



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 1.4.22      Period start date      To      31.3.23      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. Most village organisations and groups returned after the disruption of Covid-19. The Centre continued to host Tarvin Library and meetings of the Parish Council. Continuing activities included Zumba and Zumba Gold, Rugbytots, children's ballet/dance classes, children's yoga and performing arts sessions, Tumbletots, karate, Pilates, tango dancing, choral singing, flower arranging and art classes. The Gardening and Flower Clubs continued to meet, as did bingo, the parent and toddlers group and the WI. The Committee was pleased to host Covid-19 vaccination clinics and a large-scale dance festival. There were regular film showings and a number of theatre productions and concerts, as well as private parties and charity events
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	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 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. Most hire fees were increased by 3%, a below inflation increase, but with adjustments to some rates resulting in some higher increases or reductions. In line with the Committee's policy, lettings income was sufficient to cover the unavoidable running costs of the centre.
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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	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. 2022/23 was a substantially "back to normal" year after the disruptions of the pandemic, with arts and social events designed to encourage local people to return to the Centre. The Committee continued to invest in improvements, including refurbishment of the chairs, an additional table tennis table and an outdoor bench (partly grant-funded). A day of Platinum Jubilee celebrations was well-supported. Over the winter the Centre operated a "Warm Space", staffed by volunteers from the WI and supported by a grant from Cheshire Community Action

#### **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 2022/2023 shows a healthy financial position, with lettings and other events income up on the previous year. Income for the year totalled £46,151, of which £36,979 came from lettings and £5,161 from events. Expenditure totalled £43,307, over £9,000 of which was for new or upgraded furniture and equipment. The net result was a modest surplus for the year of £2,844. The closing bank balance stood at £85,986. 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 £7,500). The balance of its reserves is available to fund improvements to the Centre
Amount of reserves held	Para 1.22	£88,447 (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	Lettings income, net proceeds of events promoted by the Committee, grants and donations
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	The charity's landlord is Cheshire West and Chester Council. That part of the building not leased to the charity is currently leased to the NHS. The charity has a long lease but ultimately the future of the building will be decided by the landlord
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)
1	Edward Lush	Chair		
2	Jane Lush	Treasurer		
3	Jane Armstrong	Secretary		
4	Jane Grahame			
5	Helen Maguire		5.7.22 – 31.3.23	
6	Sarah Dutton			Tarvin Parish Council
7				
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20				

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

Director name		
n/a		

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

Trustee name	Dates acted if not for whole year	
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

#### Additional information (optional)

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

Type of adviser	Name	Address
n/a	n/a	n/a

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

n/a

#### Exemptions from disclosure

Reason for non-disclosure of key personnel details

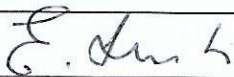
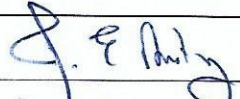
n/a

#### Other optional information

#### 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	JANE ELIZABETH ARMSTRONG
Position (eg Secretary, Chair, etc)	CHAIRMAN	Secretary
Date	16 <sup>th</sup> MARCH 2024	

# **TARVIN COMMUNITY CENTRE COMMITTEE OF MANAGEMENT**

## **STATEMENT OF INCOME AND EXPENDITURE FOR YEAR ENDING 31 MARCH 2023**

2021-22			2022-23	
£		£	£	£
<b>INCOME</b>				
32,042	Letting fees			36,979.06
	Other income			
	Events (net proceeds)			
-	Platinum Jubilee Celebration *	355.32		
640	Village Quiz	686.51		
-	Tarvin Summer Fete	472.13		
1,585	Other events	3,647.09		5,161.05
	Grants			
-	Parish Council	1,000.00		
10,667	Covid-19	-		
3,507	Other grants	1,218.30		2,218.30
60	Donations and sponsorship			1.43
54	Interest			107.52
444	Other income			1,683.88
48,999				<u>46,151.24</u>
<b>EXPENDITURE</b>				
	Cheshire West & Chester Council service charge			
-	Estimated charge for 2022/23	27,870.40		
-	Balance of charge for 2021/22	- 955.76		
23,824	Estimated charge for 2021/22	-		
- 1,197	Balance of charge for 2020/21	-		26,914.64
	Administration			
180	Premises licence	180.00		
258	Performing Rights Society/PPL	822.44		
100	Affiliation fees	90.00		
707	Insurance	699.12		
630	Communications, IT and social media	770.75		
68	Stationery & other admin. expenses	66.39		2,628.70
14	Lettings expenses (catering)			74.02
431	Repairs, maintenance & cleaning expenses			4,184.10
780	Building projects			-
1,316	Furniture and equipment purchases			9,338.64
43	Miscellaneous expenses			166.65
27,154				<u>43,306.75</u>
21,845	Surplus (+) / Deficit (-) for year			2,844.49

\* The Community Centre Committee of Management acted as banker for this event and the net proceeds are earmarked for a future village event

# TARVIN COMMUNITY CENTRE COMMITTEE OF MANAGEMENT

31 MAR 2022	BALANCE SHEET	AS AT 31 MARCH 2023
£		£
	<b>ASSETS</b>	
16,515	Interest in Community Centre	16,515.00
	<b>FIXED ASSETS</b>	
	Capital investment (furniture, equipment, fixtures & fittings)	
119,681	Opening balance	103,338.00
1,316	ADD new purchases	9,338.64
120,997		112,676.64
17,659	LESS disposals & depreciation	16,905.64
103,338		95,771.00
	<b>CURRENT ASSETS</b>	
1,928	Debtors & prepayments	1,963.43
361	Stock (Bar)	375.50
520	Cash in hand (includes floats)	142.50
84,140	Bank	85,986.48
206,802	Total Assets	200,753.91
	<b>LESS CURRENT LIABILITIES</b>	
1,346	Creditors & receipts in advance	20.81
205,456	<b>NET ASSETS</b>	<u>200,733.10</u>
	<b>Represented by</b>	
	<b>COMMUNITY CENTRE RESERVE</b>	
199,954	As at 1 April 2022	205,455.61
- 16,343	Net change in fixed assets (new purchases less depreciation) -	7,567.00
21,845	Surplus (+) / Deficit (-) for year	2,844.49
205,456	As at 31 March 2023	<u>200,733.10</u>

*Steve King*  
 TREASURER  
 11.4.23



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 2023.

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: *Ray Williams*

Relevant professional qualification or body: *BSc. ACMA*

Address: *26 Crossfields, Tarvin*

Date: *16/4/2023*