

Community Spaces Northampton

Annual Report 2018 – 2019



Unit 1 St Crispin Community Centre
St Crispin Drive
Northampton
NN45 4GJ
(01604) 408365

Registered Charity No. 1146849

Registered Company No. 07831065

From the Chair

1. Introduction

I am very pleased to report that Community Spaces Northampton (CSN) has experienced another remarkable and successful year of operation. CSN has now been operating for 7 years. We have continued to expand our networks and build on others in the community sector. Our running costs grants from Northampton Borough Council (NBC) have ceased for three years, and despite the strain on our finances through three years of large but necessary repairs, we have managed to make improvements to the buildings and start to recover our finances. This has been made possible by the dedication and careful planning of the staff. It has been a triumph over adversity. The voluntary and community sector is facing many challenges. I have engaged with a number of agencies and both Councils to look at joint working.

CSN continues to expand and build on its networking. We have greater numbers of groups, 83 (up from 72 last year) in total using the centres, with a greater range of activities and interests catered for. We have invested heavily in the 8 areas of the town in which we operate the community centres. We have developed community engagement in these areas and now have a strong stakeholder relationship with other community groups and statutory authorities.

Based on projections by NBC, CSN has created savings to NBC of £1,035,047.00 over the 7 years. At the same time we have made a substantial input and increased the community activity in the areas of the town we manage centres. There have also been improvements to the fabric of the buildings and management systems which will be covered in the next section. I am proud of what has been achieved during this period, especially given the pressures on the sector.

2. How Activities Deliver Public Benefit

Community Engagement

A number of meetings were held with Free2Talk to prepare successful funding bids to enable the successful youth groups established with them to continue and develop.

A Week of Action took place at Briar Hill. This was preceded by a series of planning meetings with officers from NBC, Councillors, other statutory bodies such as the Fire Service and Police and local residents. There were a number of community events in the area during the week, including several in the centre. The week culminated in a Family Fun Day. Our Staff and volunteers worked in the kitchen. My thanks to everyone that contributed to making the week a great success. Nearly 300 people attended the event **Aims and objectives: 1, 3, 4, 6 & 8**

In addition, other community events were held in our Kingsthorpe centre. We held two community events with The Friends of Thornton Park. Our Trustees led the planning and preparation of the event, and also manned a neighbourhood plan stand and activities for children. In addition, two events were held at Vernon Terrace Community Centre and the Bouverie Estate. Trustees worked with two Councillors and attended the events in the community centre and the street party, and also helped with planting around the estate **Aims and objectives: 2, 6, 7 & 8**

CSN worked closely with residents to plan and deliver a community event at Rectory Farm Community Centre and in the adjoining park. The Mayor and Mayoress opened the event and the now updated and improved play area on 1st September. Unfortunately the chair of the Residents Association who had planned to cater the event had to step down at the last moment. My thanks to Steven Richards who stepped in at the last moment to rescue the situation and cook the food and purchase supplies. My thanks also go to the group of young people from the National Citizen's Service who the trustees worked with to re-paint the play equipment and carry out planting in the flower beds at the community centre. There was also invaluable support from NBC neighbourhood Wardens who did amazing clearance of overgrown areas around the car park. A number of Councillors attended the event. Unfortunately the bouncy castle which was promised by NBC did not materialise, however the dog show, other activities and stalls contributed to the event.

At Southfields Community Centre CSN worked with the National Citizens Service to carry out redecoration of the interior, and to produce a mural in the garden area covered space. On the Saturday local residents and Councillors were invited to an afternoon tea event with cakes and refreshments. **Aims and Objectives: 3, 6, 7 & 8**

The Chair attended an Upton Parish Council meeting and met the Parish Chair later in the New Year. The CSN Chair carried out a presentation and answered questions on the new St Crispin Community Centre. CSN has received support from the Parish Council and we look forward to future liaison on projects. Additionally a meeting was held with St Crispin Retirement Village to discuss projects for the area and consider the community centre acting as an emergency evacuation centre. CSN also had a stall at the Community Safety Partnership event. **Aims and Objectives: 6, 7, & 8**

Vernon Terrace Community Centre was externally re-decorated by NBC and the Princes trust did a superb job partially re-decorating the interior. They also carried out grounds maintenance of the external areas and worked with Trustees on planting the flower beds round the centre. CSN produced the food and refreshments for the presentation event which was attended by the Mayor and Mayoress.

