

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	30	Sept	2017		30	Sept	2018

Section A Reference and administration details

Charity name Palgrave and District Community Centre

Other names charity is known by

Registered charity number (if any) 269132

Charity's principal address Upper Rose Lane, Palgrave, Suffolk

Postcode

IP22 1AP

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	Philip Dyer	Chairman		
2	Ian McClintock	Secretary		
3	Heather Goddard	Treasurer		
4	Elaine Bootman	Vice Chairman		
5	Helen Thorburn	Membership/Bookings Secretary		
6	Hugh Bunbury			
7	John Kilgannon			
8	Kathy Milne			
9	Eric Milne			
10	Robert Moore			
11	Lee Lockwood			
12	Jane Lockwood			
13	Jean Potter			
14	Rebecca Goddard			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Financial Auditor	Graham Leigh	The Limes, Priory Road, Palgrave, Suffolk

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution dated 2018
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected from membership at annual general meeting

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity is managed by an Trustee Committee, consisting of fourteen members (including Honorary Officers) being at least ten elected ordinary members and not more than five representative members. All are elected at the Annual General Meeting of the Charity in accordance with the Governing Document.

The Trustee Committee may appoint such sub-committees as may be deemed necessary from time to time, and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such sub-committees shall be reported back to the Trustee Committee as soon as possible.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The Charity is established:

3.1 for the benefit of the inhabitants of Palgrave in the County of Suffolk and its neighbourhood, with the purpose of advancing non- statutory education, providing facilities in the interests of social welfare for recreation and leisure-time occupation and with the object of improving the conditions of life for the said inhabitants.

3.2 to raise funds for the furtherance of the objectives of the Charity by subscription or otherwise.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Running the Community Centre

There are regular activities , aimed at providing public benefit for the residents of Palgrave and the neighbourhood, including Film Nights, Crib, Bowls, Table Tennis, Quilting, Drumming, The Friendship Club, Lunch Club, Dancing, Martial arts and exercise classes

During the year there are several events organised with the aim of getting the village people together and provision of public benefit; Spring Fayre; Summer Fete; Harvest Supper; Fireworks; Christmas Dinner; Coffee Mornings; Dinner Talks with local celebrities and experts and lots more. We produce the monthly newsletter, The Palgrave Star, which is still delivered locally and available online.

Provision of play area for Palgrave residents

One of the most successful activities this year has been the development of the Children's Play Area next to the Community Centre. Through grants and public events, we have managed to improve the "tired" facilities and enhance the area for the use and enjoyment of the your and families of the village.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

To ensure the correct level of governance, policies are now in place which were adopted at the Special General Meeting held in October 2017.

These policies cover:

HSE; Environment and Sustainability; Financial Regulations; Reserves; Child and Vulnerable Adults; Buildings Management; Equal Opportunities; Code Of Conduct; and Kitchen Guidelines.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The centre continues to be patronised by a variety of groups and organisations and we have had continued success in attracting new groups and activities, resulting in a higher rate of bookings. A Conversation Café held in February gave us a variety of ideas for fundraising and events. We have implemented several suggestions made by members and continue to try to provide a variety of events that would appeal across a wide demographic.

Friendship club; crib; bowls; table tennis; line dancing and keep fit classes all continue and the school continues to utilise the facilities on an ad-hoc basis.

This year, in particular, has seen an eclectic mixture of events, some of them never before held, which has helped us attract a diverse mixture of patrons from around the area and beyond in some cases. These have included; poetry evenings; Murder/Mysteries; Demonstrations and talks and photo competitions.

The Open Gardens weekend was a tremendous success and broke all records in fundraising, this together with a hugely successful Art Exhibition at Stuston has meant we have taken over £4500 in funds, through those 2 events alone. (However the funds from Stuston will not be accounted for until the coming year). Huge thanks must go to Jane Mcclinock, Jenny Goater, and Helen Thorburn and a host of others who gave up their time and expertise in making these events so successful. The second "Picture Of Palgrave" was a success and again brought together friends from in and around the village that had not seen each other in decades.

Craft Fayres, Quiz Nights, the Annual Summer Fete and the Cinema continue to be popular, and the addition of more state of the art lighting equipment this year, has ensured that the centre remains one of the premier locations for local cinema. We hope this will continue as it comes under new management.

The Play in Palgrave joint project has now completed, with the installation of the cable way and carousel, and this was marked by a very successful Fun Day in June.

The PDCC continues to support the Palgrave Star, which provides every resident with a free and informative village magazine. The Star's look and feel has been improved and remains an essential medium for communicating events, notices and news to the residents of the village. The website continues to grow in popularity and the regular newsletter which compliments the Palgrave Star has proved an asset in communicating events and news to residents.

I am also pleased to again report that membership continues to grow.

Section E

Financial review

Brief statement of the charity's policy on reserves

It is the policy of the PDCC to hold in Operating Reserves the equivalent of two month's general running costs and an additional one month's salary costs. It is also our policy to hold an amount for any likely building or improvement works following ongoing inspections, and for the annual repayment against a 5 year term loan, to Play in Palgrave. The total amount in the Operating Reserves is: £11400

This policy is reviewed every twelve months.

