

**PAPER B**  
**BRIXWORTH COMMUNITY CENTRE**

**Annual Report and Accounts**  
**For the Year Ending 31 March 2021**

**Registered Charity Number 1135660**

**Annual Report for the Year Ended 31<sup>st</sup> March 2021**

**Introduction**

Brixworth Community Centre (the Centre) is part of the County Council Library building located on Spratton Road, Brixworth.

Brixworth Parish Council holds the long-term lease for the Centre.

The Community Centre consists of the Community Hall, Community Meeting Room, Olive Branch Coffee Shop, and stairs.

In April 2010 the Centre became a registered charity, with the Parish Council being the sole trustee. In April 2012 the Parish Council agreed to a ten-year licence with the County Council to use the former District Council office as an Information Point for the provision of community services.

**Objectives and Activities**

The Centre is for the use of the inhabitants of the Parish of Brixworth and surrounding villages without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious, or other opinions. The property is used for meetings, lectures and classes and other forms of recreation and leisure time occupation. This is in the interests of social welfare with the objective of improving the conditions of life within the local community.

**Review of 2020 2021**

The year has been dominated by addressing the issues arising from the COVID pandemic. In line with Government directives the Community Centre had been closed for business for much of the year. Trust meetings had been held using Microsoft Teams.

One bright spot was the ability of the Centre to step at short notice to allow business continuity for a local pre-school nursery who had lost its premises because of a fire. Fortunately education was an exempt activity, and this service could be provided by the Centre. This short-term hire had provided some unexpected income to the Centre which had already benefited from support grants from the Daventry District Council.

It was confirmed during the year that the Community Centre had met the fire requirements. There had been monthly fire drills. The County Council had carried its electrical testing for its building.

Work was put into place to utilise the s106 funding to enhance the Hall for indoor sport. This work is continuing with the intention to implement the scheme by 31<sup>st</sup> March 2022.

## **Structure, governance, and management**

The Parish Council as sole trustee of the Centre is responsible for making decisions on all matters of general concern and importance to the Centre. This includes policies and procedures including setting fees and charges.

The Trust holds monthly meetings to discuss the Centre's affairs and operates a bank account in the name of the Community Centre.

Members of the Brixworth Community Church manage the day-to-day bookings, invoicing, and caretaking of the building. This is managed by two dedicated volunteers, Mr Mike Nice who is the Centre Manager and Mrs Angela Cowley who is responsible for the efficient collection of fees and charges. The Parish Clerk is Secretary to the Trust and administers the Trust meetings, processes payments, raises invoices and deals with any formal paperwork including accounts and annual returns.

The Library/Community Centre Buildings Committee holds quarterly meetings, but this had not happened this year because of Covid. Representatives from the NCC Library Service, Brixworth Parish Council, Brixworth Community Centre, and Brixworth Community Church normally attend these meetings.

## **Financial Information**

The Trust receives monthly statements on all financial business including payments, income and expenditure, bank reconciliation and budget position.

The bulk of the income from the users of the Community Hall. However this year Covid support grants had been the major source of income which had been welcomed. The Trust also collects fees for the Olive Branch Coffee shop which is operated by the Brixworth Community Church. This year the recharge was discounted to allow for the long periods of enforced closure.

The Brixworth Community Centre makes an annual charge to the County Council for the cleaning of the toilets and foyer.

The Parish Council contributes an annual grant each year as a contribution to the cleaning costs. It also pays a hire fee for use of the meeting rooms.

## **Administrative information**

The Community Centre Trust members at the Year End 31 March 2021 were as follows: -

Councillor Ian Barratt  
Councillor Jackie Bird  
Councillor Elaine Coe  
Councillor Stuart Coe  
Councillor James Collyer  
Councillor Lynne Compton  
Councillor Stephen James  
Councillor Tom Mitchell  
Councillor Sandra Moxon  
Councillor Kevin Parker  
Councillor Peacock

Ex officio members: -

Clerk to the Trust – Mr Peter Rowbotham

Centre Manager - Mr Mike Nice

Treasurer - Mrs Angela Cowley

**Approved by the Trust on 5<sup>th</sup> August 2021**

A handwritten signature in black ink, appearing to be 'Sandra Moxon', written over a horizontal line.

**Councillor Sandra Moxon**

**Chairman of the Brixworth Community Centre Trust  
& Chairman of the Parish Council**



**BRIXWORTH COMMUNITY CENTRE**  
**Financial Statement for the Year Ending 31 March 2021**

**INCOME AND EXPENDITURE ACCOUNT**

**Income**

Income	Notes	2020/2021 (£)
Hall Hire		6,412.50
Parish Council Hire (Meetings)		0
Community Café		470.34
Community Café – Utility Charges		955.13
Cleaning Costs Recharge Northants County Council		900.62
Parish Council Grant for cleaning & hygiene		1,209.00
District Council Grants for COVID support		18,097.00
		<b>£28,044.59</b>

**Expenditure**

Expenditure	Notes	2020/2021 (£)
Staff Costs (Recharged) – Cleaning & Hygiene		£4,000
Licence Fee		124.88
Insurance		323.00
Misc. Costs		671.48
Utility Costs & Business Rates		4,335.71
Cleaning, Hygiene Materials & Maintenance		3,299.58
Refunds		309.70
		<b>£13,064.35</b>

Summary
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General Fund as of 1st April 2020		13,187.06
Plus income over expenditure		14,980.24
<b>General Fund as of 31st March 2021</b>		<b>28,167.30</b>
Creditors	(a)	227.39
Debtors	(b)	0
<b>Overall surplus for the year 20/21</b>		<b>£27,939.91</b>

**BRIXWORTH COMMUNITY CENTRE**  
**Financial Statement for the Year Ending 31 March 2020**

**STATEMENT OF ASSETS AND LIABILITIES**

**Assets**

Centre Current account	28,167.30
Debtors	0

**Other Monetary Assets**

0.00

**Liabilities**

Creditors	227.39
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<b>Balance for new account</b>	<b>£27,979.91</b>
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**BRIXWORTH COMMUNITY CENTRE**  
**Financial Statement for the Year Ending 31 March 2020**

**Notes to the accounts**

- a) The creditors on 31<sup>st</sup> March 2021 included Bakers Waste, Citron Hygiene and Brixworth Window Cleaners.
- b) The Trust had no debtors on 31<sup>st</sup> March 2021.

**Approved by the Trust on 5<sup>th</sup> August 2021**



**Councillor Sandra Moxon**  
**Chairman of the Brixworth Community Centre Trust**  
**& Chairman of the Parish Council**





**Brixworth Community Centre**  
**Registered Charity Number 1135660**

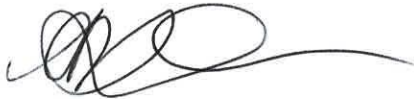
Audit Report for the year ending 31<sup>st</sup> March 2021

This audit had included looking at the Annual Report and Accounts for 31<sup>st</sup> March 2021 and reconciling these with the official bank statements as provided by the Nat West Bank. Invoices and minutes of the meetings had also been also available for inspection.

I am satisfied that the accounts reconcile and I have raised no issues. These should now be submitted to the Charity Commission.

This report is based upon the evidence made available to me. It would be incorrect to view this audit as a detailed inspection of all records and transactions in order to detect error or fraud. This report is limited to the matters referred to above.

Signed



Alex Coles

Resident of Brixworth

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Dated Wednesday 2<sup>nd</sup> February 2022

