



Trustees' Annual Report for the period

Period start date

Period end date

From

Day1 Month 4 Year2022

To

Day31 Month3 Year2023

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	Resigned 1/8/22	Trustees
2	Rev M. Kneen			Trustees
3	Jennifer Bartlett			Trustees
4	John Hoskinson	Chair	From 2/8/22	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

Constitution

How the charity is constituted

Charitably Incorporated Organisation

Trustee selection methods

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.

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

In August 2022 the Trustee Chair Jan Slater resigned and John Hoskinson was confirmed as new Chair.

The period has been very busy for the Community Centre with room hire bookings nearing the level of pre Covid 19. Additional advertising has taken place on both social media and the local press with mixed results.

January 2023 saw the return of the Playhouse Cinema , which is now an LDCA project. Films shown each month.

A number of fund raising events have been held including Victorian Afternoon Teas, Bric a Brac sales and Coffee Mornings. In December two nights of supper and Old Time Music Hall was held.

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 continue and have reported a good year.

The Reprographic Resource Centre run entirely by volunteers continued to provide an important service to the community.

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

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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.

Section F

Other optional information

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Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>RB Brookman</i>	
Full name(s)	Richard Bryan Brookman	
Position (eg Secretary, Chair, etc)	Charity Manager	
Date	11.01.24	



LEOMINSTER DISTRICT COMMUNITY ASSOCIATION
FINANCIAL STATEMENTS
31ST MARCH 2023

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Rev M Kneen J Slater (resigned 30th May 2023) J Hoskinson J Bartlett S Budden T Smith-Winnard (appt. 30th May 2023)
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 1/3 Broad Street Hereford HR4 9BH

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 2023.

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 2023

	Note	General Funds £	Restricted Funds £	Total 2023 £	Total 2022 £
Incoming resources					
<i>Incoming resources from generated funds</i>					
Voluntary income - donations		2756	-	2756	2020
Activities for generating funds		-	-	0	1020
Investment income		52	-	52	8
<i>Incoming resources from charitable activities</i>					
Grants - HCC		8818	-	8818	16000
Grants - Co-op Charity		-	-	0	3633
Grants - HMRC JRS		-	-	0	15162
Rent		17064	-	17064	17483
Room hire		39246	-	39246	27076
<i>Other incoming resources</i>		-	-	-	-
Total incoming resources		<u>67936</u>	<u>0</u>	<u>67936</u>	<u>82402</u>
Resources expended					
<i>Costs of generating funds:</i>					
Generating voluntary income		-	-	-	-
Charitable activities	3	73768	-	73768	65588
Governance costs	4	696	-	696	0
Total resources expended		<u>74464</u>	<u>-</u>	<u>74464</u>	<u>65588</u>
Net incoming resources		-6528	-	-6528	16814
Total funds brought forward		<u>61616</u>	<u>5004</u>	<u>66620</u>	<u>66620</u>
Retained funds carried forward		<u>55088</u>	<u>5004</u>	<u>60092</u>	<u>83434</u>

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

BALANCE SHEET

AS AT 31ST MARCH 2023

			2023	2022
	Note	£	£	£
Fixed Assets				
Tangible assets	7			
Unrestricted funds			-	-
Restricted funds			-	-
			<hr/>	<hr/>
			0	0
Current assets				
Debtors & prepayments	8	6115	9846	
Cash at bank & in hand		55665	58260	
		<hr/>	<hr/>	
		61780	68106	
Creditors amounts falling due within one year	9	-1688	-1486	
		<hr/>	<hr/>	
Net current assets			60092	66620
			<hr/>	<hr/>
Total assets less current liabilities			60092	66620
			<hr/>	<hr/>
Funds				
Unrestricted			55088	61616
Restricted			5004	5004
			<hr/>	<hr/>
Total funds	10		60092	66620
			<hr/>	<hr/>

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

Rev M Kneen
Chair

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023

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 2023

2 Surplus for the year

The surplus of income over expenditure is stated after charging:

	2023 £	2022 £
Depreciation of tangible fixed assets	0	0

3 Charitable activity costs

	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Staff costs				
Salaries and wages	48932	-	48932	46083
Volunteer & tutor costs	175	-	175	547
Premises costs				
Maintenance & repairs	3227	-	3227	6136
Flooring	-	-	-	-
Cleaning	714	-	714	683
Water rates	1752	-	1752	742
Electricity & gas	11809	-	11809	5402
Office costs				
Insurance	3374	-	3374	2728
Postage & stationery	426	-	426	172
Equipment repairs & support	877	-	877	1358
Telephone	753	-	753	529
Depreciation	0	-	0	-
Catering supplies	469	-	469	-
Activity costs	-	-	-	-
Support costs				
Office costs	-	-	-	-
Bookkeeping	270	-	270	409
Advertising	224	-	224	351
Licence & subscriptions	472	-	472	345
Sundry	294	-	294	103
	<u>73768</u>	<u>0</u>	<u>73768</u>	<u>65588</u>

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 2023

4 Governance costs	2023 £	2022 £
Accounts, pension & payroll fees	696	840
Legal fees	-	-
AGM costs	-	-
	<hr/>	<hr/>
	696	840
	<hr/>	<hr/>

5 Trustee remuneration and expenses

No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them. (2022 - £nil)

6 Staff costs	2023 £	2022 £
Wages and salaries	48932	46083
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 2023

7 Tangible fixed assets

	Fixtures, fittings & equipment	Refurbishment	Total
	£	£	£
Cost			
As at 1st April 2022	59101	13431	72532
Added	-	-	-
	<hr/>	<hr/>	<hr/>
As at 31st March 2023	59101	13431	72532
	<hr/>	<hr/>	<hr/>
Depreciation			
As at 1st April 2022	59101	13431	72532
Charge for the year	-	-	0
	<hr/>	<hr/>	<hr/>
As at 31st March 2023	59101	13431	72532
	<hr/>	<hr/>	<hr/>
Net Book Value			
As at 31st March 2023	-	-	-
	<hr/>	<hr/>	<hr/>
As at 31st March 2022	0	-	0
	<hr/>	<hr/>	<hr/>

8 Debtors

	2023 £	2022 £
Room hire fees due	6115	9846
HMRC JRS	-	-
	<hr/>	<hr/>
	6115	9846
	<hr/>	<hr/>

LEOMINSTER DISTRICT COMMUNITY ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2023

9 Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals	696	480
3rd party funds held	181	181
Creditors	811	825
	<hr/>	<hr/>
	1688	1486
	<hr/>	<hr/>

10 Restricted funds

	As at 1st April 2022	Income	Resources expended	As at 31st March 2023
	£	£	£	£
Co-op - Air Conditioning	5004	-	-	5004
	<hr/>	<hr/>	<hr/>	<hr/>
	5004	-	-	5004
	<hr/>	<hr/>	<hr/>	<hr/>



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Leominster District Community Association

On accounts for the year
ended

31st March 2023

Charity no
(if any)

703151

Set out on pages

(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 **31 / 03 / 2023**.

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

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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:

Date:

24/01/2024

Name:

Lee Cockett

Relevant professional
qualification(s) or body
(if any):

FCA - ICAEW

Address:

2e Rainbow Street

Leominster
HR6 8DQ

Section B**Disclosure**

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.