

Chain Lane Community Centre Limited

Charity number 1137904

A Company limited by guarantee number 05576974

Annual Report and Financial Statements for the year ended 30 September 2019



Greater Merseyside Community
Accountancy Service

Chain Lane Community Centre Limited

Annual Report and Financial Statements for the year ended 30 September 2019

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Prepared by the Greater Merseyside Community Accountancy Service

Chain Lane Community Centre Limited

Trustees' report

Chairmans Opening Remarks

Chain Lane Community Centre is a centre that is run 'by the community for the community'. As an Incorporated Charity (a Registered Charity and a Company Limited by Guarantee) our whole purpose is to provide and maintain a local facility as a venue for hire for individuals, groups, organisations and agencies which provide services, activities and opportunities for the community.

Objects and Activities:

During 2018 – 2019 the Management Committee has continued to deliver its agreed purpose as a registered charity in maintaining Chain Lane Community Centre as a local community asset and in addition, meeting its legal requirements as a Company Limited by Guarantee. The Committee has worked to achieve its aims, objectives and actions as identified in its annual Action Plan. This Action Plan has enabled the Committee to identify and prioritise actions and to monitor progress and achievement. The aims and their supporting objectives have been:

- To ensure the financial viability and security of the Centre through good governance and management
 - To ensure the Centre is effectively managed and legally compliant
 - To provide income through venue hire, grants and other sources
 - To ensure the long term success of the Centre and its Management
- To encourage and support the use of the Centre by the community
 - To actively market and promote the Centre
- To provide, maintain and develop the Centre and its environs, providing a safe, secure and welcoming facility.
 - To provide a safe, healthy, secure and welcoming facility

Public Benefit

We have been fully mindful of the guidance contained in the Charity Commission's general guidance on public benefit (Charities Act 2011). Through identifying and reviewing the above priorities, aims and objectives, and the supporting actions and activities for the year, we have worked to ensure that all these agreed planned actions and activities, monitored by the Trustees/Directors at our regular Committee Meetings, have enabled us to stay focussed on our purpose and ensure we deliver our Public Benefit requirement.

As a Registered Charity, we are pleased to note that our partnerships with both the British Red Cross and MENCAP St. Helens, which are Registered Charities, have continued and so contributing to the Public Benefit requirements of all three charities.

Chain Lane Community Centre Limited

Trustees' report continued

Structure, Governance and Management

Our Trustee/Directors are appointed or re-appointed at the AGM, with any additional appointments or resignations noted at Committee Meetings and then reported at the subsequent AGM. At our AGM on 29th January 2019, the Management Committee for 2018 – 2019 composed of seven Trustees/Directors who are ably supported by other committee members – Mr. Ted Sefton, Mrs. Audrey McGowan, Mr. Trevor McLaughlin and Cllr. Trisha Long, Moss Bank Ward. In September we were sorry to lose Audrey who stepped down from the Committee due to personal commitments and thank her for her commitment to Chain Lane.

Management Committee meetings have been held bi-monthly throughout the year with all meetings minuted and actions noted and monitored. Small task and finish groups were set up as required. All Trustees/Directors and additional Committee Members give their time freely and have received no remuneration for their work at or on behalf of the Centre.

During the year we gave serious consideration to contingency planning for running Chain Lane as the day to day management is mostly undertaken by one volunteer. Comprehensive details covering all aspects of the management, should the need arise, are now held on site.

Achievements and Performance

We are delighted to report that the Centre has continued to be used by a wide and diverse range of user groups and organisations catering for all ages from babies to senior citizens, providing social, leisure, recreation, sport, training and educational activities for the community. Some of our groups have been at the Centre for a long time and their support, as always, is really valued by the Committee.

