



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

**From** 6<sup>th</sup> May 2019  
**5<sup>th</sup> May 2020**

**Period start date To**  
**Period end date**

**Charity name: Clopton Community Action Group**

**Charity registration number:**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To further or benefit the residents of Clopton and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residence and the local authorities, voluntary and other organisations in a common effort to advance education and 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 cooperate 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.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The centre is used for a number of activities and by a variety of social groups. A list of our main users/activities is below: • Pilates • Tea and Chat • Dance classes • Private tutoring • ChangeX social group • Family Fun Day • Rural Cinema • Yoga • Arts group • Parenting Project • Music groups
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees have reviewed the guidance issued by the Charities Commission on public benefit and will follow said guidance in carrying out their duties.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
		<b>N/A</b>

Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	Our volunteers support the daily running of the centre including, but not limited to: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Managing bookings</li> <li>• Managing maintenance</li> <li>• Fundraising</li> <li>• Developing projects</li> </ul>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	The CCAG has had a successful year in Cementing and running the KKC as a viable and sustainable community facility. The centre has been very popular and has been used by a variety of social groups who have benefited a wide section of the community. This is in line with our core beliefs and mission statement. The CCAG has been successful in Maintaining its volunteer base, which has helped to make the daily running of the centre more manageable. The CCAG ran a very successful Family Fun Day which helped to support the community and attract more visitors and users to the centre.

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities	Para 1.41	

against objectives set		
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The CCAG is in a strong financial position and is covering costs well.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves will be held in a separately and used as and when required and agreed by the Trustees
Amount of reserves held	Para 1.22	<b>£0</b>
Reasons for holding zero reserves	Para 1.22	Account for reserves is in the process of being set up once we have enough funds to be able to do this
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>CIO</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Nominated and voted at AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Clopton Community Action Group
Other name the charity uses	n/a
Registered charity number	1173179

Charity's principal address	Ken Kennett Centre 100 Justins Avenue Startford Upon Avon CV37 0DL

## 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	Jason Fojtik	Chair		
2	Natalie South	Secretary		
3	Dominic Skinner	Treasurer		
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		
<b>Jason Fojtik</b>		
<b>Carole George</b>		
<b>Lorraine Christianne Mansfield</b>		
<b>Natalie South</b>		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	




## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### 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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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

**Signature(s)**

Jason Fojtik

**Full name(s)**

Jason Fojtik

**Position (eg  
Secretary, Chair, etc)**

Chair

**Date**

18<sup>th</sup> April 2022

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED  
5TH MAY 2020  
FOR  
Clopton Community Action Group**

Patrick Jones FCA  
C Wiltshire & Co  
Chartered Accountants and Registered  
Auditors  
17 Greenhill Street  
Stratford upon Avon  
Warwickshire  
CV37 6LF

CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5TH MAY 2020

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 5TH MAY 2020**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 5th May 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

CE010911 (England and Wales)

**Registered Charity number**

1173179

**Registered office**

12 Elm Road  
Stratford upon Avon  
Warwickshire  
CV37 0DQ

**Trustees**

J Fojtik  
D Skinner  
Mrs N South

**Company Secretary**

**Independent examiner**

Patrick Jones FCA  
C Wiltshire & Co  
Chartered Accountants and Registered  
Auditors  
17 Greenhill Street  
Stratford upon Avon  
Warwickshire  
CV37 6LF

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 5TH MAY 2020**

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Approved by order of the board of trustees on 8th April 2022 and signed on its behalf by:

J Fojtik - Trustee

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CLOPTON COMMUNITY ACTION GROUP**

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I report on the accounts of the company for the year ended 5th May 2020, which are set out on pages four to twelve.

### **Responsibilities and basis of report**

As the charity's trustees (and also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, I have examined your charity's accounts as required under section 145 of the Charities Act 2011 ('the Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 386 of the Companies Act 2006; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; or
4. that there is further information needed for a proper understanding of the accounts.

### **Independent examiner's statement**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission I have found no matters that require drawing to your attention.

