



Trustees' Annual Report for the period

From: 1 January 2017 to 31 December 2017

Charity name: Leigh Park Community Centre (Westbury)

Charity registration number: 1164413

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The trustees considers that it has a duty not only to maintain the community centre but also to improve the facilities and to meet the needs of the environs
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 trustee objective has been to achieve and further establish the community centre for the benefit of the inhabitants in the parish of Westbury and surrounding villages. This has been achieved through grant funding to provide additional equipment for the promotion of wedding services available at the centre, and through a monthly market open to the public.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The Trustees are aware of the guidance and have taken into account the public benefit when planning activities and events

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	

Other		
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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	<p>The main achievements this year have been to maintain the buildings excellent reputation for cleanliness and good up keep.</p> <p>The trustees alongside volunteers have also further established the youth club within the community and now have around 40 young people attending each week.</p> <p>The trustees have run a cinema club for local residents which were enjoyed by all ages.</p> <p>The trustees have also started to seek further grant funding for 2018 to establish further connections with the community through event planning and sourcing new volunteers for events.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
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	Our reserves this year are similar to that of 2016 and we feel are sufficient at the is time to enable the charity's growth and to maintain the building, fixtures and fittings
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Our policy for holding reserves is £5,000 for emergency repairs and we aim to hold a minimum of £2,000 in our current account.
Amount of reserves held	Para 1.22	£37,707
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	Based on the levels of reserves, income and profit the Trustees consider that the use of the going concern basis is appropriate

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	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Trust
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	Elected by Trustees

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	Leigh Park Community Centre (Westbury)
Other name the charity uses	LPCC
Registered charity number	1164413
Charity's principal address	Leigh Park Way Westbury Wiltshire BA13 3FN

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	Andrew Down	Chair		
2	Claire Randall-Cooke	Secretary		
3	Shaun Bolwell			
4	Tim Cairnes			
5	Beth Mullins-Watts			
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		

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	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

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)		
Full name(s)	Andy Down	
Position (eg Secretary, Chair, etc)	Chair	
Date	3.10.18	



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

LEIGH PARK COMMUNITY CENTRE (WESTBURY)

**On accounts for the year
ended**

31 DECEMBER 2017

**Charity no
(if any)**

116 4413

Set out on pages

ONE AND TWO

Remember to include the page numbers of additional sheets.

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent
examiner's statement**

My examination was carried out in accordance with 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 the 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 material matters have come to my attention (~~other than that disclosed below*~~) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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: 22/10/2018

Name: KATY GOODING

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

FCA

Address: GOODING ACCOUNTS LTD.
24 WARMINSTER ROAD, WESTBURY
WILTSHIRE, BA13 3PE

Section B

Disclosure

Only complete if the examiner needs to highlight 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.

[Empty box for disclosure details]



Receipts and payments accounts

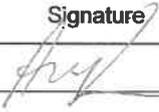
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For the period from	01/01/2017	To	31/12/2017
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Section A Receipts and payments

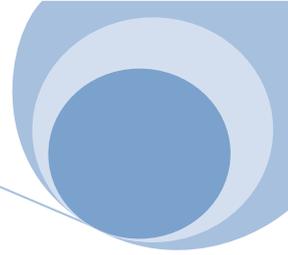
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Grants	-	-	-	-	1,150
Donations	-	-	-	-	153
Hall Hire	42,264	-	-	42,264	46,714
Catering	293	-	-	293	365
Waste Collection Contribution	261	-	-	261	229
Deposits	-	-	-	-	100
Advertising	52	-	-	52	101
Other Income	220	-	-	220	94
Bank Interest	6	-	-	6	33
Sub total (Gross income for AR)	43,096	-	-	43,096	48,939
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	43,096	-	-	43,096	48,939
A3 Payments					
Wages	20,623	-	-	20,623	19,416
Cleaning	7,796	-	-	7,796	8,262
Utilities	5,794	-	-	5,794	4,760
Insurance	-	-	-	-	1,700
Telephone and Internet	558	-	-	558	620
Advertising	765	-	-	765	990
Postage and Stationery	754	-	-	754	282
Subscriptions	1,285	-	-	1,285	264
Event Expenses	406	-	-	406	803
Sundry Expenses	303	-	-	303	129
Equipment Rental	995	-	-	995	1,029
Repairs and Maintenance	3,540	-	-	3,540	5,519
Independent Examiners Fee	-	-	-	-	240
Legal and Professional Fees	-	-	-	-	280
Paypal Fees	9	-	-	9	12
	-	-	-	-	-
Sub total	42,828	-	-	42,828	44,306
A4 Asset and investment purchases, (see table)					
Equipment	750	-	-	750	2,867
	-	-	-	-	-
Sub total	750	-	-	750	2,867
Total payments	43,578	-	-	43,578	47,173
Net of receipts/(payments)	- 482	-	-	- 482	1,766
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	38,189	-	-	38,189	36,423
Cash funds this year end	37,707	-	-	37,707	38,189

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Balances	37,431	-	-
	Petty Cash	276	-	-
		-	-	-
	Total cash funds	37,707	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B4 Assets retained for the charity's own use	Details	-	-	-
	White Goods	Unrestricted	750	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B5 Liabilities	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Andrew Down	12.10.2018	

Leigh Park Community Centre

Leigh Park Way, Westbury, Wiltshire BA13 3FN



ANNUAL REPORT

Leigh Park Community Centre

Registered Charity No. 1164413

Trustees' Annual Report

1st January 2017 – 31st December 2017

Secretary to the Trustees:

Mrs Claire Randell-Cooke

Tel: 01373 825774 E-mail: leighparkcommunitycentre@hotmail.co.uk

Names of Trustee

Andrew Down

(Vacancy)

Claire Randell-Cooke

Shaun Bolwell

Tim Cairnes

Chair

Treasurer

Secretary

Sources of advice and support

Bank: Barclays Bank Plc, High Street, Warminster.

