the pandemic when extremely difficult measures needed to be put in place to allow the centre to re-open.

We had two new volunteers step up, one as chairperson and Victoria Laidler as secretary. Unfortunately, within 3 weeks of being in role, the new chairperson stood down with immediate effect.

The remaining officers acted straight away to address the issues that had come to light within this 3-week period. It had become evident that the community centre has become highly reliant on grants and that future regular usage (with notice given by key regular users), was forecast to dramatically decline, to the point where the centre is only booked on average for 7% of the time it is available to hire. In addition to this, the affiliate programme is not always beneficial to the management committee and a large proportion of the workload is stretched between an ever-decreasing number of volunteers. The move away in society from community run to commercially paid for sessions, means that the expectations of the local community and therefore our users is not aligned to the original ethos of the centre. The chairperson role had inadvertently become a business development role and was too much pressure for a volunteer.

The trustees called a meeting of the Custodian Trustees, and it was agreed that Graham Snell would temporarily step down as a custodian trustee to take the chairperson role and lead us into a 2-year review of how Marshfield Community Centre can best service the residents of Marshfield, whilst also ensuring the future of the building and the very successful tenant – Marshfield Pre-school.

Changes to the fabric of the building:

During this financial year and before the review was started, the small hall was refurbished using grant money and held reserves. The committee installed remote thermostats to monitor heating use and costs and to be able to control from anywhere at their convenience. The gas meter to separate pre-school consumption from that of the main centre was also installed.

General update:

These accounts cover Sept 2022 to August 2023. Although these accounts show a profit on the day to day running of the community centre, the centre is facing a future decline in use, as well as facing difficulty in fulfilling the volunteer roles required to manage the charity. With less users comes less volunteers.

Marshfield community centre is a venue for hire, not a staffed leisure centre or social club. Marshfield is also a charity with the building maintained by a committee of volunteers, it is not a government run, managed, staffed, or funded community centre. If there are less people or groups in Marshfield willing to hire the hall to run sessions, then there is less on offer for the community at large.

The past few years have been heavily subsidised by government grants. Some of these such as the "Warm Spaces" initiative relied on volunteers willing not only to apply for the funds, but willing to run sessions for the end user.

Due to the sudden resignation of our chair and the need to review the future business model the Boules day was not held this year.

Overview of finances

The Committee and the Trustees are aware that, as the building is 30 years old, significant repairs will continue to be required in the future. Their long-term policy is that part of the General Fund may continue to be spent to improve and maintain the Community Centre, for the benefit of all current and future users, if reserves amounting to at least 60% of annual expenditure are retained in the General Fund (£14,253)

In 2022/2023, rental income increased 7% to £17,114.81, taking us back to pre-pandemic levels. It is worth noting that receipts over expenses (see note 1), shows that the community centre increased its profit on the day-to-day business to £3440.68. Please note however that this also includes Feed in Tariff of £2075.11 for the solar panels and we received a VAT return of £543.80 on our gas bill from 2021-2022.

In addition to fee income, we also benefited from "warm spaces" grants, as the grants were to run sessions and therefore technically a "hall hire fee income", we could fairly argue that an additional profit of £3815 could be added to the day-to-day profit figure. We would like to thank Dawn Brooks and Anne Rouse for obtaining the funds and running the sessions.

We also were the recipients of a legacy donation from Michael Pullins estate, for which we are honoured and grateful.

Running costs have maintained at a high level; The breakdown of cost is summarised as follows:

1. Heat, light, and other power. Electricity costs reduced this year due to a new lower price per KWH and the correct 5% VAT being applied instead of 20%. Gas is showing a significant fall, however a VAT credit from last year into this year is part of this reduction (£543.80 refunded). Heating and Plumbing repairs however are significantly up due to the major service of the heating system (£1852.13) and the replacement of the broken hot water system in the kitchen (£1158).
2. The next most significant cost is repairs & maintenance and equipment. With the aging building we are expecting repair bills to continue to be high. Outside of the heating repairs, Fire safety and external repairs increased dramatically this year.
3. This is the second year where a full year's cost of the booking secretary role has been accounted for. This role is essential not only for maintaining the bookings calendar but also for the bookkeeping services of chasing overdue invoices. The bookkeeper is also the front of house contact for all our users and deals with emails and complaints as a first point of call. The annual cost for this role is £1440. If bookings continue to decline, we may need to reassess this paid role.
4. Caretaking, gardening, and cleaning has once again increased. This is primarily all cleaner costs, when busy we contracted a cleaner for more hours to manage the cleaning of a busy hall, then the pandemic hit, and cleaning became essential as part of the covid regulations, so we maintained the cleaning contractors' hours. This year the hourly rate increased by £2 an hour. All resulting in a high cleaning bill. Traditionally the centre is a hire hall only with users needing to clean before they leave. This is something we have reviewed and will put back in place for 2023-2024.

