



Trustees' Annual Report for the period

Period start date

Period end date

Day1 Month4 Year2021

Day31 Month3 Year2022

From

To

Section A

Reference and administration details

Charity name

Leominster District Community Association

Other names charity is known by

Registered charity number (if any) 703151

Charity's principal address

The Community Centre

School Road

Leominster

Postcode HR6 8NJ

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	Jan Slater	Chair		Trustees
2	Rev M. Kneen			Trustees
3	Jennifer Bartlett			Trustees
4	John Hoskinson			Trustees
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Richard Brookman

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document

(eg. trustees constitution)

Constitution

How the charity is constituted

(eg. trust, association, company)

Charitably Incorporated Organisation

Trustee selection methods

(eg. appointment by elected by)

Under the Constitution of the CIO every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.
In selecting individuals for appointment as charity trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Prospective trustees will be given a copy of the constitution and a copy of the latest Annual Report. They will also be given appropriate literature concerning the role of a trustee and legal obligations.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Trustees and Management Team meet monthly by zoom or face to face. Trustees hold meetings as and when necessary.

The Association continues its relationship with Leominster Town Council, Herefordshire Council, Leominster Food Bank and Transition Leominster.

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

The Charity's object and its principal activity continues to be that of managing and developing the community centre for the inhabitants of Leominster and its immediate district, and to provide community development where possible to improve the lives of the inhabitants.

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)

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities, in particular, the Trustees consider how planned activities will contribute to the aims and objectives they set.

The Trustees are ever mindful that the charity was set up to benefit local people and with due regard to those in need, whether their need be leisure, education or advice and support. To this end we have an active Equal Opportunities policy and we are pleased to respond to requests from our community. Room hirers and Centre users are regularly offered the opportunity to comment on the services and facilities at the Centre and, where possible, suggestions made are further discussed and then implemented.

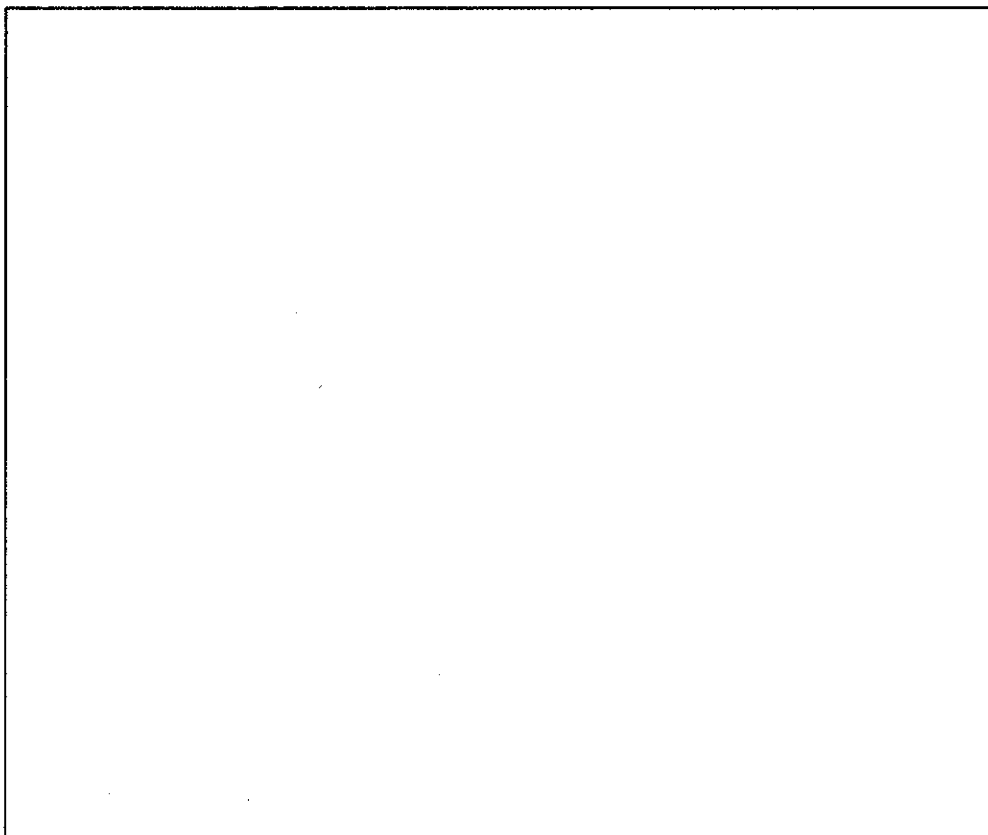
A main objective of the Trustees and Management Team during this period has been to support the various groups and organisations using the Centre to work towards sustainability. Initiatives have been introduced that help with advertising, running of special events to promote groups and their activities. New groups have been helped with special room rates for up to six months.

