

Independent Examination Report

For the Trustees' Report on Accounts of Cramlington Village Community Association

Charity Information

Name of Charity: Cramlington Village Community Association

Charity Registration Number: 522051

Financial Year Ended: 2025

Independent Examiner's Statement

I report on the accounts of Cramlington Village Community Association for the year ended 2025, which are set out on pages 3 to 8.

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 **Part 8, Chapter 3** of the Charities Act 2011 (the Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under **section 145** of the Act;
- To follow the procedures laid down in the General Directions given by the Charity Commission under **section 145(5)** 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 the General Directions given by the Charity Commission under **section 154**. 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, I do not express an audit opinion on the accounts.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect:

- Accounting records were not kept in accordance with **section 130** of the Act; or
- The accounts do not accord with the accounting records; or

- The accounts do 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.

Name of Independent Examiner: Lewis Pilton

Address: 33 Hauxley Drive
Northburn
NE23 3UZ

Signed: _____



Date: _____

17th May 2025

Cramlington Village Community Association

East Farm Terrace
Northumberland
NE23 1DT

Reg Charity No. 522051

Telephone 01670 7130000

Email: CramlingtonCommunityAssociation@outlook.com

TRUSTEES ANNUAL REPORT ON THE ACCOUNTS FOR YEAR ENDED 31st MARCH 2025

Basis of the Trustee Report

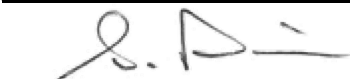
The Trustees financial report is undertaken to provide an overview of the accounts in accordance with the Charity Commission and is only exempt from external independent examination or audit where the gross income falls below £25,000. Where the total generated income is above £25,000 Cramlington Village Community Association is required to have an independent examiner review the accounts.

This report follows good practice in accordance of the Charity Commissions latest 'Charity Reporting and Accounting - The Essentials - November 2016' guide adhering to thresholds under the Charities Act 2011 and are a true and fair view.

Signed on behalf of all Trustee's

Name: Scott Davies

Date: 18th May 2025

Signature: 

CRAMLINGTON VILLAGE COMMUNITY ASSOCIATION
ACCOUNTING STATEMENT
ON THE RECEIPTS AND PAYMENTS BASIS
FOR THE YEAR ENDED 31st MARCH 2025

	Note	2025	2024
<u>Income</u>		£	£
Affiliate Income	1	22,099.00	15,789.00
Interest		169.25	66.60
Grants and Donations	2	920.00	3,974.00
Broadband Compensation	3	200.00	
Private Hire / Adhoc		2,217.50	535.00
		<u>25,605.75</u>	<u>20,364.60</u>
<u>Expenditure</u>			
Administration	3	529.63	100.00
Repairs, Maintenance, and Improvements	4	11,372.97	7,569.81
Utilities	5	4,546.47	9,650.50
Insurance		979.20	1,759.44
Charitable Activities	6	1,207.60	-
		<u>18,635.87</u>	<u>19,079.75</u>
NET SURPLUS (Deficit) for the year		<u>6,969.88</u>	<u>1,284.85</u>
Balance from previous year		19,239.58	17,954.73
Net Surplus (Deficit) for the year		6,969.88	1,284.85
Balance to carry forward		<u>26,209.46</u>	<u>19,239.58</u>
<u>BALANCE IS MADE UP OF</u>			
Current Account		5,441.14	13,640.51
Savings Account		20,768.32	5,599.07
		<u>26,209.46</u>	<u>19,239.58</u>

