



Trustees' Annual Report for the period

From

1 April 2022

To

31 March 2023

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	Susie Coates	Bookings Secretary		
6	Louise McGearry			
7	Ben Pullan			St Aidan's Church
8	Simon Watson		Until June 2022	
9	David Spencer			
10	Nicola Hudson		Until March 2023	
11	Tracey Gasper			
12	Barrie Todd			St Aidan's Church
13	Chris Watson			St Aidan's Church
14	Julie Seaton			St Aidan's Church
15	Ollwyn Farrell			
16	Joanna Ferguson		From June 2022	
17	Pat Spong		From November 2022	

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

Tjm Bates	Michael Geddes

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">• A secretary and treasurer elected at the annual general meeting;• Up to six persons appointed by St Aidan's church;• Other members nominated by the affiliated organisations /elected at the annual general meeting.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

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.

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.

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)

The Community Centre Organisation achieves its charitable objectives through maintenance and management of the community centre.

During the year the community centre has been fully operational including welcoming ad hoc hires.

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.

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

The community centre has been fully open throughout the year and we welcomed back most of our regular users as well as ad hoc bookings. We were sad to say goodbye to the Ladies Keep Fit class who have now decided to retire, having met in the centre regularly for as long as the centre has been open. The centre continues to be very busy, hosting a very wide range of user groups.

Following the pandemic, we are continuing operate with morning cleaners Monday – Friday, and we continue to provide cleaning materials for users.

During the year we have continued to maintain the community centre to a high standard. This has included major repairs to the heating system, and we have installed a new extractor fan in the club room.

In September we held our first Autumn Fair since the pandemic. As well as being a mechanism to bring the community together, the fair raised £1,191 towards repairs and improvement of the centre.

We also hosted our first Christmas tea party since the pandemic. The tea party is aimed at older local residents and features a full afternoon tea as well as entertainment from local children, including MADD Club, which meets at the centre. This year's tea party was our biggest yet, with around eighty attendees benefiting from the event. We were once again supported by a donation from Asda.

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 £29,358 at the year end.

Some of this is committed to be spent in the new year: around £4,000 for the floor to be sanded and polished this summer, and, 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, funds raised at the autumn fair. Occasionally we receive other donations and grants.

We relied on government grants to help support our income during the Covid pandemic but have not received any grant income this year.

Section F

Other optional information

Financial outlook

This is the first year following the pandemic where we have not relied on government grants. Our income from hiring the centre, the 500 Club and autumn fair have been sufficient to bring us to a small surplus for the year. We are in a strong financial position going forward.

We are currently experiencing a very high rate of inflation, with many costs increasing substantially. We have increased our hire charges from April 2023 to ensure that we continue to be able to meet these costs. We have kept the increase for regular users below inflation. We will review our hire charges mid-year to ensure that our position continues to be stable.

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

Helen Watson

Full name(s)

Leigh Geddes

Helen Watson

Position (eg Secretary, Chair, etc)

Chair

Treasurer

Date

14 June 2023

St Aidan's Community Centre Organisation
Receipts and payments accounts

For the period from 1 Apr 2022 to 31 Mar 2023

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 £
Receipts				
Affiliation fees	5,272	-	5,272	1,884
Contract hires	19,994	-	19,994	10,732
General hires	5,670	-	5,670	1,866
500 Club	-	2,250	2,250	2,826
Interest	10	-	10	1
Grant	-	-	-	10,667
Donation	-	2,047	2,047	1,510
Autumn fair	-	1,191	1,191	-
Total receipts	30,946	5,488	36,434	29,486
Payments				
Rates and water	1,203	-	1,203	768
Cleaning and waste	11,381	-	11,381	11,763
Insurance	1,481	-	1,481	2,315
Gas and electricity	4,681	-	4,681	2,904
Buildings and grounds maintenance	6,196	3,958	10,153	5,744
Equipment	1,350	-	1,350	3,120
Consumables	1,229	-	1,229	1,262
Fees	-	-	-	132
500 Club	-	780	780	810
Autumn fair expenses	-	720	720	810
Other	790	-	790	150
Total payments	28,311	5,458	33,768	29,778
Net of receipts/(payments)	2,636	30	2,666	291
Cash funds last year end	26,722	495	27,217	26,698
Cash funds this year end	29,358	525	29,883	26,407

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	National Savings Investment Account	11,059	-
	Barclays current account	18,214	525
	Cash in hand	85	-
	Total cash funds	29,358	525

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets	Debtors	1,320	-

	Details	Cost (optional)	Current value (optional)
B3 Investment assets	None	-	-
		-	-

	Details	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Community centre (2022 sum insured)	1,000,000	
	Community centre furniture and equipment (2022 sum insured)	90,000	-
		-	-

	Details	Amount due (optional)	When due (optional)
B5 Liabilities	Creditors and accruals	1,553	
	Receipts in advance	599	

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

Signature

Date of approval

Huber
L. Ceddes

14 JUNE 2023.

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 only current 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) are 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 2023 still to be paid out in prizes after 31 March 2023.

Repairs and improvement fund	2022/23	Prior year 2021/22
	£	£
Opening balance	495	495
Income for the year	5,488	2,826
Expenses: 500 Club prizes	-780	-810
Expenses: autumn fair	-720	-
Expenditure on repairs and improvements	-3,958	-2,016
Closing balance	525	495
Tea party fund	2022/23	2021/22
	£	£
Opening balance	0	0
Income for the year	540	0
Expenditure: tea party catering	-540	0
Closing balance	0	0

Note 2 Donations

The community centre received £2,047 in donations during the year. This was made up as detailed below.

	£
Parish Council - contribution towards new heating system	1,000
Asda - contribution to tea party	540
St Aidan's Church - contribution to defibrillator installation	252
Jan Forster - raffle ticket printing	125
Keep Fit class	100
Miscellaneous	30
Total	2,047

Note 3 Expenditure on buildings and grounds

The community centre spends a significant amount of its funds on buildings and grounds maintenance. The £10,153 shown in the accounts for the year is made up as detailed below.

	£
Repairs to heating system	5,515
New extractor fan for club room	919
Grounds maintenance	1,416
Safety checks and certificates (includes gas, electric and fire extinguishers)	658
Locks, keys and security	663
Electrical repairs and replacement including lights	629
Joinery	354
Total	10,153

Note 4 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
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. St Aidan's Church donated £251.84 to the community centre, which represents their share of the costs associated with bringing the new defibrillator into use, including necessary electrical works. Expenditure on the defibrillator was shown in the 2021-22 accounts.



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
St Aidan's Community Centre

On accounts for the year
ended

31 March 2023

Charity no
(if any)

522040

Set out on pages

1 to 3

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and
basis of report

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

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

** Please delete the words in the brackets if they do not apply.*

Signed: Wendy Burdon

Date: 05 June 2023

Name: Wendy Burdon

Relevant professional
qualification(s) or body

FCA (ICAEW)

(if any):

Address:

Section B	Disclosure
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Only complete if the examiner needs to highlight material 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.

The Community Centre are proposing to convert its form from an unincorporated charity to a charitable incorporated organisation (CIO) and as such have engaged with lawyers to facilitate this conversion following the year end.
The current constitution has been amended as a result (with papers distributed in advance of AGM on 14 June 2023 for consideration).
Reference to an audit in the existing constitution is not present in either the original trust deed or the proposed new CIO constitution that has been agreed by the management committee.