

The Signal Box Second Annual Report: October 1st 2016 – September 30th 2017.

The Signal Box Community Centre officially opened its doors on 1st October 2015. The previous two years had been the development phase where a management group of local residents and volunteers worked with the builder Crest Nicholson, the freeholder Luminus and Cambridge City Council, to provide a modern, fully equipped centre to respond to and hopefully meet the community needs of local people.

The centre has two function rooms; one, the Eastern Room for smaller events and activities – it has play equipment, and a state of art audio visual system; the other, the Great Western room is for larger events and can take up to fifty people. It has a sprung floor so is fully equipped for all physical exercise and dance classes and activities.

The two rooms are linked by a fully functional kitchen, so events can have catering from either side or both. There are also toilets, baby changing facilities, a cleaner's room and a small office. As mentioned, the Signal Box opened its doors on October 1st 2015. The Signal Box, from day one has been reliant for income from bookings.

The charity currently employs 3 part time staff. A general manager, an assistant general manager and a cleaner.

Activity at the centre

In the first two years, the Signal Box has accommodated over 1000 community events and activities. The centre has hosted a number of community events throughout the year, including Easter and Christmas events as well as community breakfasts.

We have created a Centre that is used by many and liked; see the testimonials on Facebook at <https://m.facebook.com/signalboxcentre>.

We have supported groups to become established.

We have hosted over 150 parties for residents including Diwali, Chinese New Year and pre Christmas celebrations in the first two years.

We have hosted workshops and meetings for local charities and organisations.

We have a 40 year lease that will be signed in early 2018.

The trustees

Martin Evans is a member of St Paul's Church on Hills Road and St Paul's had hosted the Newtown Forum, with the City Council, for a number of years. The Newtown Forum is an opportunity for local residents groups, local councillors and officers and community workers to discuss local issues. Martin had chaired this group for over 10 years. He was asked by the City Council and the management group to chair the emerging trustees group and provide continuity. Martin is the only member of the trustees who is not a local resident.

The initial trustees were Martin Evans (chair), Ian Cray, Fiona Blake, Kathryn Cookson and Rowena Ching. During the 2015/16, three more trustees were added – Sheila Stuart (treasurer), Glynn Brasington and Nicky Smith. In 2017 Ian Cray resigned as a trustee and we are very grateful for the dedicated work he put in to set up the infrastructure and initial operations of the centre.

We are confident that the trustee body has a range of skills and experience to support the ongoing development of the centre.

Financial summary

A Treasurer was appointed 2016; this individual has an accountancy qualification and has worked with other trustees to implement a cloud-based accounting system which includes clear, concise monthly invoices sent electronically to centre-users, and the establishment of a bank account with online access by authorised individuals, with checks and balances to ensure expenditure is managed. Very few cash transactions are made, and all payments must be authorised by two Trustees which helps to ensure appropriateness of expenditure and full tracking.

Our trading for the second year met our business plan revenue target. with room-hire revenue at over £17,874.00 for the year.

In addition to meeting our running costs from our trading revenue, we have donated both room use and cash to worthwhile local groups who meet our criteria for support, and we as a Trustee body are working towards a more comprehensive, transparent grants-giving process for next year which will enable us to do more community outreach and extend our reach into the wider community.

Summary

The development and growth of a brand new community centre is essentially an organic process. The early years of the life of the Signal Box as a true community space needed a great deal of hard work, patience and old fashioned tender loving care. What is emerging is a strengthening centre which is developing a reputation as a warm, clean and efficient centre there to meet the community needs of the people of Newtown.

Martin Evans Chair of Trustees November 2017

The Signal Box

Profit and Loss Report

01 October, 2016 - 30 September, 2017

Sales

4000 - Revenue - Regular Groups	12,798.88
4005 - Revenue - One-off Business	1,800.00
4010 - Revenue - One-off Charities	1,770.00
4015 - Revenue - One-off Residents	1,460.00
4050 - Revenue - Donations	45.00

Total Sales **£17,873.88**

Direct Expenses

Total Direct Expenses **£0.00**

GROSS PROFIT / LOSS **£17,873.88**

Overheads

6210 - Marketing - Printing	78.33
7000 - Employee costs	7,527.02
7020 - Recruitment Expense	24.99
7030 - Payroll Admin Costs	236.52
7200 - Utilities - Gas	841.24
7210 - Utilities - Electric	629.41
7300 - Utilities - Telephone	352.79
7350 - Utilities - Internet	388.80
7500 - Premises - Cleaning Service	1,076.40
7510 - Premises - Cleaning Materials	183.74
7520 - Premises - Kitchen Consumables	126.37
7530 - Premises - Toilet Consumables	52.18
7540 - Premises - General	1,472.97
7610 - Insurance	452.65
7620 - Subscriptions/Licences	616.39

7710 - Community Development - Donations

249.73

Total Overheads

£14,309.53

NET PROFIT / LOSS

£3,564.35