During the year we have had several new starters, some of which are only with us for a short or fixed period of time. New bookings have included Paws for Success Dog Training, St. Helens Computer Club, Browns Short Break Respite for Staff training (IT Suite), Pilates and Yoga. We said 'goodbye' to regular users Evolution Dog Training which now has its own premises (it's great to see small local business development from their start at Chain Lane), Mamafit due to their St. Helens funding finishing, Untangled crochet group and Pawsitive Dog Training. The Red Cross Support at Home project which ran from the office at Chain Lane and supported us with running the Centre, finished at the end of September due to funding coming to an end. A farewell 'party' was held in the Hall for their clients so they could say 'goodbye'. In April the Centre was again transformed by our Sri Lankan Buddhist users for the festival of Vesak. It is a huge 'thank you' to all our regular users who are the bread and butter of the Centre.

We have had many children's parties and a significant number of one-off or occasional bookings. These have included Homewatch St. Helens, PCSO surgeries, The Local Safeguarding Children's Board, Youth Service, Family support and mediation, pupil support, Hearing Dogs for Deaf People Community Days, Dogs for Good training. The Centre is used as a Polling Station for both Blackbrook and Moss Bank Wards with local Council elections in May, and St. Helens North parliamentary constituency. Local Councillors from both wards hold monthly surgeries at Chain Lane. Local Councillors from Moss Bank ward also held a packed public meeting in February in respect of proposed housing development on the old cafe, car auction and United Footwear sites.

We do not employ staff but rely on the good will and commitment of our volunteer staff covering maintenance, management and administration to keep the centre viable. We contract with local traders for cleaning and grass cutting. We again directly provided a weekly IT Drop-In and Summer Playscheme and those volunteers along with other regular volunteers all make significant contributions to provision at Chain Lane. The Summer Playscheme took place in August for primary school children. Along with our adult volunteers, we also benefitted from the involvement of young people – a really good learning experience for them for which they received a certificate and testimonial to support their CVs. One of our young volunteers came via the Volunteer Centre which is managed by Halton & St. Helens VCA – another valuable partnership.

Several of our Playscheme volunteers return each year. As always, we must say a very big 'thank you' to all Centre volunteers, however large or small their contribution.

Chain Lane Community Centre Limited

Trustees' report continued

We were able to maintain our fees and charges rates in 2018 – 2019 without the need to increase them. Room Hire income is the mainstay of the Centre and we are now 14 years through our 25 year full repair and maintenance lease with St. Helens Council. Keeping the Centre as a safe, welcoming and secure facility and environment for our users and volunteers is a key priority. A big 'thank you' again for this must go to Ted Sefton from the Management Committee and Mrs. Andrea Tinsley-Ainsworth from ATA Cleaning Service. In September we had to say goodbye to Andrea due to personal commitments after several years cleaning the Centre. We then contracted with Shimmer & Shine, a small local company, who clean the Centre Monday – Friday.

We have fortunately been able to maintain a good level of financial reserves and the Committee agreed to use reserves towards the replacement flooring in the Gents toilet and the Hall. This was supplemented by fundraising – we were one of the Co-op's charities supported by their local community fund, plus a crowdfunding page developed. Other building related issues during the year were damage to the plastic anti-bird spikes on the Hall roof and the cowl on top of the boiler flue due to youths climbing on the Hall roof. Following repair, anti-climb paint was used with the appropriate warning notices to deter climbers. The main gate posts have been re-cemented in to ensure stability. Any accidents were recorded in the accident book and reported at Committee meetings to ensure any identified repairs or improvements needed were made. All accidents were fortunately very minor.

Safeguarding is a priority for us with this policy displayed in the Hall. No issues were reported.

Our Annual Fire Risk Assessment, General Risk Assessment and Asset Register were all reviewed and updated in line with all our other Policies and Procedures and the Annual Building Check undertaken. Any issues were noted in our Committee Minutes and monitored. Annual PAT testing for small electricals was done – again using a small local firm. We continue to have £10m Public Liability Insurance, plus other required and relevant insurances and licences in place.

The Management Committee has continued to strive to make best use of its resources and get value for money with purchasing and contracts. Local shops and tradesmen have been used where possible, supporting the local economy. The Treasurer negotiated 5-year fixed term deals for both electricity and gas contracts.

We make copies of any of our documents available on request. Our Confirmation Statement and Annual Report and Accounts for Companies House and Annual Return and Annual Report and Accounts for the Charity Commission were all submitted within their required timescales.