| General Fund | Year to 31 August 2023 £ | Year to 31 August 2022 £ |
|---|---|---|
| Receipts | | |
| Donations and Grants | 12,315.93 | £19,882.88 |
| Fundraising events | 1,267.56 | £7,924.16 |
| Total voluntary sources | 13,583.49 | 27,807.04 |
| Pre-school Rent | 6,999.96 | 6,309.04 |
| Affiliation fees | 450.00 | 450.00 |
| Fees received | 17,114.81 | 16,010.74 |
| Total trading activities | 24,564.77 | 22,769.78 |
| Interest received | 63.44 | 1.57 |
| Total income from assets | 63.44 | 1.57 |
| Feed In Tariff | 2,075.11 | £1,993.02 |
| Miscellaneous income | 0.00 | 838.50 |
| Total miscellaneous receipts | 2,075.11 | 2,831.52 |
| Total receipts for the year | 40,286.81 | 53,409.91 |
| | 0.00 | |
| Payments | | |
| Fundraising events | 556.35 | 4,986.52 |
| Total cost of fund raising events | 556.35 | 4,986.52 |
| Heat, light and other power | 5,066.12 | 7,328.32 |
| Water and rates | 1,043.97 | 2,136.97 |
| Insurance | 1,695.58 | 2,853.98 |
| Caretaking, gardening, & cleaning | 4,661.33 | 4,071.76 |
| Repairs & maintenance and equipment | 8,416.87 | 4,887.86 |
| Website, broadband, advertising and booking costs | 2,050.00 | £1,778.40 |
| Miscellaneous payments | 265.33 | 2,400.00 |
| Total Running Costs | 23,199.20 | 25,457.29 |
| Total cost of Community Centre | 23,755.55 | 30,443.81 |
| Additions to Equipment | 2,111.15 | 2,934.02 |
| Major Renewals/Improvements | 25,634.72 | 0.00 |
| Total cost of improvements | 27,745.87 | 2,934.02 |
| Total payments for the year | 51,501.42 | 33,377.83 |
| Excess of payments over receipts | -11,214.61 | 20,032.08 |
| Cash balance at start of year | 74,730.84 | 54,698.76 |
| Cash balance at end of year | 63,516.23 | 74,730.84 |

Statement of assets for year ended 31 August 2023

| | General Fund 31-Aug-23 £ | General Fund 31-Aug-22 £ |
|---|--------------------------------|--------------------------------|
| Cash balances carried forward | | |
| Treasurers Current Account | 11,889.52 | 35,167.57 |
| Treasurers Savings Account | 24,506.60 | 12,443.16 |
| Trustee Major Funds Account | 27,120.00 | 27,120.00 |
| Cash | 0.00 | - |
| Total cash balances | 63,516.12 | 74,730.73 |
| Liabilities due for payment | 0 | 0 |
| Future and contingent liabilities | 0 | 0 |
| Non-monetary assets held as investments | 0 | 0 |
| Non monetary assets held for charity's own use | | |
| Freehold land and buildings at cost | 545,574 | 519,940 |
| Equipment at cost | 43,031 | 40,920 |
| | 588,605 | 560,860 |

Notes to the accounts

1. Activities in the year can be summarised as below:

| | 2022/2023 £ | 2021/2022 £ |
|--|--------------------|------------------|
| Excess of rental income over expenditure | 3,440.68 | 144.01 |
| Net receipts from fundraising events | 711.21 | 2,937.64 |
| NET Donations/grants | 12,315.93 | 19,882.88 |
| Interest received | 63.44 | 1.57 |
| Net cost of improvements | (27,745.87) | (2,934.02) |
| Total | (11,214.61) | 20,032.08 |

2. Costs in relation to heat, light and power including repairs and maintenance.

| | 2022/2023 £ | 2021/2022 £ |
|-------------------------------|-------------------|--------------------|
| Electricity Expenditure | (3,353) | (4,162.53) |
| Gas Expenditure | (1,713) | (3,165.79) |
| Heating and Plumbing Repairs | (3,409) | (839.86) |
| Lighting and other electrical | (204) | (2,256.00) |
| Total | (8,679.59) | (10,424.18) |

