

Charity Registration No. 1126095
Company Registration No. 06172429 (England and Wales)

**CHAPEL PARK COMMUNITY CENTRE
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

CHAPEL PARK COMMUNITY CENTRE

TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and accounts for the year ended 31 March 2017

Structure, governance and management

The charity is a company limited by guarantee (registration number 06172429) and was incorporated on 20 March 2007 and registered as a charity on 29 September 2008. The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mrs R Dee

Mrs J Mardell

Mr A Peters

Resigned 21st September 2016

Mr R McGaughey

Mr D Bush

Graham Hodge

Appointed 2nd January 2017

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association director/trustees are elected to serve for a period of four years after which they may seek re-election for a second term of office.

All the directors/trustees give their time voluntarily and receive no benefits from the charity.

The charity operates as a community centre within premises owned by St Leonards Baptist Church. The charity shares use of these premises with the church. The close relationship between the church and the charity is reflected in the fact that 3 of the 5 current director/trustees are members of the church, one being the church's minister. Under the requirements of the memorandum and articles at least 50% of the director/trustees have to come from the church membership. These trustees bring a variety of skills and experience including volunteering within the centre, addressing social need and business administration. The trustees drawn from outside the church membership contribute a different perspective on the community and includes a long term volunteer advisor.

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Most of the current trustees have been involved with the charity since its inception, developing its memorandum and articles of association. Therefore they are all familiar with the objects of the charity. The director/trustees keep in touch with the ongoing operations of the charity through regular and frequent visits to the Centre.

Whilst some of the valuable work of the centre is achieved by volunteers, it has been found unrealistic to maintain the work without the oversight of an employed centre manager. The director/trustees meet regularly with this manager to review the regular work of the centre and to set strategy. These meetings provide the opportunity to report on recent events and to communicate any concerns for the future.

The trustees have assessed the major risks to which the charity is exposed. In the current difficult economic climate these risks centre around securing grant income. The trustees are satisfied that systems are in place to mitigate these risks.

Objectives and Activities

The charity's objects are, as stated in its Memorandum of Association, to promote, for the benefit of the inhabitants of St Leonards on Sea and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.

The trustees have paid due regard to the guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The Community Centre has the use of a large hall, an IT suite, a refreshment lounge, a kitchen, an office, toilets and associated corridors and storage areas. These rooms all have disabled access. The charity's main activities involve using these facilities for the benefit of the local community. The centre is located near the boundary of two electoral wards – Central St Leonards and Gensing, both of which are recognised as areas of a high level of social need.

People from many different groups within the community enjoy using the facilities. There is a sense of fun and plenty of laughter. It is believed this is significant in developing a sense of social cohesion between those from varying religious backgrounds, immigrants, those with social needs and people of different generations. Some of the activities provide particular means of improving the condition of life for individuals within the community, for example through education or through the provision of advice and guidance towards finding employment.

During the year the charity has provided the following activities:

1. A drop in internet café, free of charge to users, open during Monday to Thursday daytimes.

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TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2017

2. ESOL (English for Speakers of Other Languages) classes. All of these have been provided in co-operation with WEA (Workers Education Association)
3. Booking of rooms by individuals, companies or charities for functions, conferences and meetings, for example, Hastings Street Pastors have used the Centre for providing its training programme.
4. An Advice, Information and Guidance Service for Asylum Seekers, Refugees and Migrant Workers called HEMAS (Hastings Ethnic Minority Advisory Service). It also relies on specialists from other agencies and authorities and refers users to appropriate third parties for matters requiring specific expertise.

During the year there were a total of 4669 visits to the Centre. This includes some who called in on a single occasion and those who were frequent visitors.

The services of HEMAS continue to provide valuable support for those from different cultures who are unfamiliar with the way of life in Britain. Much practical help has been given and centre advisors have been able to give guidance concerning issues like housing, employment and benefits. The quality of service has been recognised in the receipt of many referrals from the local Job Centre Plus. Many clients have expressed their concerns about immigration matters and these are referred to qualified professionals in immigration law.

A number of centre users have found the confidence to progress to higher levels of education and training. Despite a very depressed job market locally, a number have also gone into full time employment.

A large number have benefited from the ESOL classes, gaining basic skills that have helped them with everyday tasks such as shopping and socialising, understanding official correspondence and applying for work.

Financial Review

The major expenditure of the Community Centre is staffing costs. Whilst many of the activities rely on volunteers, experience has shown the need for one or two paid staff to co-ordinate the work. No significant capital costs are foreseen as the building is owned and maintained by St Leonards Baptist Church, not by the charity. The equipment used – mainly computers – are not in imminent need of renewal. It is the policy of the charity to maintain a minimum balance equivalent to six months running costs. The balance has now dipped below that level and the trustees are making strenuous efforts to safeguard the charity's future operation.