CSN regularly attend the formal and informal meetings of the Community Centres' Forum, the VCS forums, the Billing and Brookside multi agency

meetings, and is a major participant in the resident's association meetings in Southfields, Rectory Farm and Vernon Terrace. The Chair also attended meetings of the Voluntary Development Network and was elected Vice Chair of the Rectory Farm Residents Association, taking over as Chair when the Chair stood down due to ill health. The Chair was also invited to join the Social Prescribing Network Group for Community and Voluntary sector organisations within the county. There have been several meetings and our Chair feels that this is acknowledgement of the work that has been achieved by CSN and the community engagement carried out by all at CSN. In addition, work has been continuing with GP practices developing Happiness Cafés and the Changemaker Programme at Northampton University. **Aims and Objectives: 3, 4, 5, 6, & 7**

Again CSN has made welcome and necessary improvements to the centres including new lighting and hand dryer installation **Aim and objective 2**

Administration and Operational Issues

During the year CSN relocated its office function away from the old Farmhouse at Rectory Farm. We were granted a Licence to Occupy the place but after 6 years the promised lease never materialised. As a result, CSN was unable to take up an offer of funding which would have led to major improvements and renovations. The building was in a very poor state back at the start of the process and thanks for many vandalism attacks it degraded yet further. Phone lines were snapped on several occasions leaving us unable to take phone calls or booking enquiries online from there. Mail was stolen and windows broken. We never knew one day to the next what problems we may face on arrival at the Farmhouse. Staff were regularly subject to abuse and attempted intimidation. There were major maintenance problems, with the roof leaking into the two offices upstairs which had previously been our base and had been dry. Since we moved out, NBC have declared the building unfit for human habitation. The Farmhouse has now been returned to NBC. A new school community group is in negotiations with NBC over the possible purchase of the property. They have a large grant from central government to invest in the property. CSN look forward to working with them in the future.

The office has now been moved to a new permanent site within the St Crispin Community Centre in a purpose built office. Implementing these necessary moves due to circumstances beyond our control meant that there was disruption to our office function and this was a major contributing factor to not keeping on top of the reporting, recording and timely issuing of invoicing. Records were damaged and lost during the flooding of the office and through vandalism. The other issue was an increase in workload due to an increase in activity and projects. It became apparent that the software system we were using was no longer fit for purpose. Our accountant has helped us by providing some training when we set up the new Sage system. A huge amount of work followed manually tracing and recording details to transfer them to the new

system. The new system has integrated banking and invoicing and we can now take card payments. The Board of Trustees and the CEO have every confidence that this system is exactly what we require as it holds data in the cloud so none can be lost, and allows much more detailed analysis and reporting of our financial position from month to month. There is now no reason for delays in invoice production due to staff holidays etc. as more than one staff member can log in and complete invoice runs and record payments. As invoicing is now up to date, it allows us to keep a much better control on debt as the system flags up late payments and issues reminders. We have reduced the amount owed to us due to this improvement. My thanks to Mo Sonnie who has turned this around and to Steven for enabling the process to be completed by relieving Mo of his other duties to focus all his time on this task. Both the Chair and accountant now have access to the banking and invoicing information to provide close oversight and scrutiny. Regular reviews are ongoing to ensure that the system continues to operate as it should, and that our financial reporting continues to function effectively and timely. We are all confident that the previous issues are now well and truly behind us.