Community First: Wyndhams, St Joseph's Road, Devizes, SN10 1DD.

Wiltshire Council

Westbury Town Council

Community First

Governance

Leigh Park Community Centre was established by a Trust Deed with a 125 year lease. The lease is a full repairing lease which means that, although no rent is payable, the community centre trustee committee is responsible for keeping the building in a good state of repair.

Appointment of Trustees

The Trust Deed governs the appointment of trustees and the management of the charity.

Four trustees have been elected to serve on the board of trustee.

In addition there is one Centre Manager, two Cleaners and two Keyholders.

Policies and Procedures

All policies and procedures are in place to help the Trustees exercise their duty of care to members, employees and users of the centre. The policies and procedures are available for viewing.

Hiring Agreement

Use of the community centre is subject to a Hiring Agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions



Leigh Park Community Centre

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of hire and identifies the respective responsibilities of each party to the agreement.

Licences

The community centre has a Premises Licence (including alcohol) and is registered with the local authority for small society lotteries. The centre is licensed by the Performing Right Society for live and recorded music.

Risk Management

Insurance

The community centre is insured with respect to property damage (buildings insurance) by Zurich Insurance (£500,000 cover). It is insured with the same company with respect to contents (up to £100,000) public liability (£5,000,000) employers' liability (£5,000,000) and legal assistance.

The Management Committee recognises that it is under a legal obligation to protect the building, its users and employees through adequate and appropriate insurance.

Building Issues

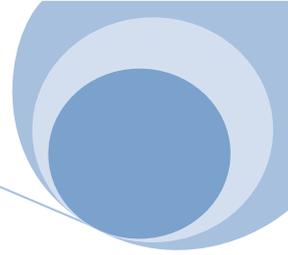
- A building condition survey is undertaken at 5-year intervals and will be checked by a qualified surveyor if required.
- Gas appliances and portable electrical appliances are tested by qualified personnel annually.
- The mains electrical installation is undertaken at 5-year intervals and will be checked by a qualified engineer if required.
- A Fire Safety Risk Assessment is updated annually by the Committee's own Fire Safety Officer as required by law.
- Firefighting appliances are inspected annually under contract with the supplier.
- Volunteers from the Committee carry out other regular maintenance checks.

Objectives of the Charity

- provision of a community centre for the benefit of the inhabitants of the Parish of Westbury and surrounding villages without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions
- Use of the community centre for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the social conditions of the life of the inhabitants

Leigh Park Community Centre

Leigh Park Way, Westbury, Wiltshire BA13 3FN



Principal Activities in pursuit of Objectives

- The centre is in use every day of the week for a variety of activities including pre-school, play group, art group, quilting group, community events such as fun days and cinema sessions, slimming groups and many keep fit groups.
- The centre is available for hire for private functions including children's parties, wedding receptions, funeral teas, social functions and fund raising events.

Funding Strategy

It is the strategy of the Trustees to manage the revenue budget on a self-financing basis. The contributions made by users of the hall are set to achieve this.

Volunteers' Effort

Management costs are kept to a minimum through the use of volunteers where possible for maintenance of the centre, and we always try to use local trades when necessary. On average 20 hours of volunteer time are given each week to cover routine tasks such as centre management, cleaning and maintenance. In addition, trustees give an average of 5 hours a month for meetings and as necessary hours in organising and running fund raising events.

2017/2018 Achievements

The Trustees work hard to make the hall attractive to potential users and measure their success by the range of users and the centre occupancy.

Occupancy is the number of sessions x rooms occupied compared with the maximum number of sessions x rooms available.

In 2017 occupancy reached 20 Regular users providing 76 hours of activity per week.

Our greatest achievement was the re-launch of Westbury Youth Club which is run on a Wednesday evening from 6pm to 8pm for 11 to 19 years old's or up to 25 year olds with disabilities / learning difficulties. The youth club is run by local community volunteers and supported by ourselves and one paid manager. We also obtained the 125 year lease from Wiltshire Council including the adjacent land transfer to which we are putting together a new business plan for development.

Reserves Policy

The charity had £41.47 in its active saver account as unrestricted reserves at the year end. Although our aim is to have £5,000 at the end of year as reserves, this money was allocated to essential maintenance that was carried out. The trustees aim to continue contributing to the active saver account to get the balance back up to £5,000 as this cash is available for unforeseen expenditure in relation to building maintenance or urgent furniture or equipment replacement. It is the Trustees' policy to maintain unrestricted reserves of between 100% and 150% of annual revenue budget expenditure.

The Trustees are responsible for the maintenance of the community centre and from time to time this involves major works far in excess of cash reserves held.



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On identifying such major works, fundraising is undertaken with the object of meeting the costs in full (i.e. without needing a loan). Such funds would be restricted. There are no restricted funds in hand.

Future Plans

We the charity, have now received the land transfer which was awarded for the adjacent land to the community centre under the Westbury Area Board. The trustees are building a case for the business plan and will be looking to source funding through community events, grants and funding and will be ongoing to ensure further community projects, which we hope to include a dedicated Pre-School site, Youth Club hub and community sports building.

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

Signature (s):	
Full Name (s):	Andrew Down
Position:	Chairman
Date:	7 th August 2018

Signed on behalf of the charity's trustees