Although our users are expected to promote and advertise their own activities, we have put any information they supplied to us on our webpage on the St. Helens Centre Managers Website <http://www.communitycentres.org.uk>. Our 'What's On' leaflet has been regularly updated and notice boards both in the Centre itself and the local Community Notice Board used to advertise user groups' and public activities along with Nextdoor Laffak local social networking site and a local Facebook Group. We have continued our membership of Halton & St. Helens Voluntary and Community Action (HASH VCA) and St. Helens Community Centres Website for Community Centres.

Chain Lane Community Centre Limited

Trustees' report continued

Maintaining close and effective contact with our users is done face to face, via email, phone or post. Our generic email for the Centre – ccchainlane@gmail.com , mobile 07586 842 161 and landline 01744 632377 have enabled users and potential hirers to easily contact the Centre. We are also listed on Google, YELL Directory and Venues4Hire which enables potential hirers to easily find and contact us.

Finally, thank you again from the Management Committee to all our users and volunteers for their continuing commitment and support during 2018 – 2019.

Richard Ferry

Chairperson,

On behalf of the Trustees/Directors and members of the Management Committee

Chain Lane Community Centre Limited

Financial Review

The surplus of the charity for the year amounted to £13 (£4,850 ~ 2018)

Reserves Policy

Details of the charity's reserves are shown in note 7a and show a figure of £32,313. This level of reserves is equivalent to 18 months of the centre's running costs.

Risk Management

The trustees actively review the major strategic, business and operational risks that the charity faces on a regular basis and acknowledge that the key risks relate to reduction in room hire and any major building issues.

Statement of Directors' responsibilities

Company law requires the directors to prepare financial accounts for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business;

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

Approved by the Board on 28th January 2020 and signed on behalf of the directors by:

Richard Ferry
Chairperson

Reference and Administrative Details

Chain Lane Community Centre Limited

Charity number 1137904

A Company limited by guarantee number 05576974

The trustees, who are the directors of the company for the purposes of company law, are pleased to present their report and financial statements together with the independent examiner's report for the year ended 30 September 2019.

Name	Position	Dates
Mr Richard Ferry	Chairperson	
Mrs Denise Smith	Vice Chairperson	
Mr Michael Meredith	Treasurer	
Mr Frank Jakubiak		
Mrs Pamela Meredith	Secretary	
Mr Alex Munro		
Ms Lisa-Jane Mappin		

Method of appointment

Trustees are elected by the members at the AGM

Registered address

Hinckley Road
St Helens
Merseyside
WA11 9HT

Bankers

The Royal Bank of Scotland
24-26 Ormskirk Street
St Helens
Merseyside
WA10 1AY

Governing document

Memorandum and Articles of Association incorporated on 28 September 2005 as amended by special resolution as registered at Companies House 23 August 2010

Objects of the organisation

To further or benefit the residents of the community of the St Helens local authority area, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in the common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

Accountant

on behalf of:

Greater Merseyside Community Accountancy Service

Beacon Building
College Street
St Helens
WA10 1TF

Independent Examiner's report to the trustees of Chain Lane Community Centre Limited

I report on the accounts of the charity for the year ended 30th September 2019 set out on pages 8 to 16

Respective responsibilities of the Trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- ☐ 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 Commissioners. 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 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 matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jane Williams
MAAT
Greater Merseyside Community Accountancy Service
Beacon Building
College Street
St Helens
WA10 1TF

28th January 2020

Chain Lane Community Centre Limited
Statement of Financial Activities
(Including Income & Expenditure Account)
for the year ended 30 September 2019

	Notes	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £	2018 Total funds £
Income from:					
Income from donations	(4)	80	-	80	60
Income from charitable activities	(5)	280	-	280	-
Other incoming resources	(6)	27,196	-	27,196	25,224
Bank interest		16	-	16	16
Total incoming resources		27,572	-	27,572	25,300
Resources expended					
Charitable activities	(7)	27,559	-	27,559	20,450
Net incoming / (outgoing) resources		13	-	13	4,850
Transfers between funds		-	-	-	-
Net movement in funds		13	-	13	4,850
Reconciliation of funds					
Total funds as at 01 October 2018		32,300	-	32,300	27,450
Total funds as at 30 September 2019	(7a)	32,313	-	32,313	32,300

The above statement includes all gains and losses recognised during the year.
All activities are regarded as continuing.
Comparative figures for the previous year by fund type are shown in Note 12.
The Notes on pages 12 to 17 form an integral part of these accounts.