3. The breakdown of repairs was:

| | 2022/2023 | 2021/2022 |
|-------------------------------|-----------------|-----------------|
| | £ | £ |
| Heating and plumbing repairs | 3,409.47 | 839.86 |
| Fire safety repairs | 1,699.20 | 582.00 |
| Lighting and other electrical | 204.00 | 2,256.00 |
| External repairs | 1,831.60 | 90.00 |
| Internal repairs | 826.60 | - |
| Other Maintenance | 446.00 | 1,120.00 |
| Total | 8,416.87 | 4,887.86 |

4. The cost of new equipment is as follows:

| | 2022/2023 | 2021/22 |
|---------------------------------|-----------------|-----------------|
| | £ | £ |
| Warm Spaces Bingo Kit | 192.00 | - |
| Marshfield Cinemas Equipment | 568.18 | - |
| Accoustics Curtains (Materials) | 945.00 | 2,609.02 |
| Accoustics Curtains (Labour) | - | 325.00 |
| Small Hall Curtains | 352.98 | |
| New Catering Kettle | 52.99 | |
| Total | 2,111.15 | 2,934.02 |

5. Major renewals / Improvements are as follows:

| | 2022/2023 | 2021/22 |
|---|------------------|----------|
| | £ | £ |
| Small hall energy conservation improvements | 22,993.68 | - |
| Additional gas meter for pre-school billing | 827.41 | - |
| Smart heating controls | 1,813.63 | - |
| Total | 25,634.72 | - |

6. Communication costs:

| | 2022/2023 | 2021/2022 |
|-----------------------------------|-----------------|-----------------|
| | £ | £ |
| Broadband Running Costs | 0.00 | |
| Website Hosting | 244.80 | |
| Booking Secretary Role | 1,440.00 | 1,440.00 |
| Hallmaster Booking System | 265.20 | 248.40 |
| All Around Marshfield Advertising | 100.00 | 90.00 |
| Total | 2,050.00 | 1,778.40 |

7. Donations and Grant Breakdown:

| | 2022/2023 | 2021/2022 |
|---|------------------|------------------|
| | £ | £ |
| Grants | | |
| Covid Grant Government | - | 2,667.00 |
| Rotork Grant | 250.00 | |
| Warm Spaces (Dec, Jan and Feb)- Grant income | 2,815.00 | |
| Spring Warm Spaces - Grant income | 1,000.00 | |
| Marshfield Parish Council - Small Hall Improvements | - | 15,000.00 |
| Grant legal expenses - electric car points | - | 1,200.00 |
| Avon and Somerset Police Grant - Boules area | - | |
| BVD Grant | 313.60 | |
| Grant Total | 4,378.60 | 18,867.00 |
| Donations | | |
| Table Donation | 50.00 | |
| Donation Boxes | 51.39 | 115.88 |
| User group donations | - | 50.00 |
| Private Donations | - | 850.00 |
| Inheritance | 7,488.22 | |
| Library | 197.72 | |
| Compost donation for green energy | 150.00 | |
| Donation Total | 7,937.33 | 1,015.88 |
| Grant and DonationsTotal | 12,315.93 | 19,882.88 |

8. Fundraising Profit:

| | 2022/2023 | 2021/2022 |
|-------------------------------|---------------|-----------------|
| | £ | £ |
| Dona monthly subscription | (105.00) | (75) |
| Donation card reader hardware | - | (360) |
| Marshfield Ice Cream | (103.40) | (85) |
| Marshfield Cinemas | 629.61 | 676.54 |
| 30th Birthday Ball | - | 1,197.73 |
| 30th birthday clubs day | - | 324.80 |
| 30th Music Sunday | - | 77.66 |
| Tea Dance | - | 189.41 |
| Scavenger Hunt with PTA | - | 90.00 |
| Jubilee Boules Day | - | 944.06 |
| Wl Quiz Fundraiser | 250.00 | |
| Barn Dance | 120.00 | |
| Thank you to helpers | (80.00) | (43) |
| Total | 711.21 | 2,937.64 |

9. Current insured value of the community centre is £1,335,373.29

10. The other significant asset is an artificial outdoor bowling rink built in 1998, which has an insured value of £38365.78.

Signed for the Charity Trustees:



Treasurer

Approved on behalf of the Trustees:



Trustee

Date:

30/01/24

Independent examiner's report to the Charity Trustees

I report on the accounts of the Association for the year ended 31 August 2023, which are set out on pages 1 to 9.

Respective responsibilities of trustees and examiner

As the Charity Trustees you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Act") and that an independent examination is needed.

It is my responsibility to examine the accounts under section 145 of the Act, to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Act), and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Charity Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- a. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- b. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____



Date: _____

30.1.24.

TC Jenkins
82 High Street, Marshfield, Chippenham, SN14 8LS