



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1 April 2020      Period start date    To 31 March 2021      Period end date

Charity name: TARVIN COMMUNITY CENTRE

Charity registration number: 506560

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The provision and maintenance of a community centre for the use of the inhabitants of the Parish of Tarvin without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving the conditions of life for the said inhabitants
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.	Para 1.17 and 1.19	The Committee of Management has continued to provide and maintain Tarvin Community Centre in accordance with the objects of the charity, although for large parts of the year the building's use was constrained by Covid-19 restrictions which limited the activities allowed to take place. Whilst many village organisations and groups suspended their meetings, a few continued to hire the Centre (the W.I., a flower arranging class) and there were some new clients who in normal circumstances would have met elsewhere (an investment club, a women's group, a painting group, U3A book group and a local choir). Tarvin Library was closed but a mobile library visited the site once a week in the autumn and the Committee ran a café for library customers. Activities for children were much reduced but those that ran for at least part of the year included Rubgytots, ballet and children's music classes. Keep fit classes and activities which ran when permitted included Zumba Gold, pilates and tango dancing, and there were also some slimming group meetings. The Committee was pleased to offer facilities for a dance student to record her work for exam purposes, a pupil receiving one-to-one tutoring and students from Tarporley High School sitting exams. Unfortunately it was not possible to offer any films, theatre productions or other entertainment events.
Statement confirming whether the trustees have had regard to the guidance	Para 1.18	In setting its hiring fees the Committee has had regard to the guidance on public benefit and has set its fees at a level which are affordable, with a

issued by the Charity Commission on public benefit		scale of charges which favours village organisations who pay the lowest rate; outside organisations pay a slightly higher rate and businesses a higher rate again. Lettings to businesses, local government and other public bodies were welcomed but village organisations continued to have priority. The Committee normally aims to cover the unavoidable running costs of the centre from lettings fees – this was not possible in 2020/21, but the lost lettings income was compensated for by Covid-19 grants from Cheshire West and Chester Council.
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### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

### Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Committee continued to invest in improvements to the Centre, taking advantage of the enforced closure to invest in the stage. New stage curtains and curtain fittings were installed and new lighting provided on the stage. The stage floor was levelled and new floor covering laid. Custom-built wheeled storage trolleys were bought to fit under the stage, allowing easier access to the storage space. All of this work was paid for from the Centre's own funds</p> <p>The Committee also employed an architect to draw up plans to improve toilet provision in the Centre, although this work cannot proceed without approval from our landlord (Cheshire West and Chester Council) which is awaited</p> <p>As outlined above, activity at the Centre was severely constrained during 2020/21, but the Centre continued to play as active a part in village life as possible and has established sound administrative and financial systems to ensure that it continues to do so in the future.</p>



**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

**Financial Review**

Review of the charity's financial position at the end of the period	Para 1.21	The statement of accounts for 2020/2021 shows an extremely healthy financial position, despite lettings and other events income being severely reduced due to the pandemic. Income for the year totalled £34,667, of which £10,615 came from lettings and only £138 from events. The Committee was delighted to receive over £21,000 in Covid-19-related grants, which enabled it to meet its annual running expenses despite several prolonged periods of closure. Expenditure totalled £44,962 of which £23,159 was investment in improvement work and furniture/equipment. As a result of this investment, the deficit for the year was £10,295 but the closing bank balance remains healthy at £63,517. The independent examiner's report did not identify any issues of concern
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Committee aims to hold a contingency reserve equal to one quarter's running costs (approximately £7,000). The balance of its reserves is available to fund improvements to the Centre
Amount of reserves held	Para 1.22	£64,000 (net current assets)
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	n/a

**Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

**Structure, Governance and Management**

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Scheme of the Charity Commissioners (as amended by subsequent resolutions)
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Unincorporated registered charity. The officers and other members of the Committee of Management together constitute the trustees. The Committee also has associate members who have chosen not to act as trustees
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Tarvin Parish Council is entitled to nominate a representative to serve as a trustee, as is any organisation in the area of benefit or an adjoining parish which is a user of the Community Centre. The Annual General Meeting of the Charity elects the trustees, including confirmation of the names of the nominated representatives. Additional trustees may be appointed to the Committee of Management at any time

**Additional information (optional)**

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		



## Reference and Administrative details

Charity name	TARVIN COMMUNITY CENTRE
Other name the charity uses	n/a
Registered charity number	506560
Charity's principal address	MEADOW CLOSE TARVIN CHESTER CH3 8LH

## Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Edward Lush	Chair		
Susan Hardacre	Vice-Chair		
Jane Lush	Treasurer		
Jane Armstrong	Secretary		
Brian Hardacre			
Helen Flynn			Tarvin Parish Council
Roy Brereton			
Elizabeth Brereton		1.4 – 22.6.20	
Lyn Brunton			
Peter Brunton			
Jane Hough			
Fiona Lewis			