Building Improvements and Updates

Major developments are planned at the Rectory Farm Community Centre. Earlier in the year the leisure group that ran the Barn Owl Public House in Rectory Farm sold it to the Co-Operative. There was a deed of covenant on the building which stated that the building had to remain as a bar. In order to deal with this they paid £100,000.00 in compensation to NBC, who agreed that this money should be used within the area for community benefit. NBC managed to identify further Section 106 monies and added it to the proceeds of the sale of the Farmhouse, resulting in a total of £285,000.00 has been allocated to input into the community. The Barn Owl Working Group was set up to look at ways the community would like to spend the money. The group consisted of the local NBC ward Councillor, the Rectory Farm Residents Association (RFRA), CSN and other local community groups. A decision was made to increase capacity at the community centre by building an additional meeting hall, improving security as there have been repeated vandalism attacks, and upgraded lighting and other improvements to communal areas within the existing centre such as refurbishing the toilets and kitchen. Additionally, a new heating system would be installed. These improvements would enable other daytime activities to take place there in addition to the existing pre-school group. The building is a barn conversion and is in a poor state of repair so this is a very necessary development and will enable more community access, a wider range of groups and activities and a more sustainable centre financially. **Aims and Objectives: 2, 5, 6, 7 & 8**

The other major project was at Lodge Farm Community Centre. Following discussions between our CEO and the CEO of Fitness Without Boundaries (FWB)

it was decided that we would work together to see if we could refurbish the small barn and incorporate space within it for a gym with specialist equipment for use by FWB clients, and with the ability for that to be cleared away when not in use and the space made available to any other groups to use as well. Finance was raised from Section 106 monies, grants, donations, local groups and CSN. This resulted in £85,000.00 being allocated to the redevelopment of the centre. The smaller barn was completely refurbished. A new heating system was installed, the space reconfigured, new doors, an insulated ceiling and new LED lighting, insulation of previously single skin walls, new kitchenette and decoration and carpeting throughout. This smaller barn is now a great space that is warm and comfortable, a far cry from the cold dreary space previously. In addition to the much needed improvement in the conditions for those that use the barn, there are opportunities for CSN to earn more from it to enhance this site's sustainability. Our CEO again worked with Raphael DaVighi of FWB and secured a grant from the Northants Community Foundation to run starter sessions for his clients to get the gym up and running. We benefit too from knowing that we have 6 months guaranteed room hire monies, and they have a secure base. The work on this bid was used to then secure a second grant from the National Lottery to continue the work underway. In addition to the works in the small barn we were able to have some work undertaken in the adjoining large main hall. There was an insulated ceiling installed along with new LED lighting in the hall which has reduced the volume of the hall hugely...it is still a very large space, but is now much warmer and cheaper to run. We also had the same work undertaken in the large foyer of the building. All of these improvements have been very welcome to us and our user groups. However, it is extremely disappointing that all this improvement work has been marred by repeated vandal attacks, resulting in many broken windows and damage to user groups equipment. CSN installed CCTV which has enabled the Police to identify the offenders. We and our landlords NBC are currently waiting for a safety report from the Police safety and security team.

A new kitchen worth £17,000.00 including white goods has been donated to replace the run down kitchen at the Kingsthorpe Community Centre. Metcalfs, a local building contractor, has agreed to install the kitchen as a charity donation. CSN has replaced the heating boiler in the centre.

The development of the new centre at St Crispin opens up new possibilities to expand the range of community provision that we can undertake, and also opens up opportunities to deliver functions and have conference provision. However, despite having been approved to take on the lease of the centre by NBC in November 2016, progress on the lease has been painfully slow. This is very disheartening and frustrating considering over 600 volunteer hours have been devoted to this by CSN on this development. It is also a wasted opportunity. We have been working hard with our solicitors to move this forward towards completion. It is also holding up CSN moving to the next stage of our development. Progress has stalled almost completely and NBC has been

very slow to respond. CSN still has a Tenancy at Will. This is restrictive in the use of the building and as such we are unable to gain the full potential income from the building as forecast in the business plan. The positive side is that we were able to work with NBC to carry out further improvements and resolve snagging issues. This building also suffered repeated vandalism attacks and many double glazed units were smashed. Security systems had been removed from the building budget, but are now being installed from the local Section 106 monies allocated to this site. Security shutters, boundary fencing and a CCTV linked to the NBC CCTV control room has so far removed the vandalism problems. On 16th May a meeting was held with NBC officers to consider the lease and iron out any problems. There was a written agreement on all outstanding issues. CSN did not receive documentation from NBC but were called back to a further meeting where a new set of proposals were agreed in writing. No documentation was provided by NBC. A further meeting took place between the Head of Regeneration at NBC and the CSN Chair. Despite assurances that the documentation would be sent out, it didn't happen.

