

Trustees Annual Report FY 2022- 23

Our Aims and objectives

Purposes and Aims

Our charity's purposes as set out in the objects contained in our articles of association are to benefit the residents of North Deal and the neighbourhood by working with the residents, local authorities, voluntary and other organisations to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving life for the residents. In furtherance of these objects, the Trustees have the power to establish a community centre for activities promoted by the charity in furtherance of the charity's objects.

To do this, the charity aims to

- **Advance education:** We provide a venue for Kent Adult Education, the University of the Third Age (u3a) and other organisations to deliver formal and informal education courses for residents.
- **Provide recreation and leisure time opportunities:** We host a variety of independent groups and classes providing a range of activities including yoga, tai chi, dancing, singing and keep fit. In addition, we aim to continue to provide our own social club to tackle the problem of post-pandemic and social isolation within our local community.
- **Improve social welfare:** We support several self-help groups for local people and work in partnership with health and social care organisations and individuals providing services based in our community centre with a long-term view of ensuring a positive, healthy, inclusive, and productive environment. Our aims fully reflect the purposes that the charity was set up to further.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This report looks at what we achieved and the outcomes of our work in the previous 12 months. The report also helps us ensure our aims, objectives and activities remain focused on our stated purposes. We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

The focus of our work

Our main objectives for the year continue to be focused on running projects which focus on improving the lives of our local community. The strategies we used to meet these objectives included:

- Ensuring the community centre remains open even when the centre is not cost effective
- Working in partnership with other agencies to ensure the widest range of services are available that best match the needs of our client population. Our Trustees have attended networking sessions which raise the awareness of our own centre but also gives us better understanding of what is available in the wider district.

The quality of our work

We have been working towards applying the best quality standards of service to all our hirers, users and customers.

How our work delivers public benefit

All our charitable activities focus on improving the lives of the residents of North Deal and its neighbourhood and are undertaken to further our charitable purposes for the public benefit.

Who used and benefited from our services?

We have regular class sizes of up to 20 for fitness and health related exercise. Our café regularly has around 24 people at lunchtime. The educational sessions have between six and 30 attendees. We also see that support groups are well attended, showing that there is help available when needed.

Equal access to our services is an important issue for us. We are aware that many of the education and leisure activities within the centre are used by mainly white older adults and that we need to look at ways of attracting younger people and people from minority ethnic communities to the centre. We believe equal access to everything we do is vital to our success and that successful outcomes must be shared by all communities that use our community centre.

Skylight Community Cafe

The Skylight Cafe is a community cafe based in our community centre. Currently operating in conjunction with the East Kent College as a learning and supported employment centre, the cafe is run by a manager along with students from the college. It serves full English Breakfasts, 2/3-course Lunches and homemade snacks, cakes and savouries at very reasonable prices; it's open weekdays from 9.00 to 15.00.

Partnership working

We work closely with several local organisations to provide added value to the services we each deliver. For example, we work closely with East Kent College to provide a high-quality community café (see above) and organisations such as Camerados to develop new services within the centre.

Our Trustees

Gillian Walshe, Chair of the Board of Trustees (resigned March 2023)
Alasdair Goulden, Secretary (resigned October 2022)
David Heard, Trustee
Elinor Crockford, Trustee
Rosalind White, Trustee (resigned July 2022)
Pam Fricker, Trustee (appointed October 2022)
Fred Wilson (appointed October 2022)

Financial Review

The financial result for the year ending 31 Mar 2023 was significant in that our Chair, Gill Walshe, (who has been responsible for Grant Applications for some time) achieved a National Lottery Community Fund grant of just under £10,000. Along with other grant income, this helped to transform the P & L account from a budgeted deficit of £5779 to a surplus of £4055 for FY 22/23. (Note this revenue is "Restricted Income" meaning that expenditure will be incurred in FY23/24).

Apart from Grant Income and Expenditure, actual revenue and expenditure were largely in line with expectations.

Principal Funding Sources

The main Income Stream is Room Hire (around two thirds), with Investment, Solar panel revenue and other fund-raising contributing to the well-being of the Centre.

Grant funding normally contributes around 15% of Room Hire income and during this year, besides the Lottery Grant, were grants from Deal Town Council and Dover District Council.