The Management Team regularly meet with representatives from The NHS, Herefordshire Council and Leominster Town Council., Reed in Partnership, Red Spark Learning and the Shaw Trust are permanent room hirers and frequent support meetings take place.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



Summary of the main achievements of the charity during the year

A series of First Aid Courses for the public facilitated by Griffiths First Aid Company, have taken place during the period.

May and June saw the return of Community Learn courses including History Of Art and Literature of the 19th Century

Community Police Liaison Cafes and Community Learn Computer cafes have been held throughout the period. These have been well attended.

The Centre hosted a number of NHS Vaccination for Schools clinics and in November a Covid 19 Vaccination Clinic which delivered 1,000 "jabs" in 5 hours.

Unfortunately in November and December the Centre suffered two serious break-ins. As a consequence a state of the art CCTV system was installed and in discussion with the West Midland Constabulary a number of other security measures were implemented.

The Centres tenants Kelsam Support Services Ltd, Andrew Gunn(artist) and Karl Griffiths (First Aid) have continuing tenancies and are regularly consulted and supported.

The Natural Health Centre therapists operated as government and their lead bodies dictated. With special attention being paid to social distancing and cleaning protocols. By October a near normal service had been regained.

The Reprographic Resource Centre run entirely by volunteers continued to provide an important service as best it could, when it could.

Brief statement of the charity's policy on reserves

The Association has for some time had a reserve fund of £15,000. This, to act as necessary, if any major calamity should befall. The Trustees review this amount on an annual basis.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The principal sources of income during this period was room hire fees and tenants rents, a grant of £8,000 from Leominster Town Council, support via the government CJRS (ended 9/2021)

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Richard Bryan Brookman

Full name(s)

Richard Bryan Brookman

**Position (eg Secretary, Chair,
etc)**

Charity Manager

Date

23/1/23



LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

31ST MARCH 2022

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Rev M Kneen J Slater J Hoskinson J Bartlett S Budden (appointed 26th April 2022)
Secretary	R Brookman
Registered Office	Community Centre School Road Leominster HR6 8NJ
Charity number	703151
Accountant	Lee Cockett FCA FMAAT Cockett & Co. Ltd 2e Rainbow Street Leominster HR6 8DQ
Bankers	Barclays Bank plc 4 Corn Street Leominster HR6 8LX

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2022.

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

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination 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.

Lee Cockett FCA FMAAT
Institute of Chartered Accountants in England and Wales
Cockett & Co. Limited
Chartered Accountants
2e Rainbow Street
Leominster
HR6 8DQ

Dated:

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING THE INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2022

	Note	General Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Voluntary income - donations		2020	-	2020	60
Activities for generating funds		1020	-	1020	-
Investment income		8	-	8	9
<i>Incoming resources from charitable activities</i>					
Grants - HCC Closure		16000	-	16000	28232
Grants - Co-op Charity		-	3633	3633	1371
Grants - HMRC JRS		15162	-	15162	34018
Rent		17483	-	17483	13246
Room hire		27076	-	27076	7995
<i>Other incoming resources</i>		-	-	-	-
Total incoming resources		78769	3633	82402	84931
Resources expended					
<i>Costs of generating funds:</i>					
Generating voluntary income		-	-	-	-
Charitable activities	3	65871	-	65871	60815
Governance costs	4	840	-	840	755
Total resources expended		66711	-	66711	61570
Net incoming resources		12058	3633	15691	23361
Total funds brought forward		49558	1371	50929	27568
Retained funds carried forward		61616	5004	66620	50929