1.	<u>AFFILIATE INCOME</u>	2025		2024	
		£	£	£	£
	Oasis Life Ministries	3,509.00		2,999.00	
	Olivia School of Dance	2,435.00		2,393.00	
	Spiritualist Church	2,279.00		2,374.00	
	Tai Chi	1,823.00		1,559.00	
	Childminders	1,667.00		2,351.00	
	Hikaru Karate	1,570.00		-	
	Calvary Apostolic Assembly	1,375.00		-	
	Rebel Irish Dancing	1,344.00		-	
	Craft Club	1,302.00		1,236.00	
	Carpet Bowls	1,201.00		855.00	
	NHS	1,004.00		-	
	Weight Watchers	826.00		-	
	SE Northumberland Friendship Society	504.00		504.00	
	Fajr Salah	341.00		-	
	Willow Grey Baby Massage	257.00		-	
	Womens Institute	82.00		-	
	Liv Yoga	71.00		-	
	Heritage Healthcare	49.00		-	
	Messy Bambinos	10.00		-	
	Folk Club	-		615.00	
	Pilates	-		575.00	
	Michaela Percival	-		29.00	
	Reik 1 Healing	-		24.00	
		21,649.00		15,514.00	
	AFFILIATION FEES	450.00		275.00	
	AFFILIATION TOTAL		22,099.00		15,789.00
	Affiliation comparison to previous year		6,310.00		
2.	<u>GRANTS/DONATIONS</u>				
	Grants	-		3,974.00	
	Received from Spiritualist Church	220.00		-	
	Received from Olivia's School of Dance	200.00		-	
	Cramlington Town Council (VE Day)	500.00			
		920.00		3,974.00	
	Revenue Subtotal		23,019.00		19,763.00

3. Administration	£	£	£	£
Treasurers Fee	120.00		-	
Booking Clerk Fee	-		-	
Chairman	-		-	
Secretary Fee	-		-	
Stationary	74.63		-	
Accountancy	100.00		100.00	
Information Commisioners Office	35.00		-	
Broadband Compensation	200.00			
		529.63		100.00
4. Repairs, Maintenance, and Improvements				
Cleaning	2,922.60		2,588.79	
Window Cleaning	-		360.00	
Centre Maintenance and Renewals	723.46		3,956.02	
Furnishings	2,643.10		-	
Replace Light Fittings & Electrical	2,162.54		301.60	
CCTV	985.61			
Boiler Service	-		96.00	
PAT Testing	120.00		120.00	
Gardening	650.25		-	
Plumbing	35.98		-	
Decorating	368.11			
Fire Alarm Test & EICR Certificate & Emergency Lighting Maintenance	255.30			
Fire Extinguisher Testing + Any Replacements	403.56		73.20	
Kitchenware	102.46		-	
		11,372.97		7,120.81

		2025	2024
		£	£
5. Utilities			
Water		1,262.00	990.00
Gas		810.00	3,549.49
Electricity		2,268.27	4,533.21
Telephone / Broadband		206.20	577.80
		<u>4,546.47</u>	<u>9,650.50</u>
Comparison to previous year savings			
Water		-272.00	
Gas		2,739.49	
Electricity		2,264.94	
Telephone / Broadband		371.60	
		<u>5,104.03</u>	

This page was intentionally left blank

CVCA

CHAIRMANS ANNUAL REPORT 2024-25

CHAIRS FOREWORD

This last year has been both a challenging but rewarding year for the centre. This report highlights our key achievements, strategic decisions, and the vision driving us forward. As we continue to build upon our successes, I would like to extend my gratitude to our dedicated council members who volunteer giving up their valuable time, supportive stakeholders, and all those who have contributed to our journey.

It is my privilege to present this year's Chairman's Report, reflecting on the progress, challenges, and aspirations of CVCA (Cramlington Village Community Association). Over the past year, we have navigated an evolving landscape with resilience, innovation, and a steadfast commitment to our mission. Whilst faced with challenges, we have achieved significant milestones, strengthened our position in the industry, and laid the groundwork for future growth.

Behind the scenes, substantial efforts have been made to improve our services, streamlining operations to maximise efficiency and allow us to focus on the heart of our mission—serving our community. A key achievement has been our ability to significantly reduce utility costs through careful monitoring and tariff adjustments, cutting expenses by nearly half and has been a great achievement for the centre.

