



Rockfield Park Community Centre

Trustees Annual Report for Financial Year Ended 31 October 2020

Administrative Details:

Charity Registration No.: 1175374

Address: Cornwallis Way, Monmouth NP25 5DN

Names of Trustees at time of approval of this Report:

Stuart Gray, Nicky Jameson, Peter Jefferies, Kingsley Jones, Hannah Lineham,
April Wiggins

Post Holders:

Treasurer: Nicky Jameson

Secretary: Stuart Gray

The following also served as Trustees in this period:

Suzy Mills from 26 October 2017 to 10 January 2020

Anthony Cope from 9 September to 28 October 2020

Structure, Governance and Management:

The Centre is a Charitable Incorporated Organisation.

Background: the first four Trustees were proposed in 2017 by the then-current management of the Company that was running the Monmouthshire County Council's Rockfield Estate Community Centre after publicity and meetings to review need for succession following their retirement. Those four volunteers set up the Rockfield Park Community Centre as a CIO, with a relevant Constitution, registered on 26 October 2017 and as Trustees took over the management of the Centre on 1 February 2018.

One of the Trustees resigned without notice in January 2020 and efforts were made over the next nine months to augment the numbers, eventually inducting four new Trustees in September. Two others had expressed interest, were briefed but then withdrew at the last minute. Subsequently one of the new Trustees also resigned after induction.

In March 2020, one of the Trustees declared that they were losing income due to time spent on Centre business; the other Trustees referred to CC11 and authorised a payment to compensate and made another payment for admin tasks. In doing so, the Trustees had overlooked the Organisation's Constitution which did not allow payment to Trustees. Guidance was sought from the Commission on this matter who advised more careful attention to the Constitution, ensuring that all Trustees understand the implications, learning the lesson and recording confirmation of this formally in a Meeting of the Trustees, which we have done.

The Trustees undertake all the work involved in running and maintaining the Centre: there is no Management Committee or caretaker.

A Business Plan covering the three years following hand over on 1 February 2018 had been prepared and submitted to the Charity Commission as part of the Registration process; many assumptions made in that Plan are still valid and it was updated to cover the five years 2019/2024, though it will need review when the current Covid-19 pandemic ends.

The Centre has a GDPR Policy in place and has advised those who might be concerned how we handle their data. The Trustees have developed a Policy covering risk management and remedial measures in accordance with CC14, CC26 and CC29. The Centre is available for Hire by groups which may involve children, so the Trustees also have a Safeguarding Policy.

The Trustees have continued to meet on a regular basis despite the Covid-19 pandemic (ten times over the period covered by this report, latterly by Zoom) to review the day-to-day activities of the Centre and its financial stability. The meetings are conducted in accordance with CC 48 with the Chair being elected on the day.

The Centre is a member of GAVO (Gwent Association of Voluntary Organisations) and WCVA (Wales Council for Voluntary Action) and has developed relationships with local bodies such as Transition Monmouth and the Community & Partnership Development Team of the Monmouthshire County Council.

Objectives and Activities:

The objects of the CIO are:

To further or benefit the residents of Rockfield Estate in Monmouth and the neighbourhood, 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 a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power:

To establish or secure the establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

The management of the Centre was formally transferred to the Trustees at the previously agreed date of 1 Feb 2018 with a 15 year lease drawn up by Monmouthshire County Council.

The aim of the Charity is to run the Centre for the benefit of the local residents by providing a location where, typically, educational and leisure classes, children's birthday parties, Nursery Daycare sessions, church groups, slimming groups and WI meetings can be held.

At the start of the year, about ten local groups such as Slimming World, Cylch Meithrin Trefynwy (a Welsh-speaking playgroup), the Church of Light and various Dance Classes

provided those recreational, educational and leisure activities to over 150 children, parents and other residents every week.

In recognising the issues arising from the Covid-19 pandemic and the possibility of a legionella outbreak in the water system after a long close down, the Trustees put in additional preventative measures and required sight of the users' own risk assessments to ensure that the risk of one group causing infection of others was controlled.