Chain Lane Community Centre Limited

Charity number 1137904

A Company limited by guarantee number 05576974

Balance sheet

as at 30 September 2019

	2019 Unrestricted £	2019 Restricted £	2019 Total £	2018 Total £
Current Assets				
Debtors and prepayments	(6) -	-	-	-
Cash at bank and in hand	(7) 32,313	-	32,313	32,300
Total current assets	<u>32,313</u>	<u>-</u>	<u>32,313</u>	<u>32,300</u>
Current liabilities:				
amounts falling due within one year				
Creditors (due within one year)	(8) -	-	-	-
Total current liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Assets	<u>32,313</u>	<u>-</u>	<u>32,313</u>	<u>32,300</u>
Funds of the charity				
Restricted Funds	-	-	-	0
Unrestricted funds	32,313	-	32,313	32,300
Total Funds	<u>32,313</u>	<u>-</u>	<u>32,313</u>	<u>32,300</u>

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 30 September 2019

- the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and
- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act

the trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The notes on pages 12 to 17 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 28th January 2020 and signed on their behalf by:

Michael Meredith
Treasurer

Chain Lane Community Centre Limited
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 September 2019

		2019	2018
		Total	Total
		£	£
Cash flows from operating activities:			
Net income/(expenditure) per SOFA		13	4,850
Investment income		(16)	(16)
(Increase)/decrease in debtors	(5)	-	-
Increase/(decrease) in creditors		-	-
		<u>(3)</u>	<u>4,834</u>
Cash flows from investing activities			
Investment income	(6)	<u>16</u>	<u>16</u>
Net increase/(decrease) in cash:		13	4,850
Total cash as at 01 October 2018		<u>32,300</u>	<u>27,450</u>
Total cash as at 30 September 2019		<u>32,313</u>	<u>32,300</u>

The notes on pages 12 to 17 form an integral part of these accounts.

Chain Lane Community Centre Limited

Notes to the accounts

for the year ended 30 September 2019

1 Basis of preparation

These accounts (financial statements) have been prepared under the historical cost convention,

- 1.1 with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:
 - (a) The Charities Act 2011
 - (b) The Companies Act 2006
 - (c) The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS 102
 - (d) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102) (effective January 2015)
- 1.2 The charity meets the definition of a public benefit entity as defined by FRS 102
- 1.3 The trustees consider that there are not material uncertainties about the charity's ability to continue as a going concern.

2 Accounting Policies

2.1 Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 7a.

2.2 Income

- (a) Income is recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability.
- (b) Where income has related expenditure (e.g. playscheme), the income and related expenditure are reported gross in the SOFA.
- (c) Bank interest is recognised when credited to the account.
- (d) Gift Aid, where appropriate, is recognised in the same accounting period as the donation to which it relates.
- (e) Income, which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.

2.3 Expenditure and liabilities

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- (c) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- (d) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Chain Lane Community Centre Limited

Notes to the accounts

for the year ended 30 September 2019

2.4 Tangible Fixed Assets

(a) Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost or, if gifted, at their value on receipt.

Rates of depreciation

Building Improvements: 20% straight line basis to nil

Fixtures and fittings: 15% straight line basis to nil

Equipment: 20% straight line basis to nil

2.5 Debtors

(a) Debtors are recognised at the settlement amount due.

(b) Prepayments are valued at the amount prepaid.

2.6 Cash

(a) Cash comprises bank deposits repayable on demand and any short-term highly liquid investments with a maturity date of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Creditors

(a) Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.

(b) Accrued charges are normally valued at their settlement amount.

2.8 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities.