Through a time of great change, upheaval and challenge, I am extremely proud of our achievements over the last 12 months. We have a strong dedicated team, all of whom are committed to community engagement and keen to achieve our aims and objectives. We all passionately believe in what we deliver. CSN has undertaken a large amount of community engagement work and development of the centres over the year and this is being recognised by other statutory organisations both locally and nationally.

T. Birch
Chair

Purposes

Our charity's purposes, as set out in the objectives contained in the company's Memorandum of Association are to: -

- Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race, or of political, religious, or other opinion, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education, and to provide facilities in the interests of social welfare, or recreation and leisure time occupation with the objective of improving the conditions of life for the said inhabitants.
- To establish, or secure the establishment, of community centres and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the objectives.

Values, Aims and Objectives

Working together to find the best ways to shape and provide opportunities for activities, services and experiences that create a greater sense of community and belonging.

Values:

- We are committed to providing opportunities that are affordable and of benefit to local people.
- We are committed to improving and enhancing the lives of people living, working or learning in the community.
- We aspire to achieve community cohesion by supporting activities that allow all individuals to share experiences We aspire to put the needs of the community at the heart of everything we do.
- We are committed to supporting the empowerment of communities, staff and volunteers to make a real impact.
- We are committed to taking responsibility for the continuous improvement of the provision on offer and being and being part of the answer and not the problem.
- We will operate within strict charitable, legal and ethical guidelines.

Aims and Objectives:

Community Spaces Northampton manages a number of community centres in Northampton to:

1. Accommodate a range of activities that are relevant, accessible and affordable for local people
2. Provide a welcoming, safe and supportive environment that is responsive to the needs of all within the community
3. Encourage local partnerships and networks that reflect the diversity of communities
4. Support local people to improve their health and wellbeing
5. Support the development of new initiatives and groups that respond to local needs
6. Encourage active participation in the life of the local community
7. Nurture an ethos of trust and mutual respect
8. Promote and organise co-operation between local residents, voluntary and community organisations, statutory bodies and other agencies, both at local and national level, in encouraging development and cohesion.

Our definition of a 'Community Centre' The term 'Community Centre' covers facilities that provide opportunities for social interaction, health activities and exercise, recreation, events, interest based courses, meeting spaces, youth groups. The organisation is proactive in determining needs, innovative in meeting the requirements of the local community and open to all groups within the community. The centres are there to provide a space for activities built around the needs of local people and are welcoming, inclusive and encourage a sense of belonging.

Our aims, objectives and activities are reviewed annually. The review also considers what has been achieved and the outcomes from the initiatives that have been actioned. The success of the engagement activities, initiatives and development can be shown to demonstrate how the charity is improving and enhancing the lives of people living, working or learning in the community. Through our feedback from groups and events, and liaison with residents and stakeholder groups we can ensure that we have a range of activities that are relevant, accessible and affordable for local people.

Many new initiatives have been started in response to local needs. The review helps us to ensure our aims and objectives remain focussed on our stated purposes.

Public Benefit Statement

The trustees have paid due regard to the charity commission guidance on public benefit. The trustees are confident that CSN's aims, objectives and activities accommodate a range of activities that are relevant, accessible and affordable and improve and enhance the lives of people, whilst encouraging and developing partnerships and networks, and are in accordance with the regulations on public benefit.

Structure, Governance and Management:

The organisation is a charitable company, limited by guarantee, incorporated on 1st November 2011, and registered as a charity on 11th April 2012. The company was established under a memorandum and articles of association, which defines its objects and powers, and is governed by its articles of association.

The financial statements comply with current statutory requirements, the memorandum and articles of association and the statement of recommended practice – accounting and reporting by charities (SORP 2005) issued in March 2005.

As part of the induction of new trustees they will formally meet the CEO and Chair of trustees. The induction will also include a question and answer session following a presentation. Potential new trustees are taken around and shown the community centres. Additionally, the new trustees will receive an information pack which includes:

- The obligations of the trustees.
- The key organisational policies and documents, including the Mem and Arts, policies, a copy of the building management agreement, and a sample copy of a lease.
- Resourcing and the current financial position as set out in the latest published accounts.
- Information from the various Charity Commission publications, sign-posted through the guide "The Essential Trustee".
- Aims and objectives and future plans.