Without the support of any grant applications this year, the centre's revenue is up substantially due to the increased usage. The increased revenue which is made up of new affiliated groups and adhoc bookings has primarily been down to promoting the centre using social media platforms and Google maps and has brought an additional £7,962 in revenue.

This financial prudence has enabled us to reinvest in critical areas, enhancing both the functionality and aesthetic appeal of our spaces. Among our key improvements, we have replaced lighting with energy-efficient LED fixtures, upgraded emergency systems to meet legal requirements, and introduced smart controls for hot water and scheduled outdoor lighting, fostering a safer and more welcoming environment.

Achievements

Community events and initiatives that brought people together;

The first community event was the Christmas Panto which was thoroughly enjoyed by all who attended with a further Panto in talks for 2025!

Whilst not necessarily in our last financial year, but we can't ignore the huge success of our VE Day celebrations held on the Early May Bank Holiday. With a lot of time, effort and coordination, including the support of Cramlington Town Council with a £500 donation, also the 242 Cramlington Squadron ATC who ensured our guests were well looked after!

With the centre firmly on the map and a lot more people aware of where we are, we will certainly be looking for the next event to organise for the community.

Success stories

Our success stories are not limited to the below, but to find out more about what we are working on in the background can be found in the appendix at the end of this report. If you would like to be part of any of the work going on at CVCA, we will be looking into a new volunteering program allowing the community to engage and work with us.

Externally.

You may have noticed our external garden area has had some significant attention in this last year and we have again received an overwhelming response to how welcoming the centre is by users and local residents who have contacted us.

We were fortunate during the high winds in January that despite a tree to the rear of the centre had fallen, did not cause any damage but allowed us to commence efforts to scaling back overgrown trees and bushes. These efforts will continue allowing the centre to utilise the grounds it has available and enhancing the look of the centre.

For users who use the centre in the late afternoon/evening especially during the winter months, we have introduced timed switches which ensures the car park lights are on prior to arrival and also when leaving fostering a safer and more welcoming environment for users.

Internally

With efforts to contribute to the centres savings, we introduced timed schedules to meet the needs and use of the centre introducing heating schedules which now heats the centre prior to arrival for user groups and adhoc bookings which we have also received a positive response for users entering into a warm space. Especially during the colder winter months as opposed to previously it taking the duration of the hire use to even rise a few degrees. The same timed switches used for car park lights have been introduced to both the kitchen and toilet hot water boilers which removes the need for any of our user groups be manually turning these on.

With the immediate savings the centre was making we were able to use £1,500 we reclaimed from being in credit with the gas usage being considerably lower and immediately re-invested this into the centre replacing the ceiling lights throughout the centre.

In addition to the savings the centre was making, with the increased revenue, we were able to invest in new lightweight armchairs to add to the existing chairs we had in the meeting room. These were much needed since the older armchairs were torn and cumbersome.

Future Goals

It was back in 2001 where the centre last had had major renovations providing significant improvements. We are now working with CVABV (Community and Voluntary Action Blyth Valley) where we are in discussions regarding a funding strategy to align with the centres business plan. We have completed some quick wins this last year with such a positive response, with the first round of applications going to Asda Foundation with the aim of the much needed refurbishments to all toilet areas including the new porch entrance resolving the long term problems the centre has had with the entrance and many attempts to repair the door.

Efforts to bring further improvements doesn't stop here, whilst we've started to freshen up the centre with a good deep clean, we have also started to decorate some of the rooms with the carpeted meeting room being completed and the main hall receiving it's first coat of paint. The main hall requires further significant work focussing on floor repairs, stage repairs, curtain replacement which all require to be fire retardant and sound proofed. In addition to sound proofing, we now have a number of booking where both rooms are in use at the same time, and we are now working on sound proofing within the building to help prevent disruption of noise between rooms. In addition to these, and to meet new building regulations we will be looking to replace all internal doors to meet the fire regulation requirements.