Patrick Jones  
Chartered accountant  
Patrick Jones FCA  
C Wiltshire & Co  
Chartered Accountants and Registered  
Auditors  
17 Greenhill Street  
Stratford upon Avon  
Warwickshire  
CV37 6LF

8th April 2022

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 5TH MAY 2020**

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income		-	-	-	2
Investment income	2	5,097	-	5,097	1,688
<b>Incoming resources from charitable activities</b>					
Stratford Town Trust		-	-	-	1,300
Orbit Group		-	-	-	1,115
Digital Inclusion Fund		-	-	-	2,160
<b>Total incoming resources</b>		<u>5,097</u>	<u>-</u>	<u>5,097</u>	<u>6,265</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	3	5,916	-	5,916	4,398
<b>Charitable activities</b>					
Fun Day		596	-	596	1,285
Rural cinema		250	-	250	600
Orbit Group		-	-	-	186
<b>Governance costs</b>		<u>300</u>	<u>-</u>	<u>300</u>	<u>300</u>
<b>Total resources expended</b>		<u>7,062</u>	<u>-</u>	<u>7,062</u>	<u>6,769</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<u>(1,965)</u>	<u>-</u>	<u>(1,965)</u>	<u>(504)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>(2,873)</u>	<u>5,740</u>	<u>2,867</u>	<u>3,371</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>(4,838)</u></u>	<u><u>5,740</u></u>	<u><u>902</u></u>	<u><u>2,867</u></u>

The notes form part of these financial statements



**BALANCE SHEET**  
**AT 5TH MAY 2020**

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	1,444	-	1,444	-
<b>CURRENT ASSETS</b>					
Debtors	7	1,260	-	1,260	771
Cash at bank		4,561	5,740	10,301	12,396
		<u>5,821</u>	<u>5,740</u>	<u>11,561</u>	<u>13,167</u>
<b>CREDITORS</b>					
Amounts falling due within one year	8	(12,103)	-	(12,103)	(10,300)
<b>NET CURRENT ASSETS/(LIABILITIES)</b>		<u>(6,282)</u>	<u>5,740</u>	<u>(542)</u>	<u>2,867</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>(4,838)</u>	<u>5,740</u>	<u>902</u>	<u>2,867</u>
<b>NET ASSETS/(LIABILITIES)</b>		<u><u>(4,838)</u></u>	<u><u>5,740</u></u>	<u><u>902</u></u>	<u><u>2,867</u></u>
<b>FUNDS</b>	9				
Unrestricted funds				(4,838)	(2,873)
Restricted funds				<u>5,740</u>	<u>5,740</u>
<b>TOTAL FUNDS</b>				<u><u>902</u></u>	<u><u>2,867</u></u>

The notes form part of these financial statements

**BALANCE SHEET - CONTINUED**  
**AT 5TH MAY 2020**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 5th May 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 5th May 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 8th April 2022 and were signed on its behalf by:

J Fojtik -Trustee

The notes form part of these financial statements

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5TH MAY 2020**

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**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. INVESTMENT INCOME**

	2020	2019
	£	£
Rents received	5,097	1,688
	<u>          </u>	<u>          </u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 5TH MAY 2020**

**3. COSTS OF GENERATING VOLUNTARY INCOME**

	2020	2019
	£	£
Rates and water	239	544
Insurance	731	686
Sundries	150	66
Property costs	3,819	2,224
Advertising	-	757
UNKNOWN EXPENSES PAYMENT TO PENNINE DEBT RECOVERY	771	-
Depreciation	206	-
Support costs	-	121
	<u>5,916</u>	<u>4,398</u>

**4. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	2020	2019
	£	£
Depreciation - owned assets	<u>206</u>	<u>-</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 5th May 2020 nor for the year ended 5th May 2019.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 5th May 2020 nor for the year ended 5th May 2019.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 5TH MAY 2020**

**6. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
Additions	1,650
	<u>          </u>
<b>DEPRECIATION</b>	
Charge for year	206
	<u>          </u>
<b>NET BOOK VALUE</b>	
At 5th May 2020	1,444
	<u>          </u>
At 5th May 2019	-
	<u>          </u>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Trade debtors	1,260	-
Other debtors	-	771
	<u>          </u>	<u>          </u>
	1,260	771
	<u>          </u>	<u>          </u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020	2019
	£	£
Trade creditors	1,804	-
Other creditors	10,299	10,300
	<u>          </u>	<u>          </u>
	12,103	10,300
	<u>          </u>	<u>          </u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**FOR THE YEAR ENDED 5TH MAY 2020**