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

Organisational Structure:

The organisation is led by the board, who meet at least 4 times per year. During these meetings consideration is given to strategic direction and policy of the charity. The CEO attends to discuss strategy, present reports and to take direction from the board. Consideration is given to updating the business plan, future opportunities and assessing, and mitigating where possible, potential and

known risks to the charity.

The charity has put in place systems to encourage new volunteers in areas where the community centres are located. There has been a focus on volunteering policy, development and activities to enable this to be undertaken. Volunteers have helped in improving the centres through decoration, development and involvement in community activities, gardening projects and litter picking.

Principal Funding Sources:

Our main income source is self generated through room hire rental income of the centres. In the current financial climate, it should be recognised that many of the groups using the centres require support and have limited forms of income. This has limited our ability to raise historically very low, subsidised room hire rates to those necessary to generate income in the longer term room hire rates have been held for almost 2 years. We have been successful in attracting some of the local Borough Council Councillor Empowerment monies to support projects and purchase equipment in some centres.

Reserves Policy:

The trustees have set, in conjunction with the CEO, a reserves policy that requires reserves to be maintained at a level which ensures core activity could continue during a period of unforeseen difficulty, and that a proportion of reserves be maintained in a readily realisable form. The trustees assess the required level of reserves on an annual basis, alongside the operating budget.

Registered number: 7831065

Community Spaces Northampton

**Report and financial statements
for the year ended
28 February 2019**

**Natalie Green & Co
Chartered Accountants
7G Mobbs Miller House
Christchurch Road
Northampton
NN1 5LL**

Community Spaces Northampton

Legal and administrative information

Registered charity number: 1146849

Registered company number: 07831065

Trustees:

Gary Youens
Toby Birch
Jane Birch

Secretary:

Steven Richards

Registered office:

Unit 1, St. Crispin Community Centre
St. Crispin Drive
Northampton
NN5 4GJ

Independent examiner:

Natalie Green
Natalie Green & Co
Chartered Accountants
7G Mobbs Miller House
Christchurch Road
Northampton
NN1 5LL

Bankers:

HSBC
22 Abington Street
Northampton
NN1 2AN

Community Spaces Northampton

Trustees' report for the year ended 28 February 2019

The trustees, who are also directors of the charity for the purposes of the Companies Act, present herewith their report and the financial statements for the year ended 28 February 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

Structure, governance and management

The charity is a registered charity and a charitable company limited by guarantee.

Community Spaces Northampton is governed by a memorandum and articles of association. The liability of members is limited. The members of the company are the trustees. The members have the power to appoint and remove trustees of the charity.

The trustees have considered the major risks to which the charity is exposed and having reviewed them have developed systems and procedures to manage those risks.

Objectives and activities

The objects of the charity are set out in the articles of association. The principal object is to promote the benefit of the inhabitants of Northampton and the neighbourhood by means of advancing education and providing facilities in the interests of social welfare for recreation and leisure-time occupation, with a view to improving the conditions of life for the inhabitants.

To this end the charity maintains, manages and develops the work of nine community centres in Northampton for the benefit of the local communities.

The articles of association give the charity the powers to do anything which is calculated to further its objects or which is conducive or incidental to doing so.

In planning activities, the trustees keep in mind the Charity Commission's guidance on public benefit.

Community Spaces Northampton

Trustees' report for the year ended 28 February 2019 - continued

Achievements and performance

Details of the income and expenditure for the year are set out in the statement of financial activities on page 6 of the annual report. The charity received grants of £25,247 during the year. Total income from all sources for the year amounted to £218,013 and total expenditure amounted to £186,095. The surplus arising of £31,918 has been transferred to reserves.

Statement of trustees responsibilities

The trustees, who are also directors of Community Spaces Northampton for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees recognise that they have failed in their responsibility to keep proper accounting records, and that they may therefore have inadvertently failed in their responsibilities to safeguard the assets of the company and to take reasonable steps to prevent and detect fraud and other irregularities. The trustees have therefore put in place a new accounting system. Whilst this new system is now in use, the accounting data is not complete and records remain inadequate. The trustees have undertaken to carry out regular reviews to ensure that these inadequacies are rectified as a matter of priority.

