

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 2022 to 31st December 2022

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.

Policies and Procedures

SYPRC management committee will be looking at our policies and procedures in 2023 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.

Building Issues

- 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 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, Clubbersice, 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 block 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.
- THESE ACTIVITIES LISTED ARE PRIOR TO COVID RESTRICTIONS. THE PRE SCHOOL HAD A SHORT PERIOD OF SHUTDOWN IN 2020 BEFORE

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

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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:


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Date:

24 - 4 - 2024

Position: CHAIR

Full name: RUTH BUCKMASTER

Signed:


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Date:

13/5/24
.....

Position: TREASURER

Full name: GEMMA FELSTEAD

Sawbridgeworth Young Peoples Recreational Centre

Income and Expenditure to 31st December 2022

| | 31.12.2022 | 31.12.2021 |
|---|------------------------|-------------------------|
| Income | | |
| Hall Hire | 36,417.07 | 25,679.84 |
| Field Hire Income | 430.00 | 1,680.00 |
| Grants | 15,490.00 | 9,000.00 |
| Interest Received | <u>25.05</u> | <u>0.20</u> |
| | 52,362.12 | 36,360.04 |
| Expenditure | | |
| Centre Manager | (2,575.00) | (1,650.00) |
| Grounds Maintenance | (2,052.03) | (324.34) |
| Premises Repairs | (19,296.36) | (6,788.61) |
| Playground Inspection | (506.80) | (708.00) |
| Playground Repairs | (2,317.20) | (1,686.00) |
| Repairs and Maintenance | - | (878.44) |
| Litter Picking | (433.39) | (998.47) |
| Regular Hall Cleaning | (6,258.92) | (5,665.51) |
| Dues & Subscriptions | (179.00) | (36.00) |
| P, P, S | (79.88) | (128.09) |
| Sundry Expenses | (34.62) | (226.16) |
| Insurance | (910.04) | (1,175.22) |
| Water Rates | (645.75) | (423.39) |
| Electricity | (2,341.74) | - |
| Waste Collection | (1,864.66) | (1,858.26) |
| Telephone | (677.80) | (506.37) |
| Training | (800.00) | - |
| Accountancy Fees | (200.00) | (200.00) |
| Architect Fees | (861.60) | (2,400.00) |
| Depreciation Expense | <u>(732.55)</u> | <u>(1,434.07)</u> |
| | (42,767.34) | (27,086.93) |
| Net Ordinary Surplus / (Deficit) | <u>9,594.78</u> | <u>9,273.11</u> |
| Other Income | | |
| Damage Reimbursement | 0 | 45 |
| Covid 19 Grant | <u>0</u> | <u>35671.93</u> |
| | 0 | 35716.93 |
| Total Surplus / (Deficit) | <u><u>9,594.78</u></u> | <u><u>44,990.04</u></u> |

Sawbridgeworth Young Peoples Recreational Centre

Balance Sheet as at 31st December 2022

General Reserve

| | | |
|-------------------------|-------------------|-------------------|
| Brought Forward | 346,176.22 | 301,186.18 |
| Net Surplus / (Deficit) | 9,594.78 | 44,990.04 |
| Carried Forward | <u>355,771.00</u> | <u>346,176.22</u> |

Represented By:-

| | | | |
|---------------|-----------|-----------------|-----------------|
| Assets | Premises | 270,564.00 | 270,564.00 |
| | Equipment | <u>8,220.19</u> | <u>4,077.15</u> |
| | | 278,784.19 | 274,641.15 |

Current Assets

| | | |
|-----------------|------------------|------------------|
| Debtors | 8,920.14 | 4,924.00 |
| Deposit Account | 1,878.20 | 1,876.38 |
| Reserve Account | 50,728.46 | 50,675.91 |
| Current Account | <u>14,483.06</u> | <u>14,258.78</u> |
| | <u>76,009.86</u> | <u>71,735.07</u> |

Add:

| | | |
|-------------------------|---------------|-----------|
| Prepayments (Insurance) | <u>976.95</u> | <u>-</u> |
| | <u>976.95</u> | <u>-</u> |
| | 76,986.81 | 71,735.07 |

Less:

| | | |
|----------|-------------------|-------------------|
| Accruals | - | - 200.00 |
| | - | - 200.00 |
| | <u>355,771.00</u> | <u>346,176.22</u> |

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 2022, 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: 27 March 2024