

# St John's CENTRE

*enriching lives in our community*



## Trustees Annual Report 2020

## **1. Reference and administrative details of the charity, its trustees and advisers**

The Charity name is: St John's Centre, Charity Number: 1146058, Company number: 7597525,

### **Registered office:**

St John's Centre,  
St John's Road  
Old Trafford,  
Manchester M16 7GX

### **Trustees:**

Appointed October 2012: - Revd. John D Hughes, Miss Evelyn Cosham (Treasurer), Mrs Louise Dunn, Mrs Glynis Craig (Chair), Mr Mark Nesbitt:

Appointed Nov 2017: Mr Richard Taylor

Appointed 2019: Mr Mathew Tanner

**Trustee Resigned:** Mr Ralph Rudden 2019

**Co-optees** Mr Dave Nunns, Mrs Laura Gilchrist

### **Additional information:**

**Senior staff member** in charge of day-to-day management of the charity: Revd. Christine Aspinall

**Independent examiner of accounts:** Mr Alastair Gillian, 53 Burnedge Fold Road, Grasscroft, Oldham OL4 4EE.

### **Bankers:**

Barclays Bank  
587, Wilbraham Road,  
Chorlton-Cum-Hardy,  
Manchester,  
M21 9AL

## **2. Structure, governance and management**

St John's Centre is a Company Limited by Guarantee and a Charity; it is constituted by Articles of Association, adopted March 2011.

Trustees are appointed in accordance with our governing document: 4 Parochial Church Council (PCC) nominated representatives, who are appointed by the PCC at the meeting prior to St John's Centre's AGM, plus 3 members from the local community and 2 spaces for co-opted members onto the board from affiliated groups. Trustees are formally elected at the Annual General Meeting. When trustees have been recruited they are asked to attend an interview, and given an induction pack with information on the charitable company, background information, reports from the last two meetings, a business plan, relevant policies and a code of conduct. We also provide a trustees' handbook. Ongoing training is arranged for trustees, with opportunities provided for specific training as and when needed.

Decisions are made by trustees sitting as a board at 6 meetings per annum. Specific work is carried out by standing sub groups. Subgroups are set up as and when needed, time limited and specific. The board retains all liability for decision making around financial issues. Day to day management of the project is the responsibility of the Centre Manager, at present Christine Aspinall.

## **3. Financial review:**

Reserves policy

Explanation of any Deficit *See second part of this report for examined accounts for the year 2019/20*

## **4. Funds held as custodian trustee on behalf of others**

NONE

## **5. Charitable Aims, Objectives, Public Benefit statement**

The charity's objects ("Objects") are specifically restricted to the following:

1. *To further, or benefit, the residents of Old Trafford, Manchester 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, leisure time, occupation with the objective of improving the conditions of life for the residents.*
2. *To promote such other purposes as are charitable according to the laws of England and Wales for the benefit of the public as may from time to time be determined.*

**6. This Annual Report contains all aspects of public benefit of the charity.**

### **Board Members 2019/20**



John  
Hughes



Louise  
Dunn



Ric Taylor



Glynis  
Craig  
(Chair)



Mark  
Nesbitt



Evelyn  
Cosha



Mat Tanner  
Treasurer

### **Mission Statement:**

Through education and recreation, we seek to promote good relationships within our diverse community; give individuals the opportunity to realise their full potential; meet the needs of the present and create a sustainable resource for the future.

### **Centre Staff**

**Christine Aspinall** – Manager, **Diane Browne** – Administrator **Elaine Eland** – Volunteer Coordinator

**Prem Kaur** Creche Supervisor. **Lizzie Quinn** - Crèche worker, **Rose Thompson** – Finance , **Emma Wilton** - Learning Coordinator

## The Chair's Comments: Glynis Craig



Once again I am immensely proud to be providing the introduction to such a comprehensive report detailing the work of the St John's Centre. This report covers a successful year in which the Centre has continued to serve the people of Old Trafford and welcome new friends to our community. I wholeheartedly thank the staff and volunteers for their hard work in making this possible. I also wish to thank my fellow boards members who volunteer their time to ensure that the Centre has good governance. As you read on you will see that the Centre has had much to celebrate over the last 12 months but also faces a reduction in funding. Although we have been successful in the past in obtaining funding from bodies such as the council, church and grant organisations; we are now looking at a much reduced income for 2019-2020 and a real possibility of staff redundancies. The board are determined to work to ensure that the centre will survive these challenges. In times of financial restraint we are aware that the people most disadvantaged can be the people who need the centre most. I know that we can rely on the goodwill and help of all our users and friends to support St John's Centre going forward.

## Centre Manager: Christine Aspinall

St John's Centre has now been serving the community of Old Trafford for 38 years. It is our eighth year as a Registered Charity and Company Limited by Guarantee. We have had an excellent year, and through the hard work of our Board, staff and volunteers, all areas of our work continue to flourish. We are delighted to say that we are continuing to meet ever-changing needs and addressing inequalities within the community that we serve. Our Centre reflects the diversity of our community and we are able to reach out to those who are marginalised.

