

OTTERY STATION ACCOUNTS 2015 - 2016 CHARITY REGISTRATION NO: 1163439

			Accounts for year ending 31st March 2016						Current Bank balance	9,978.12	9,978.12						
			Ottery Station CIO formed on 7th September 2015						Available to spend	3,074.90	9,978.12						
			Barclays Account 33534103						Ring Fenced for Youth Workers	6,903.22							
			Sort Code 20-30-47						Donated Funds to date	15,680.00							
			Charity Number 1163439						Other Income to date	1,380.90							
			Accounting year ends 31st March.						Uncleared cheques	0.00							
									Unpaid invoices/donations	174.00							
Project income				7,680.00				Project expenditure				776.78					
								Nett available for project				6,903.22					
BANK			INCOME	17,060.90	174.00	15,680.00			EXPENDITURE	7,082.78	0.00	776.78				214.75	
		invoice number			unpaid invoices and donations notified and awaited	Big Lottery Fund and other donations	paying in reference					uncleared cheques/bills	Big Lottery Fund				Youth worker hours
4/17/15	balance b/f		Funds held by The06 Charity from OSM Council £7,000	7,000.00		7,000.00		4/17/15	27	insurance	Access Underwriting Ltd	736.49				cleared	
			These funds were held and administered by					4/27/15	29	equipment	Malcom Dick - for Youth Club	427.56				cleared	
			Hugh MacGregor until 17th August 2015					4/30/15	30	youth worker	Alan Lewis	88.00				cleared	8
								4/30/15	31	youth worker	Donna Bennet	110.00				cleared	8.5
								5/8/15	32	dbcs checks	Devon CC Inv 53612217	19.20				cleared	
								6/11/15	34	youth worker	Alan Lewis	145.75				cleared	13.25
								6/11/15	35	youth worker	Katie Hales	115.50				cleared	10.5
								6/13/15	36	expenses	Roger Chambers	53.47				cleared	
								6/25/15	37	dbcs checks	Devon CC Inv 53612866	107.20				cleared	
								7/7/15	38	misc	Malcolm Dick	413.76				cleared	
								7/27/15	40	dbcs checks	Devon CC Inv 53612532	19.20				cleared	
									41	youth worker	Alan Lewis	154.00				cleared	14
									42	youth worker	Katie Hales	344.45				cleared	19.5
								8/3/15	43	invoice	Initial Hygiene Inv 31603973	51.84				cleared	
			Malcolm Dick - credit	65.50													
			Transations above prior to monies being transferred to Ottery Station Account														
			£4330.92 paid into account														
								8/14/15		dbcs checks	Devon CC Inv 53613189	9.60			BACS	cleared	
									WW 3508 4794								
7/10/15			Ottery St Mary Town Council - £10,000 possibly					8/26/15	M003 FD	telephone	BT Direct debit - Aug 2015	15.60			direct debit	cleared	
			Norman Family Charitable Trust	1,000.00		1,000.00	100001	8/29/15	INV-0279	invoice	Hugh MacGregor Business Services - postages	5.76			BACS	cleared	
8/17/15	hire charge	001	Locality Health Meeting 7/7/15 - hire 2.75 hours @ £6.00/hr	16.50				9/3/15		cleaning	Paul Whittock - window cleaning 3/9/15	43.00			BACS	cleared	
	hire charge	002	EDVSA - 6 hours £10.00/hr - 11th Aug	60.00			BACS	9/3/15		misc	Roger Chambers - hand towels from Amazon	23.98			BACS	cleared	
	hire charge	003	EDVSA - 2.5 hours @ £5/hr - 11th Aug	12.50			BACS	9/23/15		dbcs checks	Devon CC Inv 53613555	9.60			BACS	cleared	
10/10/15	hire charge	004	OSM Silver Band - 4 sessions, 3/9 to 24/9		60.00			9/28/15		cleaning	Wills M	90.00			BACS	cleared	
	hire charge	005	Station Colourists 6 sessions - 24/9 to 3/12	180.00			100002	9/28/15		youth worker	Alan Lewis - september	110.00			BACS	cleared	10
	hire charge	006	EDVSA 9/9/15 - 2 hours	12.00				9/28/15		youth worker	Katie Hales - september	115.50			BACS	cleared	10.5
2/23/16	hire charge	007	Music with Mummy - 18/9 and 25/9s - 2 hrs@£5.00/hr	10.00			100007	9/28/15		misc	Simon Gaden - maintenance and repairs	159.49			BACS	cleared	
10/19/15	hire charge	008	Locality Team 28/9/15 for 2 hours@£5/hr	18.00			100003	9/28/15		misc	Malcolm Dick	177.80			BACS	cleared	
12/7/15	hire charge	009	OSM Silver Band - 5 session @£7.50/hr - 10 hours	75.00			100004	9/28/15		telephone	BT Direct debit - Sep 2015	15.60			direct debit	cleared	
11/3/15	hire charge	010	Claire Martin Youth Club - 2 hours @ £10/hr	20.00				10/8/15		tv licence	Reimburse Roger Chambers - application CC1027922745	145.50			BACS	cleared	