Reserves Policy

The Board of Trustees has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between:

- a minimum of three months running costs. This will enable the Charity to be able to respond to short-term fluctuations in the levels of funding and to have sufficient liquidity to meet short term liabilities.
- an optimum reserves level of nine months running costs to ensure that any services and projects undertaken can be sustained for a reasonable time.

If at any time the Treasurer has cause to believe that the policy will be breached, then it will be reported at the next Board of Trustee's meeting and corrective action agreed.

Plans for Future Periods

The charity plans to continue the activities outlined above in the forthcoming years, and to develop new services to meet the needs of the community, subject to satisfactory funding arrangements.

The overall outcomes of our future plans will be that:

- More people will have a sense of improved individual wellbeing.
- More people who currently experience loneliness or social isolation will make new connections and be more integrated with their local community.
- More people will have increased access to employment, education, training and recovery.
- More people will have good mental and physical health – our services will focus on physical, psychological and social wellbeing.
- More people will have a positive experience of their local community centre.
- More people will be aware of the services available at the centre through improved communication and increased engagement.

Fundraising

A fundraising plan will be developed to finance the new services that we expect to be identified as we improve levels of engagement with the local residents. All new services will be developed using the full cost recovery model.

Structure, Governance and Management

Governing Document

The organisation converted to a Foundation Charitable Incorporated Organisation on 26th November 2021. It was originally a charitable company limited by guarantee incorporated on 25th September 2006 and registered as a charity on 24th August 2015.

Recruitment and Appointment of Management Committee

Appointed charity trustees

(a) Apart from the first charity trustees, every appointed trustee must be appointed for a term of two years by a resolution passed at a properly convened meeting of the charity trustees.

(b) In selecting individuals for appointment as appointed charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

All but one (Centre Manager) of the members of the Management Committee give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in the accounts.

To develop and maintain a broad skill mix, members of the Board of Trustees are requested to provide a list of their skills (and update it each year) and in the event of particular skills being lost due to retirements, a specific recruitment drive attempts to attract individuals with those skills to the Board.

Trustee Induction and Training

New trustees receive an induction pack providing them with information about the charity, including the duties and obligations of trustees, the Memorandum and Articles, documents which set out the operational framework for the charity, the current financial position as set out in the latest published accounts, and future plans and objectives. Additionally, new trustees are invited and encouraged to attend a short introductory training session to familiarise themselves with the charity and the context within which it operates. These sessions are led by the Chair of the Board of Trustees.

Risk Management

The Board of Trustees has established a subcommittee to review the major risks to which the charity is exposed. A risk register has been established and is updated regularly and is now included on the Board agenda as a standing item. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational Structure


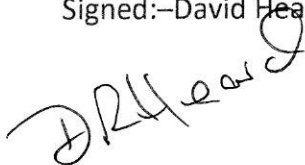
North Deal Community Company CIO has a Board of Trustees that meets quarterly and is responsible for the strategic direction and policy of the charity. At present the Board has three Trustees from a variety of professional backgrounds relevant to the work of the charity. The community centre manager also attends Board meetings but has no voting rights. A member of our local council is also invited to attend but has no voting rights.

A scheme of delegation is in place and day to day responsibility for the management of the community centre rests with the Golf Road Community Centre Management Committee, which is a subcommittee of the Board and is Chaired by a Trustee. The subcommittee, along with the centre manager, has delegated responsibility for the day-to-day operational management of the Centre. The Chair of the subcommittee is responsible for the supervision of the staff team and ensuring that the team continue to develop their skills and working practices in line with good practice.

Signed:—David Heard and Pam Fricker pp Chair

Date

14.11.2023



North Deal Community Company CIO
Income & Expenditure Account
For the year ended 31 March 2023