It is the intention of the PDCC for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve Policy will be implemented in conjunction with the other governance and financial policies of the PDCC and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

The PDCC believe that, at present, we have £26000 in General Reserves

	above what is required to be held in the Operating Reserves and will consider how these funds might be used for ongoing support of our objectives.
Details of any funds materially in deficit	None. Excess of income over expenditure for the year is £5324

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Principle sources of funding, include FIT's payments from the turbine, hiring of the centre, fundraising events throughout the year and occasional donations from the residents of the village and it's neighbourhood.

We are also supported through a local grant from the Parish Council.


Section F Other optional information

With a new constitution and governance structure, I remain very confident in our ability to meet the challenges ahead and to continue to grow as an essential part of the community. Toilet refurbishment is still a priority and we are awaiting quotes from a few contractors to move this forward for next year. In December we are carrying out refurbishment work on all the soffits/bargeboards and guttering, with total replacement of the ageing infrastructure with upvc units. It is costly, but will last for 20 years or more, so a worthwhile investment. Our Events and Fundraising Sub-Committee is working well and there is a continued focus on income generation and providing unique activities. Already, plans are well under way for an exciting variety of events. However, there is still a huge challenge in obtaining volunteers and additional Trustees to help run the centre. Without new people to help run the centre, I can see the future being more challenging than before, we may have to seriously consider reducing our commitments in providing such a variety of events unless we get more volunteers.

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Philip Charles Dyer	
Position (eg Secretary, Chair, etc)	Chair	

Date 15th Janaury 2019

PALGRAVE & DISTRICT COMMUNITY CENTRE

Income and Expenditure Account, 2017/18 - year ended 30th September, 2018.

2016/17		INCOME		2017/18	
£	£		Notes	£	£
	1,504	Membership subscriptions			1,926
	4,056	Donations:			
		Palgrave Cinema		500	
		Palgrave Community Club	1	6,412	
		Palgrave Parish Council	2	750	
		Others		402	8,064
	-	Grants received	3		25,416
	-	Rent (Community Club)			1,008
8,122		Hire of facilities: main Hall		7,650	
928	9,050	Lounge		2,532	10,182
	1,190	Advertising income			1,460
409		Sales: Recycled glass		133	
-	409	2018 calendars		322	455
	3,331	FIT payments received			5,320
	6,657	Income from Events:			
		Fete		1,862	
		Open Gardens		3,096	
		Talks & Exhibitions	4	1,432	
		Play in Palgrave	5	2,457	
		Others	6	4,252	13,099
	1,080	PDCC 100 Club			860
		Donations from associated clubs:			
-		Friendship Club		-	
661		Lunch Club		420	
1,344	2,005	Carpet Bowls / Crib / Quilters		-	420
	10,000	Loan received			-
	1	Interest received: Barclays Bank			7
	1,209	Sundries			-
	42,302	Play in Palgrave			n/a
82,793		Total income		68,218	

PALGRAVE & DISTRICT COMMUNITY CENTRE

Income and Expenditure Account, 2017/18 cont. - year ended 30th September, 2018.

2016/17		EXPENDITURE		2017/18	
£	£		Notes	£	£
	1,058	Administration & office expenses			1,272
	3,315	Printing Palgrave Star	1		2,989
	-	Council Tax			-
	697	Licence fees			499
	1,276	Insurance			1,313
	1,239	Light & heat: electricity			917
	104	Water charges			116
	248	Waste disposal			512
		{ Keyholding			2,280
	5,259	{ Caretaking			3,237
		Property expenses:			
		{ building repairs & maintenance		1,650	
	1,364	{ playing field		2,860	
	3,019	turbine repairs & maintenance	2	9,471	
		play equipment	3	4,046	18,026
		Hall equipment			25
	1,445	{ Cost of staging Events:	4		
		{ Fete		325	
		{ Open Gardens		-	
		{ Children's Christmas Party		200	
		{ PinP		68	
		{ others		942	1,535
	457	PDCC 100 Club			509
	1,488	{ Capital expenditure	5	865	-
	-	{ Capital expenditure - PinP		24,465	25,330
	49,367	Play in Palgrave			-
	4,031	Miscellaneous expenses			334
	-	Loan repayment	6		4,000
	74,367	Total expenditure			62,894
	8,426	EXCESS OF INCOME OVER EXPENDITURE			5,324

<u>Summary of movement in cash resources:</u>			£
£			
	Excess / (deficit) of Income over Expenses before movement on loan account		9,324
(1,574)			
10,000	Receipt / (repayment) of loan		(4,000)
8,426	Net movement in cash resources		5,324

£	<u>Cash balances at 30th September, 2018:</u>	£
31,181	Cash funds b/fwd. at 1st October, 2017	39,607
8,426	Movement in cash resources	5,324
39,607	Cash funds carried forward	44,931

Statement of Assets and Liabilities at 30th September, 2018:			
		£	£
Tangible fixed assets:			
	Community Centre (at cost)	95,184	
	Centre driveway & car park	380	
	Wind turbine	1,441	
	Centre furnishings (15%)	2,088	
	" (20%)	171	
	Centre equipment	6,667	
	Playing field furniture	1,426	
	" equipment	8,031	
	Total		115,388
Current assets:			
	Barclays Bank, current account	40,662	
	Business Saver Account	4,168	
	Petty cash	101	
			44,931
(Liabilities):			
	Interest-free loan from PinP supporter		(6,000)
Net assets:			154,319

Prepared by Larking Gowen, Chartered Accountants

Independent Examiner: Graham Leigh ACMA, CGMA

