



# Trustees' Annual Report for the period

From 1 April 2021

To 31 March 2022

## Section A

## Reference and administration details

Charity name

St Aidan's Community Centre Organisation

Other names charity is known by

Brunton Park Community Centre

Registered charity number (if any) 522040

Charity's principal address

19 Grenville Drive

Brunton Park

Newcastle upon Tyne

Postcode

NE3 5PA

### 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	Leigh Geddes	Chair		
2	Jessica Carr	Secretary		
3	Helen Watson	Treasurer		
4	Brian Duell	Property Manager		
5	Simon Watson	Bookings Secretary and Webmaster	Booking secretary until May 2021	
6	Louise McGeary			
7	Ben Pullan			St Aidan's Church
8	Susie Coates	Bookings Secretary	Bookings secretary from May 2021	
9	David Spencer			
10	Steve Henning		Until June 2021	
11	Nicola Hudson			
12	Tracey Gasper			
13	Barrie Todd			St Aidan's Church
14	Chris Watson			St Aidan's Church
15	Julie Seaton			St Aidan's Church
16	Ollwyn Farrell		From June 2021	

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Tim Bates	Michael Geddes
John Duncan	



## Section B

## Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Trust deed
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	<p>The management committee consists of:</p> <ul style="list-style-type: none"> <li>• A secretary and treasurer elected at the annual general meeting;</li> <li>• Up to six persons appointed by St Aidan's church;</li> <li>• Other members nominated by the affiliated organisations /elected at the annual general meeting.</li> </ul>

## Section C

## Objectives and activities

Summary of the objects of the charity set out in its governing document	<p>To promote the benefit of the inhabitants of Brunton Park and Melton Park and the neighbourhood without discrimination. To advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants.</p> <p>To establish, maintain and manage the community centre for the activities promoted by the organisation and its constituent bodies, in the furtherance of the above objects.</p>
Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)	<p>The Community Centre Organisation achieves its charitable objectives through maintenance and management of the community centre.</p> <p>Our users' usual activities were been very much curtailed from 2020 due to the pandemic. During this year, we have followed government regulations and liaised with our users to reopen the centre gradually, in response to changing circumstances.</p> <p>We have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charities Commission's public benefit guidance.</p>



**Summary of the main achievements of the charity during the year**

We have worked hard to respond to the global pandemic, to keep the centre operational and to support our users. During the year, we have responded to the changing situation, government guidance and our users' needs as appropriate. During the year, we removed our temporary one-way system and reduced room capacities, and we are pleased to have welcomed back most of our regular users. We are now also allowing ad hoc hires, so the community centre is once again hosting birthday parties and celebrations.

Our cleaning schedule increased during the pandemic and we provided additional hand sanitisers and cleaning materials inside the building. We continue to operate with morning cleaners Monday – Friday, and additional ad hoc weekend cleaning, and we continue to provide cleaning materials for users.

During the year we purchased and installed a defibrillator, which is located on the outside wall of the community centre opposite the shops. This is a facility that is available to the whole of the local community. The defibrillator was organised by the community centre committee, funded by North Gosforth Parish Council and a local donor. The necessary electrical installation works were paid for by the community centre and St Aidan's Church.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

Our policy is to maintain sufficient reserves to fund repair or replacement of essential items such as the boiler, and to continue to pay our outgoings for about six months if the centre had to close temporarily. It is estimated that this requires a sum of £23,000. The accounts show that we held unrestricted reserves of £26,722 at the year end.

Some of this is committed to be spent in the new year: £5,515 for necessary repairs to the heating system, and £5,000 legal fees to update our governing documents and convert the legal form of the organisation to a Charitable Incorporated Organisation.

### Further financial review details (Optional information)

#### Sources of income

Our main source of income is from hiring out the community centre to users. This is supplemented by income from the 500 Club and, usually, funds raised at the autumn fair. Occasionally we receive other donations and grants. During the past two years, our rental income has been very much reduced. This has recovered in the past few months. Once again there has been no autumn fair, and we received £10,667 in the form of government grants, so we have been much more reliant on grant income than usual.

We expect that our rental income will be close to pre-pandemic levels in 2022/23, and are not expecting any further assistance from government grants.