		2023
		£
Restricted Income	After School Club	3,300
	After School Jubilee	150
	Get Together Club	10,912
	Get Together Jubilee	350
	Other Grants	0
	Warm Welcome	2,220
		16,932
Unrestricted Income	Fund raising 200 Club	44
	Fund raising - After School	804
	Fundraising - Get together	5,463
	GRC Cafe Fees	3,745
	GRC Donations & Gifts	583
	GRC FIT	2,540
	GRC Room Hire	40,564
	Other Income/Lotteries	90
	Sales	688
		54,521
		71,453
Investment Income	COIF Interest	3,325
		3,325
Restricted Expenditure	After School Club	-3,960
	After School Jubilee	-150
	Get Together Club	-3,344
	Get Together Jubilee	-350
	Warm Welcome	-2,220
		-10,024
Unrestricted Expenditure/Staff Costs	Other	0
	Salaries/Pension	-22,958
	Staff expenses/DBS checks	-166
		-23,124
Unrestricted Expenditure - Operating	Accountancy & Support Costs	-1,827
	Bad Debt	-100
	Cafe Expenses	-607
	Cleaning	-11,859
	Depreciation	-3,160
	Electricity	-3,407
	Equipment	-384
	Fundraising Costs - 200 Club	-25
	Fundraising Costs - Get Together	-3,470
	Gas	-2,092
	Gas/Elec/Water certs & Repairs	0
	Ground Maintenance	-1,010
	Health/Safety/Security	-371

	Insurance/Licence/PRS	-1,910	
	Maintenance & Repairs	-3,176	
	Office Supplies Postage	-20	
	Other	-73	
	Telephone and website	-829	
	Waste	-1,354	
	Water Rates	-1,036	
			-36,712
Unrestricted Expenditure- Governance Costs	Accountancy/External Exam	-810	
	Advertising	0	
	Professional expense	0	
	Subscriptions	-50	
	Trustee Expenses/Training/DBS	0	
			-860
Net surplus/(loss)			4,058

North Deal Community Company CIO
Balance Sheet
As at 31 March 2023

2023

		£	
FA - land and buildings	Cost - b/fwd	850,000	
		850,000	
FA - equipment, fixtures & fittings	Cost - b/fwd	28,582	
	Cost - additions	3,164	
	Depn - b/fwd	-23,335	
	Depn - charge	-3,160	
		5,251	
Investments	COIF - initial Investment	70,000	
	Net gains (losses) on investments	44,211	
		114,211	
Debtors	Cafe Fees	138	
	DTC grant warm welcome	384	
	Get Together	0	
	Ground Maintenance	983	
	Prepayments	699	
	Room Hire	4,283	
		6,488	
Bank	Cheques to be banked	0	
	Current account	13,401	
	Petty cash	239	
		13,640	
			989,590
Creditors	200 Club prizes	0	
	Accountancy	-234	
	Accruals	-208	
	Centre Cleaning	-915	
	External Examiner	-150	
	Grant Expenses	0	
	Pension Provider	0	
	Professional/legal	0	
	Waste	-116	
			-1,623
Net assets			987,967
		£	
Income & Expenditure Account	Brought forward	19,698	
	Net surplus/(loss)	4,058	
	Cyclical Maintenance Fund	48,947	
	Extraordinary Maintenance Fund	32,633	
	General Reserve	32,631	
	Golf Road Centre	850,000	
			987,967
Total funds			987,967

NORTH DEAL COMMUNITY COMPANY CIO

2022-2023

Charity reg no. 1163274

NOTES

INCOME

Grant funding was up on the previous year. A grant of £9912 was received from the National Lottery Fund to support the Get Together Club activities. These funds though are restricted and will be spent throughout the following year. Room hire income was higher this year due to an increase in charges and bookings. The NDCC CIO continued with club generated activities such as Get Together Club and Play & Stay which boosted the internal fund raising activities.

EXPENDITURE

Ground maintenance was reduced as the provider had not carried out scheduled work during 2022-2023. Maintenance work was required to the fascia and exterior of the building hence a higher expenditure for the year. Cleaning costs were elevated, trustees elected to switch provider and a deep clean was carried out. There were additions to the fixed asset pool. Signage was updated to show the organisations new name and replacement furniture was bought.

INVESTMENTS

There was a net loss on the investment fund due to market fluctuations. The net worth as of 31st March 2023 however was significantly more than the original £70K deposited.

Signed on behalf of the Trustees

✱ 

Date:

14.11.2023



Section A

Independent Examiner's Report

Report to the trustees

NORTH DEAL COMMUNITY COMPANY CIO

On accounts for the year
ended

31st MARCH 2023

Charity no
(if any)

1163274

Set out on pages

(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

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

7/9/2023

Name:

VICTORIA MCCARTHY

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

Address:

96 MONGEHAM ROAD

DEAL

CT14 9PE

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.