2/23/16	hire charge	011	Music with Mummy - 3 sessions - 3 hrs@£3.00/hr	15.00			100007	In future TV Licence will be by Direct Debit - next due 1st October 2016									
11/4/15			Youth Club tuck and subs	103.00			BACS										
12/7/15	hire charge	012	OSM Church - 1/11/15	20.00				10/27/15		telephone	BT Direct debit - Oct 2015	15.60			direct debit	cleared	
2/23/16	hire charge	013	Music with Mummy - 6, 13, 20, 27 Nov -	20.00			100007	11/5/15	1520	sign	Wall Art invoice 1520	20.00			BACS	cleared	
12/3/15	hire charge	014	EDVSA - various during November	102.00				11/6/15		misc	Roger Chambers - paint for stationmasters office	25.98			BACS	cleared	
	hire charge	015	OSM Silver band - November bookings		30.00			11/6/15		misc	Roger Chambers - paint for stationmasters office	12.99			BACS	cleared	
	hire charge	016	Paul Barnes - RVS Resilience Project Worker		18.00			11/9/15		youth worker	Alan Lewis - october	66.00			BACS	cleared	6
	credit note	001	Exercise classes Nov 2015 - £30.00					11/9/15		youth worker	Katie Hales - october	134.75			BACS	cleared	12.25
	credit note	002	Mens shed meeting - £6.00					11/12/15		misc	Roger Chambers - keysafe invoice	49.95			BACS	cleared	
12/20/15	hire charge	017	Karl Richmond - Allotment Club	10.00				11/12/15		misc	Sandra Chapman - invoice PRS and PPL for Cinema Club	111.60			BACS	cleared	
1/11/16			Youth Club tuck and subs	117.40			BACS	11/12/15		misc	Chris Ross - decorating	120.00			BACS	cleared	
1/15/16			Big Lottery Fund Grant	7,680.00		7,680.00	BACS	11/21/15		misc	John Williams Invoice 46438 - TV wall fixings inc labour	191.39			BACS	cleared	
	hire charge	018	OSM Parish Church	70.00			BACS	11/23/15		cleaning	Wills M	76.50			BACS	cleared	
2/23/16	hire charge	019	OSM Silver Band	120.00			100007	11/25/15		telephone	BT Direct debit - Nov 2015	15.60			direct debit	cleared	
2/4/16	hire charge	020	The Station Colourists	180.00			100006	12/7/15		misc	Roger Chambers - hand towels from Amazon	46.56			BACS	cleared	
2/8/16	hire charge	021	EDVSA January 2016	42.00			BACS	12/14/15		youth worker	Alan Lewis - Nov/Dec	99.00			BACS	cleared	9
2/2/16	hire charge	022	The 06	12.00			100005	12/14/15		youth worker	Katie Hales - Nov/Dec	132.00			BACS	cleared	12
								12/21/15		cleaning	Wills M	76.50			BACS	cleared	
3/29/16	hire charge	023	Sandra Chapman	20.00			BACS	12/29/15		telephone	BT Direct Debit - Dec 2015	15.60			direct debit	cleared	
	hire charge	024	OSM Silver Band - Feb 2016		60.00			1/21/16		misc	Simon Gaden - metal cage for projector	70.00			BACS	cleared	
	hire charge	025	Sandra Chapman	20.00				1/24/16		cleaning	Wills M	76.50			BACS	cleared	
3/29/16	hire charge	026	OSM Parish Church	20.00			BACS	1/27/16		telephone	BT Direct Debit	15.60			direct debit	cleared	
3/3/16	hire charge	027	EDVSA Feb 8th	40.00			BACS	2/2/16		cleaning	Roger Chambers - toilet rolls and cleaning products	27.60			BACS	cleared	
	hire charge	028	Ottery Community Theatre		6.00			2/4/16		telephone	BT Direct Debit -	28.80			direct debit	cleared	
								2/11/16		misc	Roger Chambers - 6 picture frames	90.00			BACS	cleared	
								2/15/16		cleaning	Wills M	76.50			BACS	cleared	
								2/23/16		misc	Sandra Chapman - Teapot	22.99			BACS	cleared	
								2/25/16		telephone	BT Direct Debit	15.60			direct debit	cleared	
								3/6/16		dbcs checks	Devon County Inv 53615521			107.20	BACS	cleared	
								3/7/16		telephone	BT Direct Debit	28.80			BACS	cleared	
								3/9/16		cleaning	Paul Whittock - window cleaning 8/3/16	35.00			BACS	cleared	
								3/14/16		cleaning	Wills M	76.50			BACS	cleared	
								3/21/16		telephone	BT Direct Debit - March 2016	15.60			direct debit	cleared	
								3/21/16		insurance	Access Insurance inv AU12848	732.14			BACS	cleared	
								3/26/16		youth worker	Alison Lawrence - March			310.50	BACS	cleared	27
								3/26/16		youth worker	Samantha Durkin - March			212.00	BACS	cleared	26.5
								3/26/16		youth worker	Aled Foley - March			58.30	BACS	cleared	11
								3/26/16		youth worker	Cody Dillon - March			88.78	BACS	cleared	16.75
								4/11/16		cleaning	Wills M	76.50			BACS	cleared	