## Section F

## Other optional information

### Financial outlook

In the past two years when our rental income has been reduced, government grants have effectively plugged the gap and allowed us to continue to operate, even with increased expenditure on cleaning and other Covid measures. We have reached the end of the financial year in a very good financial position, with reserves above our target level. We are in a strong financial position going forward.

### Changing the legal form of the organisation

We are intending to change the legal form of the community centre organisation, to become a Charitable Incorporated Organisation (CIO). CIO status allows the community centre to have its own legal personality, separate from the management committee, similar to a limited company. The community centre will continue to be a registered charity and to operate under charity law. Our governing documents will need to be updated to reflect this change and we are taking this opportunity to review them and ensure they continue to be fit for purpose. We will be considering any changes at committee meetings and will be happy to discuss these further.



**Section G****Declaration**

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

Signed on behalf of the charity's trustees

Signature(s)

*L. Geddes* . *H. Watson*

Full name(s)

Leigh Geddes

Helen Watson

Position (eg Secretary, Chair,  
etc)

Chair

Treasurer

Date

*12 June 2022*



# **St Aidan's Community Centre Organisation** **Receipts and payments accounts**

For the period from 1 Apr 2021 to 31 Mar 2022

Registered  
charity  
522040

## **Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>Receipts</b>				
Affiliation fees	1,884	-	1,884	63
Contract hires	10,732	-	10,732	2,465
General hires	1,866	-	1,866	-
500 Club	-	2,826	2,826	2,502
Interest	1	-	1	79
Grant	10,667	-	10,667	10,000
Donation	10	1,500	1,510	496
Other	-	-	-	5,986
<b>Total receipts</b>	<b>25,160</b>	<b>4,326</b>	<b>29,486</b>	<b>21,591</b>
<b>Payments</b>				
Rates and water	768	-	768	544
Cleaning and waste	11,763	-	11,763	7,205
Insurance	2,315	-	2,315	2,160
Gas and electricity	2,904	-	2,904	3,588
Buildings and grounds maintenance	3,728	2,016	5,744	8,490
Equipment	1,620	1,500	3,120	202
Consumables	1,262	-	1,262	534
Fees	132	-	132	762
500 Club	-	810	810	870
Other	150	-	150	202
<b>Total payments</b>	<b>24,642</b>	<b>4,326</b>	<b>28,968</b>	<b>24,558</b>
<b>Net of receipts/(payments)</b>	<b>519</b>	<b>-</b>	<b>519</b>	<b>- 2,967</b>
<b>Cash funds last year end</b>	<b>26,203</b>	<b>495</b>	<b>26,698</b>	<b>29,665</b>
<b>Cash funds this year end</b>	<b>26,722</b>	<b>495</b>	<b>27,217</b>	<b>26,698</b>



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	National Savings Investment Account	11,049	-
	Barclays current account	15,449	495
	Cash in hand	224	-
	<b>Total cash funds</b>	<b>26,723</b>	<b>495</b>
	(agree balances with receipts and payments account(s))		

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>	Debtors	6,411	-
	Payment in advance (PRS PPL licence to 5 March 2023)	123	-
			-

	Details	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	None	-	-
		-	-

	Details	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	Community centre (2021 sum insured)	991,781	-
	Community centre furniture and equipment	-	-
		-	-

	Details	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Creditors and accruals	745	
	Receipts in advance	398	

Signed by one or two trustees on behalf of all the trustees

Signature

Date of approval

*L. Peddles*  
*H. Khan*

12/6/22  
12 June 22



## Notes to the accounts

### Note 1 Restricted funds

Restricted funds are funds that are given to the community centre for a particular purpose. They are accounted for separately to ensure that they are deployed for the purpose for which they were given. Monies raised at the autumn fair and donations towards the autumn fair are treated as restricted, because we advertise that proceeds of the fair go to our repairs and improvement fund. Similarly, 500 Club receipts and donations towards the 500 Club are treated as restricted.

#### Repairs and improvement fund

The community centre's main restricted fund is the repairs and improvement fund. Income to the fund comes from the 500 Club and the Autumn Fair, and donations.

500 Club expenses (cash prizes) have been taken from this fund, and the remainder is spent on repairs and improvement of the community centre.

The balance remaining in the fund at the year end is the amount of 500 Club money for the year 2022 still to be paid out in prizes after 31 March 2022.