Approved by the trustees and signed on their behalf by



T Birch

Date: 27 November 2019

Independent Examiner's report to the Trustees of Community Spaces Northampton

I report to the charity trustees on my examination of the accounts of the company for the year ended 28 February 2019 which are set out on pages 6 to 13.

Respective responsibilities of trustees and examiner

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement - matter of concern identified

I have completed my examination. I have identified a matter of concern that gives me reasonable cause to believe that accounting records were not kept in respect of the company as required by section 386 of the 2006 Act.

Records summarising and analysing receipts and payments in the year have not been maintained on a timely or adequately detailed basis. The records do not disclose with reasonable accuracy at any chosen time the financial position of the company. The records do not distinguish adequately between restricted and unrestricted funds.

The accounts have therefore been prepared from bank statements, and from analyses and information, and other explanations supplied by you.

It appears that of the reported income from room hire rentals of £192,761, some £24,854 may relate to the late reporting of room hire rentals from the financial year ended 28 February 2018.

In view of the lack of historical timeliness in sales invoicing, and the lack of adequate sales ledger control, I am further concerned that there may be unidentified doubtful debts.

I confirm that no other matters have come to my attention in connection with the examination that give me reasonable cause to believe that in any material respect:

1. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
2. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Independent Examiner's report to the Trustees of Community Spaces Northampton - continued

I confirm that there are no other matters in connection with the examination to which your attention should be drawn in this report to enable a proper understanding of the accounts to be reached.

Natalie Green .

Natalie Green

Chartered Accountant

7G Mobbs Miller House, Christchurch Road, Northampton, NN1 5LL.

Date: 27 November 2019

Community Spaces Northampton

Statement of financial activities including summary income and expenditure account for the year ended 28 February 2019

| | | 2019 £ | 2018 £ |
|--|----|----------------|----------------|
| Income from: | | | |
| Voluntary income | | | |
| Grants - NBC for St Crispins (restricted) | | - | 78,783 |
| Grants - NBC for youth project (restricted) | | - | 11,250 |
| Grants - NBC wages contribution (restricted) | | - | 16,250 |
| Grants - NBC restricted | | 4,000 | - |
| Grant - NBC other | | 500 | - |
| Grant - NBC Partnership funding (restricted) | | 7,500 | - |
| Grants - councillors' empowerment grants | | 3,247 | 2,000 |
| Grants - other re Storehouse Church (restricted) | | 10,000 | 4,418 |
| Grants - other | | - | 1,792 |
| Activities for generating funds | | | |
| Rentals from room hire | | 167,907 | 120,084 |
| Rentals from room hire - prior year | | 24,854 | - |
| Investment income | | | |
| Bank interest | | 5 | 5 |
| Total income | | <u>218,013</u> | <u>234,582</u> |
| Expenditure on: | | | |
| Governance costs | 2 | 11,686 | 17,161 |
| Other costs | 3 | 174,409 | 181,436 |
| Total expenditure | | <u>186,095</u> | <u>198,597</u> |
| Net income/(expenditure) | | <u>31,918</u> | <u>35,985</u> |
| Net income for the year (as above) | | 31,918 | 35,985 |
| Total funds brought forward at 01/03/2018 | | <u>103,334</u> | <u>67,349</u> |
| Total funds carried forward at 28/02/2019 | 11 | <u>135,252</u> | <u>103,334</u> |

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

The above incoming resources relate to unrestricted funds, with the exceptions of certain NBC grants and a grant re Storehouse Church. These grants amount to £21,500 and represent restricted income.

The above resources expended relate to unrestricted funds, with the exceptions of governance costs in the sum of £2,759, and other costs in the sum of £11,450, which were met from restricted income.

The balance of net income, and the fund balance carried forward, therefore comprise both restricted and unrestricted funds as detailed in note 11 to the accounts.