Annual Report for the Year April 2015 to 31st March 2016

The Charity is Registered with the Charity Commission as a Charitable Incorporated Organisation Charity No: 1163439

The Charity's registered address is: The Station
Mill Street
Ottery St Mary
Devon
EX11 1AH

The Members of the Managing Committee during the year were:-

Rev Malcom Dick Chairman (Trustee)

Michael Green Treasurer (Trustee)

Roger Chambers Secretary (Trustee)

Sandra Chapman (Trustee)

John Campion (Trustee)

Philip Henderson (Trustee)

Alfie Weaver (Trustee) (Resigned 16th February 2016)

Mark Gerry (Honorary Member)

Trustees are elected on an annual basis, with the officers being elected from membership of the Trustees. The AGM was held on Thursday 6th October 2016.

The Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties.

Objectives and Activities

Ottery Station exists to:

1. further or benefit the residents of the parishes of Ottery St Mary 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.
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.

2. To advance in life and help young people, especially but not exclusively through leisure time activities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society.

The Charity was established at the beginning of 2015, becoming registered as a CIO with the Charity Commission on 7th September 2015. The initial funding was provided by a grant of £10,000 from Devon County Council and a further £10,000 matched funding from Ottery St Mary Town Council.

Progress

During 2015 an initial trial period was started with Youth Clubs running for two age groups on Monday and Wednesday evenings during school term times. This established that the need was there to carry on and a grant was received from the Big Lottery Fund to cover the costs of employing Youth Workers etc for 2016.

At the start of 2016 the Youth Clubs started up again with the plan to expand later in the year.

From August 2015 some bookings were made to rent the halls to community organisations within the town, this increased at the beginning of 2016.

Whilst progress has been initially slow to start due to initial start up requirements of building refurbishments and establishing policies and procedures of operation the start of 2016 shows good promise of a strong requirement for the facilities within the Community.

Funding is a strong activity within the Trustees requirements to ensure all operational costs will be met, and is currently progressing on target with funding from The Big Lottery and from The Norman Family Charitable Trust as well as from the East Devon District Council and Ottery Town Council from the Parishes Together Fund which have helped to purchase cinema projection equipment.

New Development and Initiatives

It is proposed to start a homework after hours club for the youth groups later in 2016 and to generally improve and add to the facilities in line with the requirements and use of the facilities as they grow.

Safeguarding

In line with our Constitution and good practice all Trustees and youth workers have completed DBS checks using the DBS Update service which will be maintained as is appropriate.

Social Media

In line with the current trend in social media it was decided not to have a website and currently both Ottery Station and the Youth Groups are running Facebook pages.

Policies and Procedures

During the year we have established a financial policy, a user manual for the premises and the youth groups, a safeguarding system for lone working on the premises as well as fire alarm procedures and testing and ensured that all activities are risk assessed.

It is intended that this will continue with other policies and procedures being put into place to cover all health and safety matters as they become relevant to the operation.

Finances

The finances at the end of the financial period of 31st March 2016 showed a bank balance of £9,978.12

Signed on behalf of the Managing Committee

.....Rev Malcolm Dick, Chairman

Date: 6th October 2016

.....Mr Michael Green Treasurer

Date: 6th October 2016