Since March this year we have been a Cod-19 Emergency response hub, we were able to turn things around very quickly to respond to community need at that time. Im very proud of what we have been able to do and of our staff who have given their all to making it work.





## My Highlights: Christine Aspinall - Centre Manager

### Covid 19 Emergency Response Hub for Old Trafford

- 800+ individual families supported (in real terms circa 3000 individuals) and continuing.
- 36 volunteers (answering calls, delivering food, well being calls, shopping, prescriptions, supporting people with online applications and signposting)

### Our Community Funders

- 34 individual Contributors since launch this year.
- 15 regularly giving each month a total of just over £400 every month to date

### Funding Secured (since April 2020) £161,400

- THT Social Investment £90k 2 years, / THT Covid Emergency £18,000 (3 Months April-June)
- Big Lottery Emergency Funding £29,000 (6 months July to Dec)
- TMBC Covid Emergency Funding - £5,600 (3 months Jan –Mar 2020)/ TMBC Digital inclusion £5000
- Charity Aid Foundation £7,300 (Emergency Grant)
- Newby Trust emergency funding £3000 (used for hub).
- Forever Manchester £500 PPE+ £2500 Fridges Freezer Shelving.

### Covid Safe Building

- Risk assessments, procedures, PPE in place, Screens visors, Test & Trace App, sanitisation.
- **Transition** – enabling some of our courses activities and groups to return safely whilst remaining a response hub.

### Last but not Least

- appointment of our Business Development Worker Alex,
- Appointed last week as Lead VCSE organisation for Trafford North (Old Trafford) in partnership with Stretford Public Halls (FOSPH) who will look after the Stretford/Gorse Hill Area.

## Elaine Eland, Volunteer Co-ordinator



### HUB VOLUNTEERS

Mar – Aug 2020 = 36 hub volunteers

- 11 from Thrive recruitments;
- 6 existing St. John's Centre volunteers
- 2 St. John's Board members
- 17 new volunteers recruited through St. John's Centre

### VOLUNTEERS

During Covid-19  
6 volunteers



# Volunteers



### OUR WAY FORWARD

Sept- Oct 2020 = 17 volunteers + counting

- 3 new reception volunteers
- 2 new hub volunteers
- 2 new Bread & Butter Thing volunteers
- 2 volunteers work quietly & unobtrusively making sure plants are watered, and crops picked



### EXISTING VOLUNTEERS

Some volunteers had to shield.

Those with limited English were not able to volunteer at the hub.

- 5 volunteers packed bags for The Bread & Butter Thing in Trafford Park
- 1 volunteer continued to keep our finances in check
- 2 volunteers worked quietly & unobtrusively making sure plants are watered, and crops picked.









Notes to the financial statements for the year ended 31 March 2020

2 INCOMING RESOURCES				TOTAL FUNDS	
	Unrestricted Funds	Designated Funds	Restricted Funds	2020	2019
	£	£	£	£	£
<b>a) Activities for Generating Funds</b>					
Rent received	29,987	-	-	<b>29,987</b>	30,078
Crèche payments	-	4,813	-	<b>4,813</b>	4,237
Donations	54,030	1,264	1,900	<b>57,194</b>	1,738
Fundraising	1,325	-	-	<b>1,325</b>	-
Keep Fit	-	-	3,255	<b>3,255</b>	1,937
Summer School	-	-	1,943	<b>1,943</b>	-
Photocopier	1,056	-	-	<b>1,056</b>	1,961
Sundry income	24	-	-	<b>24</b>	190
<b>Total</b>	<b>86,421</b>	<b>6,076</b>	<b>7,097</b>	<b>99,595</b>	40,142
<b>b) Grants</b>					
Big Lottery 2016	-	277	25,888	<b>26,165</b>	101,134
Awards for All	-	-	-	-	7,828
Inclusive Neighbourhoods - Trafford	400	-	1,247	<b>1,647</b>	-
Groundwork	-	-	-	-	27,608
John Grant Davies Trust	-	-	-	-	2,000
New Beginnings	-	-	-	-	12
Parish Mission Fund	-	-	-	-	-
British Science Association	-	-	373	<b>373</b>	500
Summer School	-	-	5,386	<b>5,386</b>	3,048
THT Youth Project	-	-	-	-	10,000
Other Grants	-	-	4,165	<b>4,165</b>	608
<b>Total</b>	<b>400</b>	<b>277</b>	<b>37,057</b>	<b>37,735</b>	152,737
<b>c) Income from Charitable / Ancillary Trading</b>					
	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>d) Investment Income</b>					
Bank interest	-	-	-	-	101
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>101</b>
<b>Total Incoming Resources</b>	<b>86,821</b>	<b>6,354</b>	<b>44,155</b>	<b>137,330</b>	<b>192,980</b>