Community Spaces Northampton - Registered company number: 07831065
Balance sheet as at 28 February 2019

| | Notes | 2019 £ | 2018 £ |
|---|-------|-----------|-----------|
| Fixed assets | | | |
| Tangible assets | 8 | 27,925 | 32,804 |
| Current assets | | | |
| Debtors | 9 | 73,653 | 44,146 |
| Cash at bank and in hand | | 46,653 | 34,104 |
| | | 120,306 | 78,250 |
| Creditors: amounts falling due within one year | 10 | (12,979) | (7,720) |
| Net current assets | | 107,327 | 70,530 |
| Total assets less current liabilities | | 135,252 | 103,334 |
| Funds | | | |
| Restricted funds | 11 | 69,850 | 62,559 |
| Unrestricted funds | | | |
| General funds | 11 | 65,402 | 40,775 |
| Total funds | | 135,252 | 103,334 |

For the year ending 28 February 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved and authorised for issue by the trustees on 27 November 2019 and signed on their behalf by:



T Birch
Director

Community Spaces Northampton

Notes to the financial statements for the year ended 28 February 2019

1 Accounting policies

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up the liability in respect of the guarantee is limited to £10 per member of the charity.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

Income recognition

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure recognition

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Irrecoverable VAT

Irrecoverable VAT is charged to the category of resources expended for which it was incurred.

Community Spaces Northampton

Notes to the financial statements for the year ended 28 February 2019 - continued

1 Accounting policies - continued

Pension costs

The charity has contributed to a defined benefit scheme for the benefit of its employees. The costs of contributions are written off against net income in the year they are payable.

Depreciation and amortisation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives on a straight line basis using the following rates:

| | |
|------------------|----------------------|
| Office equipment | 20% or 10% per annum |
| Heating systems | 10% per annum |

2 Governance costs

| | 2019 | 2018 |
|--|---------------|---------------|
| | £ | £ |
| Legal fees | 6,466 | 12,241 |
| Independent examiner's fees (see note 7) | 5,220 | 4,920 |
| | <u>11,686</u> | <u>17,161</u> |

3 Other costs

| | 2019 | 2018 |
|---|----------------|----------------|
| | £ | £ |
| Staff costs (see note 4) | 83,213 | 84,250 |
| Payroll administration fee | 728 | 540 |
| Heat, light and power | 8,733 | 29,128 |
| Rent (lease payment) | 1,968 | 1,968 |
| Water | 4,042 | 3,502 |
| Insurance | 3,063 | 2,714 |
| Office expenses and community development | 3,912 | 4,665 |
| Telephone | 2,425 | 1,815 |
| Repairs, maintenance and cleaning | 38,681 | 24,617 |
| Bad debts | 8,375 | - |
| PRS and PPL licence | 2,762 | 2,795 |
| Briar Hill Community Hub | - | 2,968 |
| Free2talk project | - | 13,216 |
| Standens Barn youth club | - | 1,000 |
| NBC re Storehouse Church | 10,000 | - |
| Miscellaneous costs | 1,346 | 3,107 |
| Bank charges | 154 | 169 |
| Depreciation | 5,007 | 4,982 |
| | <u>174,409</u> | <u>181,436</u> |

Community Spaces Northampton

Notes to the financial statements for the year ended 28 February 2019 - continued

4 Staff costs

| | 2019 | 2018 |
|---|----------------------|----------------------|
| | £ | £ |
| Wages and salaries | 77,999 | 81,168 |
| Social security costs | 3,075 | 2,367 |
| Employer's pension contributions | 2,139 | 715 |
| | <u>83,213</u> | <u>84,250</u> |
| | <u><u>83,213</u></u> | <u><u>84,250</u></u> |
| Average number of staff (in addition to trustees) | 3 | 3 |
| | <u><u>3</u></u> | <u><u>3</u></u> |

No employees had emoluments in excess of £60,000 (2018: nil).

5 Trustees remuneration

The trustees did not receive any remuneration or expenses payments during the year.

6 Pension costs

The company contributes to a defined contribution pension scheme. The assets of the scheme are held separately from those of the company. The pension cost charge represents contributions payable by the company to the fund and amounted to £2,139 during the year.