We have also been working hard regarding our governance and working with CAN (Community Action Northumberland) where we are working towards attaining the ACRE (Action with Communities in Rural England) Hallmark status. There are three levels of this accreditation where each level contains anywhere from 39 to 69 items to complete. Whilst some of these items are not applicable to our centre or it's requirements we have already internally checked and confirm we have around 80% completed across all three levels which is a great achievement in this last year.

One item on the Hallmark level two is to have an up to date Access Audit completed. As the last one was completed back in 2001 where the centre did have extensive changes to meet the requirements, we are working with Disability North where upon an initial assessment was performed by Disability North has so far shown there is no area of concern and they were very happy with their assessment. A final report will be produced where we can revisit any actions that may be required. With this in mind, this does not cover outside the building from a fire risk assessment where we have identified challenges surrounding the centre and are therefore in discussions with enhancing the external and surroundings to enable better evacuation procedures.

Whilst also carrying out some immediate repairs to the centres roof back in June last year, this has proven to have prevented further damage to the centre. However, this is proven challenging so far to engage with builders/roofers even to provide quotations. During initial inspections indicates the roof is in much needed repair and improvements where we anticipate are going to be costly. We are continuing efforts to

understand the full cost of this project where this will lead but is very high on our list of projects not just to have repaired, but to obtain the relevant funds needed for this project.

We have also been working with CAN in collaboration with NCEL (Northumberland Community Energy Ltd) reviewing the potential of installation of solar panels which would be a huge benefit to the centre. Having had a feasibility report completed indicates the centre would be self-sufficient in solar electric for 8 months of the year and provide a major contribution for the other 4 months. This all of course is dependent on the success of the roof works that is required before the centre could benefit from this option which would provide considerable savings over the many years.

Storage options appear to be a hot topic, especially for some of our new members also requesting space. This is becoming challenging to meet these requests, and we are exploring options around how best to utilise our current storage rooms short term, but also the long term aspirations to create more storage space that allows the centre to store its own resources including any groups equipment.

To maintain one of the features that our centre has to offer is the stage, this continues to be an asset to the centre allowing performances, presentations and meetings to be held at the centre. The stage lighting and sound system was updated back in 2001 due to the previous complexity to use. Fast forward to now, and the equipment is now too considered as outdated and complex. New sound and lighting equipment will be explored with the inclusion of projectors and screens to allow for efficient presentations creating more opportunities for the centre to hire space.

Closing Remarks

A heartfelt thank you to everyone involved, encouragement for continued participation, and excitement for the future of CVCA.

As we look forward, these advancements position us to better serve our community, creating an environment where people feel supported, engaged, and inspired. I extend my sincere thanks to everyone who has contributed to this journey—our members, and supporters. Your dedication and passion make all of this possible, and together, we will continue to build upon our successes.

To ensure continuity and sustained progress in our ongoing plans for the centre, we propose a collective re-election of the current committee members. Their dedication and contributions have been instrumental in driving key initiatives, and with your support, we can continue building on the strong foundation we've established together. We kindly ask for your vote in favour of retaining the current team so that we can maintain our momentum and see our projects through to success.

Many thanks
Scott Davies

18th May 2025

Appendix

Each section is categorised into area of the centre and lists items that have been worked on, rectified, has outstanding efforts.

External

Trees and Shrubbery: Entrance to car park tree has been trimmed to allow for better visibility when entering and exiting the car park. Regular car park weed removal that has historically been the cause of blocking the drains, subsequently that used to cause flooding/puddles at the end of the main path. Trees directly in front of the centre has been trimmed back removing all nettles creating more of an open area.

Roof repairs carried out to help prevent further damage and leakage which has and is evident from within. Including the extractor fan in the ladies toilets which has been repaired twice this year and is understood that has been repaired on previous occasions.

The back yard has been cleared of old timber, rubbish, including overgrown weeds and nettles.

