



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	April	2019		31	March	2020

Section A Reference and administration details

Charity name

Forest Community Centre (Melksham)

Other names charity is known by

Registered charity number (if any)

1064323

Charity's principal address

29 Loxley Close

Melksham

Wiltshire

Postcode

SN12 7BB

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	V Oakman	Chairman		
2		Treasurer		
3	J Oatley	Secretary		
4	E Manasseh			
5	Mrs T Oakman			
6				
7				
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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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed to the Executive Committee by the members at the AGM

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.

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Section C Objectives and activities

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

To promote for the benefit of the inhabitants of Melksham town and the surrounding areas without distinction of sex or political, religious or other opinions by associating the inhabitants in a common effort to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said 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)

Charitable Activities:
Education / Training
The Advancement of Health or Saving of Lives
Arts/Culture/Heritage/Science
Amateur Sport
Recreation

For the benefit of:
Children / Young people
Elderly / Old people
People with disabilities
The General Public

By providing:
Human resources
Buildings & facilities
Open space

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

The centre is in use most weekends of the year and the week day usage is increasing year on year. In addition special events are held during the year along with weddings.
The buildings & facilities are constantly being upgraded.

Section E Financial review

Brief statement of the charity's policy on reserves

At this stage the charity maintains a small float to meet its ongoing expenses.

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.

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)	V Oakman	
Full name(s)	Victor Oakman	
Position (eg Secretary, Chair, etc)	Chairman	
Date	20.08.20	



Receipts and payments accounts

For the period
from

01-Apr-19

To

31-Mar-20

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Takings	44,306	-	-	44,306	44,208
Pitch Fees	1,485	-	-	1,485	1,506
Hall Bookings	5,475	-	-	5,475	4,562
Grants & donations	-	-	-	-	-
Food	1,339	-	-	1,339	1,476
Entertainment	-	-	-	-	-
Open Day	-	-	-	-	-
Christmas / New Year etc	778	-	-	778	402
Interest	3	-	-	3	2
Sub total (Gross income for AR)	53,386	-	-	53,386	52,156
A2 Asset and investment sales, (see table).					
Mower	1,700	-	-	1,700	-
Sub total	1,700	-	-	1,700	-
Total receipts	55,086	-	-	55,086	52,156
A3 Payments					
Premises - Lease	250	-	-	250	250
Premises - Waste & Water	2,874	-	-	2,874	2,465
Premises - Light & Heat	4,302	-	-	4,302	3,260
Premises - Insurance & Licence	1,877	-	-	1,877	1,666
Premises - Maintenance	836	-	-	836	1,280
Premises - Fire Alarm & CCTV	221	-	-	221	827
Premises - Cleaning materials etc	80	-	-	80	79
Premises - Cleaner	2,230	-	-	2,230	1,531
Pitch Maintenance	319	-	-	319	184
Mower Fuel & Repairs	436	-	-	436	252
Bar Stock	27,867	-	-	27,867	27,650
Bar Staff	5,505	-	-	5,505	6,968
Entertainment	1,538	-	-	1,538	2,031
TV	156	-	-	156	152
Advertising	1,345	-	-	1,345	1,166
Administration costs	158	-	-	158	286
Roof & Fence repairs	1,696	-	-	1,696	-
Telephone	602	-	-	602	543
Accountancy	480	-	-	480	480
Donations	30	-	-	30	-
Site clearance	1,476	-	-	1,476	-
Hall refunds	140	-	-	140	-
Loss of takings	-	-	-	-	50
Sub total	54,418	-	-	54,418	51,020
A4 Asset and investment purchases, (see table)					
Food heater	255	-	-	255	-
Mowers x2	1,490	-	-	1,490	-
Heaters	600	-	-	600	-
Sub total	2,345	-	-	2,345	-
Total payments	56,763	-	-	56,763	51,020
Net of receipts/(payments)	- 1,677	-	-	- 1,677	1,136
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	8,209	-	-	8,209	7,073
Cash funds this year end	6,532	-	-	6,532	8,209

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Nationwide Flexaccount	3,213	-	-
	Nationwide Savings	2,055	-	-
	Cash	1,264	-	-
	Total cash funds	6,532	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	V Oakman	V Oakman	20.08.2020	



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Forest Community Centre (Melksham)

On accounts for the year
ended

31 March 2020

Charity no
(if any)

1064323

Set out on pages

1 – 2

(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 March 2020**.

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.

Signed: C F Scull

Date: 20.08.20

Name: Colin Francis Scull

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

FCCA

Address:

119 Skylark Road Melksham SN12 7FQ

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.