3 Transactions with trustees and related parties

No trustees received any remuneration or expenses during the accounting period.

Owing to the nature of the charity's activities and the composition of the board of trustees (being drawn from local statutory and voluntary organisation), it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions in which a trustee may have an interest are conducted at arm's length and in accordance with the charity's financial regulations and expenditure procedures. No transactions were identified which should be disclosed under FRS 102.

Chain Lane Community Centre Limited

Notes to the accounts

for the year ended 30 September 2019

4 Income from donations

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
IT Drop In & Other sundry receipts	80	-	80	60
	<u>80</u>	<u>-</u>	<u>80</u>	<u>60</u>

5 Income from charitable activities

	2019 Unrestricted funds £	2019 Restricted funds £	2019 Total funds £	2018 Total funds £
Playscheme	280	-	280	-
	<u>280</u>	<u>-</u>	<u>280</u>	<u>-</u>

6 Other Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Room hire charges	26,659	-	26,659	24,774
Fundraising	418	-	418	
Other income	119	-	119	450
	<u>27,196</u>	<u>-</u>	<u>27,196</u>	<u>25,224</u>

Chain Lane Community Centre Limited

Notes to the accounts

for the year ended 30 September 2019

7 Expenditure of charitable activities

	2019 Unrestricted funds	2019 Restricted funds	2019 Total funds	2018 Total funds
	£	£	£	£
<u>Direct Costs</u>				
Water	676	-	676	822
Gas	1,980	-	1,980	2,153
Electricity	1,912	-	1,912	2,271
Cleaning	7,313	-	7,313	6,188
Maintenance / Repairs	10,801	-	10,801	4,409
VCA Membership	10	-	10	10
TV Licence	151	-	151	147
PPL Licence	595	-	595	659
Insurance	1,288	-	1,288	516
Canon Hygiene	457	-	457	390
Electrical Testing	58	-	58	102
Fire	678	-	678	658
Security	666	-	666	1,218
Internet / Phone	537	-	537	537
Other	127	-	127	222
Playscheme	194	-	194	-
Governance Costs	(8) 116	-	116	148
Total resources expended	27,559	-	27,559	20,450

Chain Lane Community Centre Limited
Notes to the accounts
for the year ended 30 September 2019

7a Movements in funds

	As at 30/09/2018	Incoming Resources	Outgoing Resources	Transfers	As at 30/09/2019
	£	£	£	£	£
<u>Unrestricted funds</u>					
General funds	32,300	27,572	27,559	-	32,313
<u>Restricted funds</u>					
	-	-	-	-	-
	-	-	-	-	-
<u>Total funds</u>	32,300	27,572	27,559	-	32,313

8 Governance Costs

	2019	2018
	£	£
Independent Examiners' fee	90	135
Annual Return Fee	26	13
	<u>116</u>	<u>148</u>

9 Debtors and prepayments

	£	£
Debtors	-	-
Prepayments	-	-
	<u>-</u>	<u>-</u>

10 Cash at bank and in hand

	£	£
Current Account	32,193	32,014
Cash in hand	120	286
	<u>32,313</u>	<u>32,300</u>

11 Creditors and accruals

	£	£
Creditors	-	-
Accruals	-	-
	<u>-</u>	<u>-</u>

Chain Lane Community Centre Limited
Notes to the accounts
for the year ended 30 September 2019

12 Comparative income and expenditure by fund type

	Unrestricted Funds		Restricted Funds	
	2019	2018	2019	2018
	£	£	£	£
Income from:				
Income from donations	80	60	-	-
Income from charitable activities	280	-	-	-
Other incoming resources	27,196	25,224	-	-
Bank interest	16	16	-	-
Total incoming resources	27,572	25,300	-	-
Expenditure on:				
Charitable activities	27,559	20,450	-	-
Net incoming / (outgoing) resources	13	4,850	-	-
Transfers between funds	-	-	-	-
Net movement in funds	13	4,850	-	-
Reconciliation of funds				
Total funds as at 01 October 2018	32,300	27,450	-	-
Total funds as at 30 September 2019	(7a) 32,313	32,300	-	-