The fence dividing the car park had become rotted and was already unstable prior to the start of this year but had become significantly loose at risk of falling onto someone or a car. This has since been removed and replaced creating that sense of security from the car park.

Guttering has been repaired including clearing out and removing leaves.

A new cigarette bin has been mounted to the left-side of the porch which appears to be welcomed by some of our smoking users and has also improved the cleanliness to the front of the centre.

Internal

WiFi enabled switches that control the kitchen and toilets hot water boilers allowing to set scheduled events for when the centre is in use.

Ceiling lights replaces with new energy efficient LED lights. This included the replacement of 12 emergency lights being flagged as a failure from the annual emergency lighting testing.

New cleaning equipment along with the cleaning cupboard being organised allowing easier access for anyone to use when required. Also introducing cleaning products in the kitchen area available to all centre users.

Meeting room carpet has been cleaned to remove water stained damage. With the investment of a carpet/upholstery cleaner, the centre can regularly clean this carpet.

Some of our chairs have also benefited from the use of our new upholstery cleaner and this will be continued.

The meeting room has also been repainted providing a fresher look for users.

New armchairs in the meeting room that now completes the look and requirements of the room.

Relocated tables to meeting room to meet the requirements of the centre and ease of moving tables around where needed.

The emergency exit doors have since been repaired due to them not closing properly and securely.

Introduced false plant to the foyer area creating a more relaxed space following the replacement of the new chairs purchased in our previous financial year.

Introduced a new nappy bin with a view to attempt to dispose of nappies appropriately.

The kitchen area has since been cleaned up with requests not to leave anything out on the surfaces maintaining a cleaner environment for any users of the kitchen.

New hot water boiler which is connected to the water mains removing the need to manually fill. This was recognised as being a huge benefit to users who may struggle to handle a kettle or even be able to reach when previously filling the old water boiler. In addition to the safety benefits this caters for groups that are hosting larger members and for events.

The docketts that were previously hung in the foyer have been moved to the kitchen area.

A new noticeboard is now located in the foyer and will primarily be to promote what is going on in the centre and any notices intended for users. Please ensure you check for any updates. Any and all existing user group posters were relocated from the previous noticeboard to this new board, so if you don't see yours then please ensure you provide a poster (no larger than a4) and we will place this in the new notice board.

The porch entrance has had the table and previous hanger removed with a wall mounted coat hanger creating more space in the porch but also a better welcome to the centre. This has proved beneficial for some of the groups where there is a need for buggies or electric scooters.

At the request of a user group, we now have an access ramp for wheelchair users and buggy users if needed.

As part of the new porch, a seamless entrance will be our top priority but also featuring an entrance door suitable and secure where we can manage access controls.

The main entrance door has been realigned due to the door catching and proving difficult to close at times and has been repaired several times due to high winds pulling the door of the closing mechanism.

CCTV cameras have been updated that has proven to be beneficial resolving several matters and has served well with such a positive response from the majority of users. The cameras are used externally to the centre and in the immediate foyer area maintaining privacy in the rooms of hire.

Continued regular monitoring of utility bills with regular monthly readings providing more accurate bills to allow for financial planning.

Chair storage rack castor wheels became damaged and have since been replaced preventing risk of injury or damage.

New fire extinguishers were bought following failed tests, including a new larger fire blanket.

Children's choking devices (x2) are now located in the kitchen on the docketts which were provided by Dhamaka's Restaurant based at the Brockwell, Cramlington.

Governance

New online booking form system to help track bookings.

Centre's policies and procedures reviewed.

Financial controls implemented.

Access Audit in-flight – waiting for report. Initial assessment doesn't present any issues and told that the centre was in good order with easy access.

Training complete for risk assessment and fire risk assessment, with further training to be completed.

Registered with the ICO (Information Commissioners Office) as a Data Officer due to legal requirements.

Insurance for the centre was obtained with a significant savings from the previous year.