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FOR THE YEAR ENDED 31 MARCH 2017

Plans for the future

The needs for the charity's work are increasing with increased pressures on the local community. The trustees of Chapel Park Community Centre are determined to ensure that the Centre continues to take the opportunities to make a strong positive difference in the community and are actively pursuing several options e.g. grant funding and partnerships with other providers in the area, to safeguard the ongoing work.

On behalf of the board of trustees

Mrs Janet Mardell

Chair of trustees

Dated:

CHAPEL PARK COMMUNITY CENTRE

INDEPENDENT EXAMINERS REPORT *TO THE TRUSTEES OF CHAPEL PARK COMMUNITY CENTRE*

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Chapel Park Community Centre for the purpose of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no other matter except that referred to in the above paragraph has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Cary Driscoll, ACMA, CGMA

Date:

CHAPEL PARK COMMUNITY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2017

	Note	2017 £	2016 £
<u>Incoming resources from generated funds</u>			
Donations and legacies	2	13,084	527
Activities for generating funds		18,692	20,428
Investment income	3	7	9
		<u>31,783</u>	<u>20,964</u>
Incoming resources from charitable activities	4	400	6,180
Other incoming resources	5	606	361
		<u>32,789</u>	<u>27,505</u>
<u>Resources expended</u>	6		
Charitable activities			
Welfare and activities		24,439	23,515
		<u>264</u>	<u>492</u>
Governance costs			
Total resources expended		<u>24,703</u>	<u>24,007</u>
Net income/(expenditure) for the year/Net movement in funds		8,086	3,498
Fund balances at 1 April 2016		5,205	1,707
Fund balances at 31 March 2017		<u>13,291</u>	<u>5,205</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CHAPEL PARK COMMUNITY CENTRE

BALANCE SHEET

AS AT 31 MARCH 2017

	Note	2017		2016	
		£	£	£	£
Current assets					
Debtors		-		133	
Cash at bank and in hand		13,291		6,375	
		<u>13,291</u>		<u>6,508</u>	
Creditors: amounts falling due within one year	13	-		(1,304)	
		<u>-</u>		<u>(1,304)</u>	
Total assets less current liabilities			<u>13,291</u>		<u>5,205</u>
Income funds					
Unrestricted funds			13,291		5,205
			<u>13,291</u>		<u>5,205</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2017. No member of the company has deposited a notice pursuant to section 476, requiring an audit of these accounts.7

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on

.....
Trustee

.....
Trustee

Company Registration No. 06172429

CHAPEL PARK COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

Income is recognised in the period in which the charity is entitled to the receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfill certain conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

1.3 Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for the expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities. The charity is not registered for VAT and accordingly all expenditure is shown gross of VAT where levied.

1.4 Funds

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed within the objects of the charity.

2 Donations & legacies

	Total 2017 £	Total 2016 £
Donations and gifts	13,084	527
Included within income relating to donations receivable are the following donations		
Restricted		
Funds for J Labbe	-	400

3 Investment income

	2017 £	2016 £
Interest receivable	7	9

4 Incoming resources from charitable activities

	2017 £	2016 £
Grants receivable	400	6,180
Included within income relating to grants receivable are the following grants		
Restricted		
training grant	-	6,096
Salaries grant	-	-
	-	6,096

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FOR THE YEAR ENDED 31 MARCH 2017

5 Other incoming resources

	2017 £	2016 £
Other income	606	361

6 Total resources expended

	Staff Costs £	Other costs £	Total 2017 £	Total 2016 £
Charitable activities				
<u>Welfare and activities</u>				
Activities undertaken directly	16,534	5,941	22,475	19,696
Support costs	1,516	448	1,964	3,820
Total	18,050	6,389	24,439	23,515
Governance costs	-	264	264	492
	18,050	6,653	24,703	24,007

7 Activities undertaken directly

	2017 £	2016 £
Other costs relating to welfare and activities comprise:		
Unrestricted		
Stationery and consumables	165	97
Computer support and costs	3,266	2,989
Refreshments	39	266
Volunteers and tutors expenses	-	-
Restricted		
Training costs	96	-
Volunteers and tutors expenses	2,375	652
	5,941	4,005

8 Support costs

	2017 £	2016 £
Other costs	448	2,304
Staff costs	1,516	1,516
	1,964	3,820

9 Governance costs

	2017 £	2016 £
Other governance costs comprise:		
Payroll costs	264	492
	264	492

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2017

10 Trustees

None of the trustees (nor any persons connected with them) received any remuneration or expenses during the year.

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2017 Number	2016 Number
Manager	1	1
Support	1	1
	<u>2</u>	<u>2</u>

Employment costs

	2017 £	2016 £
Wages and salaries	18,050	17,207
Social Security costs	-	-
	<u>18,050</u>	<u>17,207</u>

There were no employees whose annual remuneration was £60,000 or more

12 Debtors

	2017 £	2016 £
Trade debtors	-	133
	<u>-</u>	<u>133</u>

13 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	-	773
Taxes and social security costs	-	531
Deferred Income	-	-
	<u>-</u>	<u>1,304</u>

14 Control

The charity is controlled by the Trustees