

Sawbridgeworth Young Peoples Recreational Centre

Registered charity number: 302466

The Bullfields Centre, Cutforth Road, Sawbridgeworth, Herts, CM21 9EA.

Tel: 01279 600904

Management Committee Annual Report

1st January 2021 to 31st December 2021

Officers & Trustee's:

Chairperson – Cllr Ruth Buckmaster

Vice Chairperson – Cllr Angela Alder

Secretary – Cllr David Royle

Treasurer – Gemma Felstead MAAT

Trustee - Sawbridgeworth Town Council

Sources of advice and support

Independent Examiner: Fraser Beecham Ltd, 185 Carters Mead, Harlow, Essex, CM17 9EU

Bank: Barclays bank plc, Old Harlow Branch, Station Road, Harlow, CM17 0AS

Trustee: Sawbridgeworth Town Council, Sayesbury Manor, Bell Street, Sawbridgeworth, Herts, CM21 9AN

CDA Herts: The Castle, Hertford, Herts, SG14 1HR

Governance

Sawbridgeworth Young Peoples Recreation Centre (SYPRC) is governed by a constitution.

Trustees and Management Committee

The SYPRC's constitution deems that Sawbridgeworth Town Council are the only trustee of the charity.

Management Committee is elected annually at the AGM, to include 4 Town Council representatives, and 6 (but no more than 7) Community representatives. In this year, the council representatives were Cllr Ruth Buckmaster, Cllr Angela Alder, Cllr David Royle and Cllr Annelise Berendt-Furnace. Community representatives were Craig Chester, Ron Alder, Gill Hawkins, Steve Day, Gemma Felstead, Salvatore Pagdades.

Policies and Procedures

SYPRC management committee will be looking at our policies and procedures in 2022 year.

Hiring Agreement

Use of the Bullfields Centre is subject to a hiring agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

SYPRC does not hold any licences with regards to alcohol or entertainment. These need to be arranged by the hirer.

Risk Management

Insurance: The Bullfields Centre is insured with respect to property damage (buildings insurance) by Ansvar Insurance (£428,388 cover). It is insured with the same company with respect to contents (£13,670), public liability (£5,000,000), employers liability (£10,000,000) and legal assistance.

The management committee recognises that it is under a legal obligation to protect the building, and its users through adequate and appropriate insurance.

Building Issues

- Gas appliances and portable electrical appliances are tested by qualified personnel annually (Lodge & Sons)
 - The mains electrical installation is checked by a qualified engineer every 5 years
- The mains Fire alarm and Firefighting appliances are inspected annually under contract with the supplier (Home & Office)
- Playground equipment is inspected monthly, and maintenance work carried out as required (Broadmead Leisure)

Objectives of the charity

- The objective of SYPRC is as a community centre for hire to organisations for the benefit of young people (Defined on the Charities Commission website as "RECREATION GROUND OR PLAYING FIELD FOR THE BENEFIT OF PERSONS OF EITHER SEX RESIDENT IN THE BENEFICIAL AREA WHO HAVE NOT ATTAINED THE AGE OF SEVENTEEN YEARS, WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS.")

Principal Activities in pursuit of objectives

- The hall is hired to High Wych Pre-School Nursery Monday to Friday during term time. It is also hired to Youth Connexions once a week during term time, as well as Wood Turners, Clubbercise, Graham School of Dance, Diverse Performing Arts, Youth Create and Kung Fu to name a few. These are all regular bookings.
- The hall is available for hire, mainly at weekends, for children's parties primarily, but also social functions, wedding receptions etc.
- The main hire of the hall is to High Wych Pre-School Nursery (HWPSN), which have been named for expansion within the additional housing developments being built in Sawbridgeworth. This will mean that the Pre-School may need additional space and/or facilities which we are working closely with them to attempt to deliver. This would also mean a period of growth for the Bullfields centre, as the changing room alterations are still in the pipeline. This would enable HWPSN to facilitate more age appropriate activities as they cater for children aged 2 to rising 5 and would mean that SYPRC could hire two separate halls in the evenings and at weekends.
 - Holiday bookings are made to Diverse Performing Arts.
- THESE ACTIVITIES LISTED ARE PRIOR TO COVID RESTRICTIONS. THE PRE SCHOOL HAD A SHORT PERIOD OF SHUTDOWN IN 2020 BEFORE RE-OPENING TO KEY WORKER FAMILIES.

Reserves policy

SYPRC does not have a reserve's policy but will be looking to implement one for the year to 31st December 2022.

Funding strategy

It is the strategy of the management committee to manage the revenue budget on a self-financing basis. The contributions made by hall users are set to achieve this.