Notes to the financial statements for the year ended 31 March 2020

	3 RESOURCES EXPENDED			TOTAL FUNDS	
	Unrestricted Funds	Designated Funds	Restricted Funds	2020	2019
	£	£	£	£	£
<b>a) Activities directly related to Centre work</b>					
Activities	364	129	4,773	5,267	2,255
Centre courses	1,299	-	7,967	9,265	4,954
Crèche	-	-	-	-	-
<b>Total</b>	<b>1,663</b>	<b>129</b>	<b>12,739</b>	<b>14,532</b>	<b>7,209</b>
<b>b) Centre upkeep</b>					
Administration	-	-	-	-	13
Card Costs	1,247	-	-	1,247	-
Postage, Stationery	1,351	-	-	1,351	1,385
Licences & permits	724	955	-	1,679	114
Telephone & internet	1,055	-	-	1,055	1,195
Hospitality & refreshments	-	122	240	362	1,382
ICT & technical support	-	-	-	-	1,937
Photocopier	2,990	-	25	3,015	2,882
Repairs & maintenance	6,330	-	35	6,365	7,425
Insurance	2,670	-	-	2,670	2,943
Refuse collection & recycling	862	-	-	862	900
Utilities	5,244	-	-	5,244	5,827
Other running expenses	168.04	-	208	376	130
<b>Total</b>	<b>22,642</b>	<b>1,077</b>	<b>507</b>	<b>24,226</b>	<b>26,133</b>
<b>c) Salaries &amp; support costs</b>					
Salaries	58,270	-	38,663	96,933	125,799
Pensions	5,392	-	4,527	9,919	9,255
Employer's NIC	5,039	-	678	5,717	3,826
Staff training	99	-	-	99	280
Other costs	2,817	-	1,846	4,663	3,084
<b>Total</b>	<b>71,617</b>	<b>-</b>	<b>45,713</b>	<b>117,330</b>	<b>142,245</b>
<b>d) Cost of generating funds</b>					
JG Davies grant - transfer to Church	-	-	-	-	1,000
Fundraising osts	112	-	-	112	-
Marketing & publicity	-	-	-	-	-
<b>Total</b>	<b>112</b>	<b>-</b>	<b>-</b>	<b>112</b>	<b>1,000</b>





Notes to the financial statements for the year ended 31 March 2020

3 RESOURCES EXPENDED (cont'd)				TOTAL FUNDS	
	Unrestricted Funds	Designated Funds	Restricted Funds	2020	2019
	£	£	£	£	£
<b>e) Other resources used</b>					
Charity donation	200	-	-	200	2,430
Equipment	192	-	1,849	2,040	6,974
Bad Debts Written off	-	-	-	-	-
Professional fees	1,607	-	3,122	4,729	2,623
WEA Outreach	-	-	-	-	-
Depreciation	-	-	-	-	-
<b>Total</b>	<b>1,999</b>	<b>-</b>	<b>4,971</b>	<b>6,970</b>	<b>12,028</b>
<b>Total Resources Used</b>	<b>98,034</b>	<b>1,206</b>	<b>63,930</b>	<b>163,170</b>	<b>188,615</b>
<b>Net Incoming / (Outgoing) Resources</b>	<b>(11,212)</b>	<b>5,147</b>	<b>(19,775)</b>	<b>(25,840)</b>	<b>4,366</b>
<b>Previous Years' Adjustment of Balances</b>	<b>12,121</b>	<b>(2,800)</b>	<b>(13,414)</b>	<b>(4,093)</b>	<b>-</b>
<b>Fund Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Balances B/Forward on 1 April</b>	<b>37,662</b>	<b>45,460</b>	<b>37,507</b>	<b>120,630</b>	<b>116,264</b>
<b>Balances C/Forward on 31 March</b>	<b>38,571</b>	<b>47,808</b>	<b>4,318</b>	<b>90,697</b>	<b>120,630</b>

4 ANALYSIS OF FUNDS				TOTAL FUNDS	
	Unrestricted Funds	Designated Funds	Restricted Funds	2020	2019
	£	£	£	£	£
<b>Tangible Assets</b>	-	-	-	-	-
<b>Investment Assets</b>	-	-	2,500	2,500	2,500
<b>Current Assets</b>	39,274	47,808	1,818	88,900	118,719
<b>Current Liabilities</b>	703	-	-	703	589
<b>Total</b>	<b>38,571</b>	<b>47,808</b>	<b>4,318</b>	<b>90,697</b>	<b>120,630</b>

**Independent Examiner's Report**  
**to**  
**St John's Centre Charity Limited**

**I report on the financial statements of the Charity for the year ended 31 March 2020, which are set out in the accompanying pages.**

**Respective responsibilities of trustees and examiner**

**As trustees of the Charity you are responsible for the preparation of the financial statements. The Charity's trustees consider that an audit is not required for this year (under section 145(1) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.**

**It is my responsibility to:**

- **examine the accounts (under section 145(1)(a) 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);**
- **to state whether particular matters have come to my attention**

**Basis of independent examiner's report**

**My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 I do not express an audit opinion on the view given by the accounts.**

**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 130 of the 2011 Act;**
- and**
- **to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;**



**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.**

**Alastair Gillian Dip FS, ACIB**  
**53 Burnedge Fold Road, Grasscroft, Oldham OL4 4EE**

**9th August 2020**