## Corporate trustees – names of the directors at the date the report was approved

Director name		
n/a	n/a	

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
n/a	n/a	

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	n/a
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a

Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a
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#### Additional information (optional)

##### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

##### Name of chief executive or names of senior staff members (Optional information)

n/a
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#### Exemptions from disclosure

Reason for non-disclosure of key personnel details

n/a
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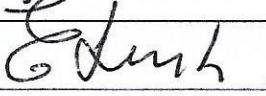
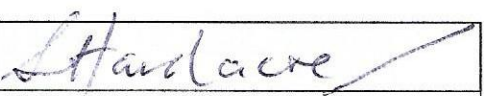
#### Other optional information

Due to Covid-19 restrictions it was not possible to hold an AGM in May 2020 as required by the Constitution. The delayed AGM was held on 8 September 2020
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#### Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	EDWARD JAMES LUSH	SUSAN HARDACRE
Position (eg Secretary, Chair, etc)	CHAIR	VICE-CHAIR

Date

28 <sup>th</sup> September 2021
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# TARVIN COMMUNITY CENTRE COMMITTEE OF MANAGEMENT

## STATEMENT OF INCOME AND EXPENDITURE FOR YEAR ENDING 31 MARCH 2021

2019-20 £		£	2020-21 £	£
<b>INCOME</b>				
39,627	Letting fees			10,615.22
	Other income			
	Events (net proceeds)			
768	Village Quiz		-	
442	Tarvin Summer Fete		-	
3,823	Other events		138.43	138.43
	Grants			
650	Parish Council		1,000.00	
-	Covid-19		21,275.00	
3,029	Other grants		157.99	22,432.99
5	Donations and sponsorship			701.15
377	Interest			235.01
662	Other income			543.90
<u>49,383</u>				<u>34,666.70</u>
<b>EXPENDITURE</b>				
	Cheshire West & Chester Council service charge			
-	Estimated charge for 2020/21		20,510.38	
-	Balance of charge for 2019/20	-	3,220.44	
24,856	Estimated charge for 2019/20		-	
1,497	Balance of charge for 2018/19		-	17,289.94
	Administration			
180	Premises licence		180.00	
1,170	Performing Rights Society/PPL		1,071.82	
150	Affiliation fees		50.00	
724	Insurance		795.98	
698	Communications, IT and social media		892.31	
602	Stationery & other admin. expenses		-	2,990.11
53	Lettings expenses (catering)			31.25
1,791	Repairs, maintenance & cleaning expenses			1,010.74
7,910	Building projects			20,869.20
5,237	Furniture and equipment purchases			2,763.69
341	Miscellaneous expenses			6.90
<u>45,209</u>				<u>44,961.83</u>
4,174	Surplus (+) / Deficit (-) for year		-	10,295.13



# TARVIN COMMUNITY CENTRE COMMITTEE OF MANAGEMENT

31 MAR 2020	BALANCE SHEET	AS AT 31 MARCH 2021	
£		£	£
	<b>ASSETS</b>		
16,515	Interest in Community Centre		16,515.00
	<b>FIXED ASSETS</b>		
	Capital investment (furniture, equipment, fixtures & fittings)		
113,409	Opening balance	112,306.07	
13,049	ADD new purchases	23,158.89	
126,458		135,464.96	
14,152	LESS depreciation	15,783.96	
112,306			119,681.00
	<b>CURRENT ASSETS</b>		
3,379	Debtors & prepayments	70.27	
178	Stock (Bar)	157.19	
120	Cash in hand (includes floats)	120.00	
71,526	Bank	63,516.97	63,864.43
204,024	Total Assets		200,060.43
	<b>LESS CURRENT LIABILITIES</b>		
1,150	Creditors & receipts in advance		106.82
202,874	<b>NET ASSETS</b>		199,953.61
	<b>Represented by</b>		
	<b>COMMUNITY CENTRE RESERVE</b>		
199,803	As at 1 April 2020	202,873.81	
- 1,103	Net change in fixed assets (new purchases less depreciation)	7,374.93	
4,174	Surplus (+) / Deficit (-) for year	- 10,295.13	
202,874	As at 31 March 2021		199,953.61

*Sarah Hume*  
TREASURER  
5.4.21



Independent examiner's report to the trustees of Tarvin Community Centre

I report on the accounts of the Trust for the year ended 31 March 2021.

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.

My 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 next 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 proper accounting records and to prepare accounts which accord with the accounting records and comply with the accounting requirements 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: R Williams

Relevant professional qualification or body: BSc . ACMA

Address: 26 Crossfields, Tarvin

Date: 12 April 2021