

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	30	Sept	2018		30	Sept	2019

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	Heather Goddard	Secretary		
3	Phil Dyer	Treasurer		
4	Elaine Bootman	Vice Chairman	September 2018-May 2019	
5	Helen Thorburn	Membership		
6	Carol Hardstone	Bookings Secretary		
7	John Kilgannon			
8	Kathy Milne			
9	Eric Milne			
10	Michael Rogers			
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 a 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, Drumming, The Friendship Club, Dancing, and exercise classes.

The PDCC continues to support the Palgrave Star, which provides every resident with a free and informative village magazine.

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.

A review of the applicability and effectiveness of these policies was carried out in May 2019.

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.

This year, again, has seen an eclectic mixture of events, 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; Quiz nights; Old Photograph exhibitions, Photo exhibitions; Demonstrations and talks by experts to further education and understanding within the community.

A great success this year was the establishment of a thriving youth activity programme- The Palgrave All Stars, which brings in the young people of the village supported by parents and grandparents.

Craft Fayres, Quiz Nights, the Annual Summer Fete, Fireworks Night and the Cinema continue to be popular and deliver thousands of pounds of revenue.

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.

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. The total amount in the Operating Reserves is: **£7420**

This policy I reviewed every 12 months- the last review was March 2019.

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 £22000 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.

The end of year accounts, show a deficit, however bearing in mind we spent over £19000 on building repairs and maintenance and repaying our loan, the deficit of only £13753 is very respectable and underlines the commitment and management of the Trustees in ensuring the Centre remains viable.

Section F Other optional information

The focus for the near future, will be to prepare and implement a vision for the next 10-15 years- which could include substantial structural improvements to the building and its surrounds. We are in an enviable position with our finances and need to consider how we manage and lever these funds to the maximum for the benefit of the community.

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

7th December 2019

PALGRAVE & DISTRICT COMMUNITY CENTRE

Income and Expenditure Account, 2018/19 - year ended 30th September, 2019.

2017/18		INCOME		2018/19	
£	£		Notes	£	£
	1,926	Membership subscriptions			1,685.00
		Donations:			
6,412		Palgrave & District Community Club	1	3,574.38	
750		Palgrave Parish Council		-	
402	7,564	Others		359.00	3,933.38
	25,416	Grants received			-
	1,008	Rent (Community Club)	1		1,008.00
7,650		Hire of facilities: main Hall		7,546.20	
2,532	10,182	Lounge		1,927.00	9,473.20
	1,460	Advertising income			1,545.00
133		Sales: Recycled glass		386.58	
322	455	2019 calendars		290.00	676.58
	5,320	FIT payments received	2		2,553.55
		Income from Events:			
1,862		Fete		1,871.10	
3,096		Open Gardens	3	-	
1,432		Talks & Exhibitions	4	3,335.27	
2,457		Play in Palgrave		-	
4,252	13,099	Others	5	6,006.00	11,212.37
	860	PDCC 100 Club	6		-
		Donations from associated clubs:			
500		Palgrave Cinema	7	40.00	
-		Friendship Club		159.00	
420		Lunch Club		-	
-		Carpet Bowls & Crib		793.00	
n/a	920	All Stars	8	55.50	1,047.50
	-	Loan received			-
	7	Interest received: deposit accounts			5.26
	-	Sundries			-
	68,218	Total income			33,139.84
	-	EXCESS OF EXPENDITURE OVER INCOME			13,752.93
	68,218				46,892.77

PALGRAVE & DISTRICT COMMUNITY CENTRE

Income and Expenditure Account, 2018/19 cont. - year ended 30th September, 2019.

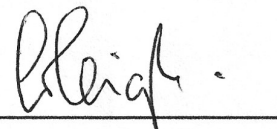
2017/18		EXPENDITURE		2018/19	
£	£		Notes	£	£
	1,272	Administration & office expenses			545.27
	-	Professional fees: accountancy	1		840.00
	499	Licence fees	2		960.76
	1,313	Insurance	3		1,621.92
	2,989	Printing Palgrave Star	4	3,609.72	
		Printing - other		380.21	3,989.93
	917	Light & heat: electricity			1,311.00
	116	Water charges			57.54
	512	Waste disposal	5		623.00
	2,280	Keyholding			1,654.00
	3,237	Caretaking & cleaning			2,875.86
		Property expenses:			
1,650		building repairs & maintenance	6	12,968.92	
25		hall equipment		467.12	
2,860		playing field	7	2,442.38	
9,471		turbine repairs & maintenance	8	5,892.00	
4,046	18,052	play equipment		502.50	22,272.92
		Cost of staging Events:	9		
325		Fete		757.39	
-		Open Gardens		-	
-		Talks & Exhibitions		958.26	
68		PinP		-	
1,142	1,535	others		1,613.92	3,329.57
	509	PDCC 100 Club	10		111.00
		Palgrave Cinema	11		150.00
		Palgrave All Stars	12		55.50
865		Capital expenditure		399.00	
24,465	25,330	Capital expenditure - PinP	13	-	399.00
	334	Miscellaneous expenses			95.50
	4,000	Loan repayment	14		6,000.00
	62,894	Total expenditure			46,892.77
	5,324	EXCESS OF INCOME OVER EXPENDITURE			-
	68,218				46,892.77

2017/18		2018/19
£	Summary of movement in cash resources:	£
9,324	Excess / (deficit) of Income over Expenses before movement on the loan account	(7,752.93)
(4,000)	Receipt / (repayment) of loan	(6,000.00)
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5,324	Net movement in cash resources	(13,752.93)
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Cash balances at 30th September, 2019:		
£		£
39,607	Cash funds b/fwd at 1st October, 2018	44,930.88
5,324	Movement in cash resources	(13,752.93)
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44,931	Cash Funds carried forward	31,177.95
<hr/>		<hr/>
Analysis of Cash Funds:		
Lloyds Bank plc:		
	Treasurer's current account	21,084.49
	Business Banking Online deposit account	10,003.48
	Petty cash	89.98
		<hr/>
		31,177.95
		<hr/>

These Accounts were prepared by the Treasurer and

audited by the Independent Examiner, Graham Leigh ACMA, CGMA:



11th November 2019

PALGRAVE & DISTRICT COMMUNITY CENTRE

Income and Expenditure Account, 2018/19 - year ended 30th September, 2019.

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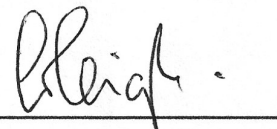
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