Repairs and improvement fund	2021/22 £	Prior year 2020/21 £
Opening balance	495	555
Income for the year	2,826	4,326
Expenses: 500 Club prizes	-810	-870
Expenditure on repairs and improvements	-2,016	-3,516
Closing balance	495	495

### Note 2 Expenditure on buildings and grounds

The community centre spends a significant amount of its funds on buildings and grounds maintenance. The £5,744 shown in the accounts for the year is made up as detailed below.

	£
Safety checks and certificates (includes gas, electric and fire extinguishers)	1,778
Grounds maintenance	1,220
Locks, keys and security	1,169
Lights	727
Other including heating repairs	850
Total	5,744

### Note 3 Expenditure on equipment

The accounts for the year shows £3,120 expenditure on equipment during the year, which is made up as detailed below.

	£
Defibrillator + associated costs (including installation)	2,004
Audiovisual equipment - repairs and maintenance	731
Fire extinguisher servicing	232
Other	154
Total	3,120

### Note 4 Grants and donations

We have received two grants from Newcastle City Council to help support us through the Covid pandemic: £8,000 received in June 2021 and £2,667 in February 2022.

We received a donation of £1,000 from a local interested party and £500 from North Gosforth Parish Council to fund our purchase of a defibrillator.

St Aidan's Church pledged to share the costs associated with bringing the defibrillator into use, including necessary electrical works. This has led to them donating £251.84 to us in April 2022, which will be shown in the 2022-23 accounts.

### Note 5 Coronavirus - centre closure and help for users

In response to the coronavirus pandemic and government advice to limit non-essential travel and social interaction, the community centre closed to all groups except Snakes & Ladders playgroup from Tuesday 17 March 2020 and has reopened on a gradual basis.

We helped Snakes & Ladders playgroup by waiving their rent during the first period of lockdown, while they were operating under difficult circumstances and with a much reduced number of children. During the second period of school closures we reduced their rent by half. All rents are now back to normal.

### Note 6 Related party transactions

There were a number of transactions during the year between the community centre and individuals who are members of the management committee or who are closely related to members of the management committee. All such transactions are conducted on the community centre's normal terms of business, and hires are at the rates published on the website.

The community centre received income from the following organisations, which are considered to be related parties.

Communikids	Art for NE1
MADD Club	

The only payments made to related parties during the year were to St Aidan's church. During the year, the community centre made a regular contribution of one third of the cost of grounds maintenance, and contributed £50 towards the Christmas tree.





**Section A**

**Independent Examiner's Report**

**Report to the trustees** St Aidan's Community Centre Organisation

**On accounts for the year ended** 31 March 2022 **Charity no (if any)** 522040

**Set out on pages** 1 to 3

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable 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 statement**

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 the 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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

**Date:** 12 June 2022

**Name:** Andrew Bassett FCA

**Professional body** Fellow of the Institute of Chartered Accountants in England & Wales

**Address:** 24 Northumberland Avenue, Forest Hall, Newcastle upon Tyne, NE12 9NR



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Report to the trustees	On accounts for the year ended	31 March 2022	Charity no. 12345678
Set out on pages	1 to 2		
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).</p> <p>The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> <li>examine the accounts under section 145 of the Charities Act</li> <li>to follow the applicable provisions given by the Charities Commission under section 146(1)(b) of the Act and</li> <li>to state whether or not the accounts have come to my attention</li> </ul>		
Examiner's statement	<p>My examination was carried out in accordance with General Direction given by the Charities Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those in the accounts. It also includes consideration of any matters of concern or disclosure in the accounts and any other information from the trustees concerning any such matters. The procedures undertaken to provide all the evidence that would be required for 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.</p> <p>In connection with my examination, the trustee of the charity has come to my attention which gives me cause to believe that in my material respect:</p> <ul style="list-style-type: none"> <li>accounting records were not kept in accordance with section 146 of the Charities Act or</li> <li>the accounts do not accord with the accounting records</li> </ul> <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to ensure a proper understanding of the accounts to be tested.</p>		
Independent examiner's statement	<p>Independent</p>		

Address:	24 Northumberland Avenue, Forest Hill, Newcastle upon Tyne, NE13 0HR
Professional body:	Fellow of the Institute of Chartered Accountants in England & Wales
Name:	Andrew Baxter FCA