**9. MOVEMENT IN FUNDS**

	At 6.5.19 £	Net movement in funds £	At 5.5.20 £
<b>Unrestricted funds</b>			
General fund	(2,873)	(1,965)	(4,838)
<b>Restricted funds</b>			
ChangeX Project	1,271	-	1,271
Digital Inclusion Project	2,160	-	2,160
Stratford Town Trust	1,300	-	1,300
Orbit Group	1,009	-	1,009
	<u>5,740</u>	<u>-</u>	<u>5,740</u>
<b>TOTAL FUNDS</b>	<u>2,867</u>	<u>(1,965)</u>	<u>902</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	5,097	(7,062)	(1,965)
<b>TOTAL FUNDS</b>	<u>5,097</u>	<u>(7,062)</u>	<u>(1,965)</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 5TH MAY 2020**

**9. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 6.5.18 £	Net movement in funds £	At 5.5.19 £
<b>Unrestricted Funds</b>			
General fund	2,100	(4,973)	(2,873)
<b>Restricted Funds</b>			
ChangeX Project	1,271	-	1,271
Digital Inclusion Project	-	2,160	2,160
Stratford Town Trust	-	1,300	1,300
Orbit Group	-	1,009	1,009
	<u>1,271</u>	<u>4,469</u>	<u>5,740</u>
<b>TOTAL FUNDS</b>	<u>3,371</u>	<u>(504)</u>	<u>2,867</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,690	(6,663)	(4,973)
<b>Restricted funds</b>			
Digital Inclusion Project	2,160	-	2,160
Stratford Town Trust	1,300	-	1,300
Orbit Group	1,115	(106)	1,009
	<u>4,575</u>	<u>(106)</u>	<u>4,469</u>
<b>TOTAL FUNDS</b>	<u>6,265</u>	<u>(6,769)</u>	<u>(504)</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 5TH MAY 2020**

**9. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 6.5.18 £	Net movement in funds £	At 5.5.20 £
<b>Unrestricted funds</b>			
General fund	2,100	(6,938)	(4,838)
<b>Restricted funds</b>			
ChangeX Project	1,271	-	1,271
Digital Inclusion Project	-	2,160	2,160
Stratford Town Trust	-	1,300	1,300
Orbit Group	-	1,009	1,009
	<u>1,271</u>	<u>4,469</u>	<u>5,740</u>
<b>TOTAL FUNDS</b>	<u>3,371</u>	<u>(2,469)</u>	<u>902</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	6,787	(13,725)	(6,938)
<b>Restricted funds</b>			
Digital Inclusion Project	2,160	-	2,160
Stratford Town Trust	1,300	-	1,300
Orbit Group	1,115	(106)	1,009
	<u>4,575</u>	<u>(106)</u>	<u>4,469</u>
<b>TOTAL FUNDS</b>	<u>11,362</u>	<u>(13,831)</u>	<u>(2,469)</u>



**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 5TH MAY 2020**

	2020 £	2019 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Gifts	-	2
<b>Investment income</b>		
Rents received	5,097	1,688
<b>Incoming resources from charitable activities</b>		
Grants	-	4,575
<b>Total incoming resources</b>	5,097	6,265
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Rates and water	239	544
Insurance	731	686
Sundries	150	66
Property costs	3,819	2,224
Advertising	-	757
UNKNOWN EXPENSES PAYMENT TO PENNINE DEBT RECOVERY	771	-
Depreciation of tangible fixed assets	206	-
	5,916	4,277
<b>Charitable activities</b>		
Other project costs	846	2,071
<b>Governance costs</b>		
Accountancy	300	300
<b>Support costs</b>		
<b>Finance</b>		
Card charges	-	121
<b>Total resources expended</b>	7,062	6,769

This page does not form part of the statutory financial statements

This page does not form part of the statutory financial statements