7 Independent examiner's fees

| | 2019 | 2018 |
|---------------------------------------|---------------------|---------------------|
| | £ | £ |
| Fees payable to independent examiner: | | |
| - independent examination | 600 | 600 |
| - other | 3,900 | 3,900 |
| - prior year under accrual | 720 | 420 |
| | <u>5,220</u> | <u>4,920</u> |
| | <u><u>5,220</u></u> | <u><u>4,920</u></u> |

Community Spaces Northampton

Notes to the financial statements for the year ended 28 February 2019 - continued

8 Tangible fixed assets

| | Equipment £ | Total £ |
|-----------------------|----------------|------------|
| Cost | | |
| At 1 March 2018 | 46,272 | 46,272 |
| Additions | 129 | 129 |
| | <hr/> | <hr/> |
| At 28 February 2019 | 46,401 | 46,401 |
| | <hr/> | <hr/> |
| Depreciation | | |
| At 1 March 2018 | 13,468 | 13,468 |
| Charge for the year | 5,008 | 5,008 |
| | <hr/> | <hr/> |
| At 28 February 2019 | 18,476 | 18,476 |
| | <hr/> | <hr/> |
| Net book value | | |
| At 28 February 2019 | 27,925 | 27,925 |
| | <hr/> | <hr/> |
| At 29 February 2018 | 32,804 | 32,804 |
| | <hr/> | <hr/> |

9 Debtors

| | 2019 £ | 2018 £ |
|---------------|-----------|-----------|
| Trade debtors | 69,859 | 40,420 |
| Prepayments | 3,794 | 3,726 |
| | <hr/> | <hr/> |
| | 73,653 | 44,146 |
| | <hr/> | <hr/> |

10 Creditors - amounts falling due within one year

| | 2019 £ | 2018 £ |
|-----------------|-----------|-----------|
| Trade creditors | 2,299 | - |
| Accruals | 10,680 | 7,720 |
| | <hr/> | <hr/> |
| | 12,979 | 7,720 |
| | <hr/> | <hr/> |

Community Spaces Northampton

Notes to the financial statements for the year ended 28 February 2019 - continued

11 Statement of funds

| | At 01/03/2018 | Net incoming resources £ | Transfer re fixed asset additions £ | At 28/02/2019 £ |
|---------------------------|------------------|-----------------------------------|--|-----------------------|
| Restricted funds | 62,559 | 7,291 | - | 69,850 |
| Unrestricted funds | | | | |
| General reserve | 40,775 | 24,627 | - | 65,402 |
| Total funds | 103,334 | 31,918 | - | 135,252 |

The general reserve represents the free funds of the charity which are not designated for specific purposes.

The restricted funds relate to unexpended grant income intended for specific purposes, and comprise:

| | 2019 £ | 2018 £ |
|----------------------------------|-----------|-----------|
| Water boiler Briar Hill | - | 450 |
| St Crispins - legal fees | - | 2,759 |
| St Crispins - set up expenses | 21,817 | 21,817 |
| St Crispins - costs | 37,533 | 37,533 |
| Briar Hill community development | 7,500 | - |
| BHCH group and hand dryers | 1,000 | - |
| Vernon Terrace maintenance | 2,000 | - |
| | 69,850 | 62,559 |

Certain costs have been met with regard to St Crispins and Briar Hill community development, but these have not been separately quantified, and therefore have not been matched with grants received. As a consequence, the restricted funds as at 28 February 2019 as analysed above may be overstated.

Community Spaces Northampton

Notes to the financial statements for the year ended 28 February 2019 - continued

12 Lease commitments

At the balance sheet date the company had annual commitments under operating leases relating to land and buildings. The total future minimum lease payments are as follows:

| | 2019 | 2018 |
|--|---------------|---------------|
| | £ | £ |
| Payable: | | |
| - not later than one year | 1,968 | 1,968 |
| - later than one and not later than five years | 7,872 | 7,872 |
| - later than five years | 21,024 | 22,992 |
| | <u>30,864</u> | <u>32,832</u> |

13 Related party transactions

There were no related party transactions requiring disclosure during the year (2018: none).

14 General Information

Community Spaces Northampton Registered number 7831065 is a private company limited by guarantee and is incorporated in England & Wales. The Registered Office is Unit 1, St. Crispin Community Centre, St. Crispin Drive, Northampton, NN5 4GJ.