Achievements and Performance:

A major achievement in 2019 was the attraction of a new Welsh-Speaking Daycare Nursery, under the guidance of Cylch Meithrin Cymru, which continued to run three afternoons and one morning a week in early 2020, till the virus struck; it has been able to restart.

Before the coronavirus lock down, the Centre (which has just one room for hire between 9am and 9pm) was in use about 60% of available hours (9am to 9pm) during the week and about 40% at weekends. The Trustees introduced appropriate measures in March to provide a safe environment in accordance with Welsh Government legislation which, from September, allowed Community Centres to re-open; with the acceptance by hirers of the need for compliance, that level of usage has been partially restored.

We were fortunate in a successful application for a £10,000 Business Grant by Monmouthshire County Council in June and full relief of Business Rates to help offset the effects of the pandemic on our income and any additional expenditure when re-opening. We then waived all hire charges for our regular users to help them cope with their own loss of income with the expectation that we will be reinstating hire charges in January 2021.

Trustees:

As mentioned above, following the loss of one trustee in January 2020, efforts were made to recruit more, by personal contact and through the medium of the local press, the WCVA and the County Council's Community & Partnership Development Team, but the response was slow. We did manage to induct four new Trustees in September; two others had expressed interest, were briefed but then withdrew at the last minute.

Mindful of the informal way in which the first Trustees "inherited" the Centre and set up a Charity to run it from scratch, much more attention was paid to the proper induction and training of the four new trustees and the use of their skills. One offered to take up the post of Treasurer and Booking Clerk and handover of this role was nearly completed when he too resigned due to pressure of his normal work.

After this, the ongoing Trustees reviewed the amount of work that had gone into the induction and handover process and determined that more attention should be paid to spreading the workload to avoid any undue pressure and that any future recruitment and induction should be conducted at a much slower pace and that succession planning should be properly addressed.

The Centre has tried to recruit more volunteers but their only real involvement has been in the maintenance of the grounds surrounding the Centre where volunteers of all ages, led by one of the Trustees, have helped in the re-establishment of the allotment area.

One of the Trustees attended webinars run by the WCVA in relation to Covid-19 and the Charity Commission presentation on 1 October, relaying key information to the others.

Financial Review:

We have transferred surplus funds into a separate Savings Account. We have not accumulated sufficient funds to warrant a decision as to how any surplus funds are to be formally treated as reserves.

Public Benefit Statement:

The Trustees have had regard to the guidance issued by the Charity Commission on public benefit in PB1, PB2 and PB3 in taking over the Centre and running it more efficiently for the benefit of the residents of Rockfield Estate in Monmouth and the neighbourhood.

The trustees confirm their belief that they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Plans for future periods:

We have a Business Plan, developed to cover the period 2019 to 2024; it will be reassessed when the Covid-19 pandemic has passed.

Report prepared by Stuart Gray and approved by the other Trustees Peter Jefferies, Kingsley Jones, Hannah Lineham and April Wiggins in the course of their Meeting of 7 December 2020; Nicky Jameson was unable to attend on medical grounds.

Financial Statement

Rockfield Park Community Centre

Charity number: 1175374

Simple statement for Year ending 31 October 2020

Income	£
Gifts	650.00
Grants	10,395.00
Room Hire	5,679.25
Interest	21.11
Total	16,745.36

Expenditure	
Cleaner	3,162.50
Cleaner's materials	274.38
Waste removal	385.66
Grounds maintenance	2,395.00
Fire alarm, H&S, etc	909.08
Keys	16.96
Web site maintenance	86.39
Signs	28.15
Stationery	19.26
Insurance	484.13
Postage	0.00
Repairs	4,353.45
Rates	0.00
Rent	490.00
Legal	0.00
Licences	689.60
Mileage	0.00
Admin	480.00
Total	13,774.56