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

BALANCE SHEET

AS AT 31ST MARCH 2022

			2022	2021
	Note	£	£	£
Fixed Assets				
Tangible assets	7			
Unrestricted funds			-	283
Restricted funds	10		5004	-
			<hr/>	<hr/>
			5004	283
Current assets				
Debtors & prepayments	8	9846	5617	
Cash at bank & in hand		58260	45871	
		<hr/>	<hr/>	
		68106	51488	
Creditors amounts falling due within one year	9	-1486	-842	
		<hr/>	<hr/>	
Net current assets			66620	50646
			<hr/>	<hr/>
Total assets less current liabilities			66620	50929
			<hr/>	<hr/>
Funds				
Unrestricted			61616	49558
Restricted			5004	1371
			<hr/>	<hr/>
Total funds	10		66620	50929
			<hr/>	<hr/>

The financial statements on pages 10 to 15 were approved by the Trustees on
and were signed on its behalf by:

Jan Slater
Chair

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

1 Accounting policies

Accounting convention

The accounts (financial statements) have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 ("Charities SORP (FRS102)"), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

Assets and liabilities are initially recognised at cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Charities SORP (FRS 102) rather than Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	20% reducing balance
All other assets	10% straight line basis

Incoming resources

Income is accounted for in the period in which it is entitled to receipt.

Resources expended

Resources expended are recognised in the Statement of Financial Activities on an accruals basis.

Investments

The company only holds a bank deposit account.

CIO information

Leominster District Community Association was registered as a charitable incorporated organisation on 4th November 2020 and is governed by a constitution dated 11th August 2020 and registered with the Charity Commission under charity number 703151. The charity's principal office address is School Road, Leominster, HR6 8NJ.

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

2 Surplus for the year

The surplus of income over expenditure is stated after charging:

	2022 £	2021 £
Depreciation of tangible fixed assets	283	71

3 Charitable activity costs

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
Staff costs				
Salaries and wages	46083	-	46083	49044
Volunteer & tutor costs	547	-	547	-
Premises costs				
Maintenance & repairs	6136	-	6136	870
Flooring	-	-	-	-
Cleaning	683	-	683	213
Water rates	742	-	742	603
Electricity & gas	5402	-	5402	4649
Office costs				
Insurance	2728	-	2728	2716
Postage & stationery	172	-	172	214
Equipment repairs & support	1358	-	1358	840
Telephone	529	-	529	765
Depreciation	283	-	283	71
Legal fees	-	-	-	-
Activity costs	-	-	-	-
Support costs				
Office costs	-	-	-	-
Bookkeeping	409	-	409	413
Advertising	351	-	351	-
Licence & subscriptions	345	-	345	160
Sundry	103	-	103	257
	65871	0	65871	60815

The support costs are calculated on an actual basis.

There is only one activity - that of managing and developing a community centre.

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

4 Governance costs	2022 £	2021 £
Accounts, pension & payroll fees	840	755
Legal fees	-	-
AGM costs	-	-
	<hr/>	<hr/>
	840	610
	<hr/>	<hr/>

5 Trustee remuneration and expenses

No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them. (2021 - £nil)

6 Staff costs	2022 £	2021 £
Wages and salaries	46083	49044
Social security costs	-	-
Average number of employees employed on a part-time basis.	6	6

No employee earned above £60,000.

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

7 Tangible fixed assets

	Fixtures, fittings & equipment		Total
	£		£
Cost			
As at 1st April 2020	59101	13431	72532
Added	-	-	-
As at 31st March 2021	59101	13431	72532
Depreciation			
As at 1st April 2020	58818	13431	72249
Charge for the year	283	-	283
As at 31st March 2021	59101	13431	72532
Net Book Value			
As at 31st March 2021	-	-	-
As at 31st March 2020	283	-	283

8 Debtors

	2022	2021
	£	£
Room hire fees due	9846	2652
HMRC JRS	-	2965
	9846	5617

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2022

9 Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals	480	400
3rd party funds held	181	181
Creditors	825	261
	<hr/>	<hr/>
	1486	842
	<hr/>	<hr/>

10 Restricted funds

	As at 1st April 2021	Income	Resources expended	As at 31st March 2022
	£	£	£	£
Co-op - Air Conditioning	1371	3633	-	5004
	<hr/>	<hr/>	<hr/>	<hr/>
	1371	3633	-	5004
	<hr/>	<hr/>	<hr/>	<hr/>

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

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