Volunteers Effort

Management costs are kept to a minimum using volunteers. Internal cleaning is outsourced at a cost of around £5000.00 per annum, and the centre manager is currently paid £150 per month. Litter picking within the grounds is also outsourced to ensure that the hall is always as presentable as possible. It is such a shame that the general public are not able to pick up their litter etc. and therefore this costs the centre around £1000 per annum.

2022 achievements

Due to the Covid restrictions in place it has been very difficult to achieve much, but first film night using a local council grant is planned for early 2022.

We have managed to continue to meet and have managed to keep the hall going and the majority of regular hirers are back to pre-covid hire or similar arrangements, although some have reduced hours of hire as necessary for their own business needs..

We have begun meetings with an Architect, and the Pre-School to further our plans for redesigning and increasing the space in the changing room area of the hall. SYPRC will apply for Section 106 money from the developments in Sawbridgeworth, and HWPSN are also applying for an Early Years pot of money from Section 106 funds too.

Future Plans

Considering the new developments for Sawbridgeworth, SYPRC is aware of the need to expand its facilities and make the most of the ones we currently have. We are working closely with High Wych Pre-School Nursery (our main hirer) to ensure the schooling needs of the youngest are met within Sawbridgeworth (plans to expand Mandeville are already in place for Primary schooling, and Leventhorpe expanded to an 8 form entry school five years ago for Secondary Schooling). An expansion of the hall by refurbishment and layout restructure of the changing room block would enable SYPRC to provide community space for more groups as the number of children and young people in Sawbridgeworth continues to grow.

The management committee declare that they have approved the annual report above.

Signed: R.O. Buckmaster Date: 7-9-22 Position: CHAIR

Full name: RUTH BUCKMASTER

Signed: Gemma Ferstead Date: 7/9/22 Position: TREASURER

Full name: GEMMA FERSTEAD

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29/08/22

Accrual Basis

Sawbridgeworth Young Peoples Recreational Centre

Profit & Loss

January through December 2021

	Jan - Dec 21	Jan - Dec 20
Ordinary Income/Expense		
Income		
Hall Hire Income	25,487.84	19,580.55
Field Hire Income	1,680.00	740.00
Grants	9,000.00	3,000.78
Polling Station Income	192.00	192.00
Bank Interest Earned	0.20	5.45
Total Income	36,360.04	23,518.78
Expense		
Accountancy Fees	200.00	200.00
Event Expenses	0.00	52.69
Centre Manager Costs	1,650.00	1,370.00
Cleaning & Maintenance		
Waste Collection	1,858.26	1,757.89
Litter Picking	998.47	906.56
Regular Hall Cleaning	5,665.51	4,639.10
Total Cleaning & Maintenance	8,522.24	7,303.55
Depreciation Expense		
Playground Equipment	1,434.07	1,188.00
Total Depreciation Expense	1,434.07	1,188.00
Dues and Subscriptions	36.00	70.00
Insurance Expense	1,175.22	1,138.50
Printing, Postage & Stationery	128.09	0.00
Professional Fees		
Architects Fees	2,400.00	5,100.00
Surveys	0.00	2,988.40
Total Professional Fees	2,400.00	8,088.40
Rates & Utilities		
Water	423.39	472.68
Electricity	0.00	8,845.57
Total Rates & Utilities	423.39	9,318.25
Repairs and Maintenance		
Grounds Maintenance	324.34	1,406.00
Playground Inspection	708.00	630.00
Playground Repairs	1,686.00	1,984.80
Premises Repairs	6,788.61	3,959.02
Repairs and Maintenance - Other	878.44	0.00

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29/08/22

Accrual Basis

Sawbridgeworth Young Peoples Recreational Centre

Profit & Loss

January through December 2021

	Jan - Dec 21	Jan - Dec 20
Total Repairs and Maintenance	10,385.39	7,979.82
Sundry Expenses	226.16	139.30
Telephone	506.37	242.05
Total Expense	27,086.93	37,090.56
Net Ordinary Income	9,273.11	-13,571.78
Other Income/Expense		
Other Income		
Damage Reimbursement	45.00	0.00
Covid 19 Grant	35,671.93	20,000.00
Total Other Income	35,716.93	20,000.00
Net Other Income	35,716.93	20,000.00
Profit for the Year	44,990.04	6,428.22

Independent examiner's report to the trustees of Sawbridgeworth Young People's Recreation Centre

I report on the accounts of the Trust for the year ended 31st December 2021, which are set out on page 1.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 the 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 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:

(1) 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Georgina Beecham FCCA
Address: 185 Carters Mead, Harlow, Essex, CM17 9EU
Date: 30 August 2022