

# Allhallows Community Centre Fletchertown

Registered charity: 1040440  
[www.allhallowscentre.org.uk](http://www.allhallowscentre.org.uk)



## Annual Report & Accounts Year Ending 31 August 2017





# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	09	2016		31	08	2017

## Section A Reference and administration details

**Charity name** Allhallows Community Centre

**Other names charity is known by** Allhallows Centre

**Registered charity number (if any)** 1040440

**Charity's principal address** Operating address: Allhallows Community Centre,  
Fletchertown, Wigton, Cumbria, CA7 1BS

Correspondence address: 1 Pinegrove, Mealsgate, Wigton,  
Cumbria, CA7 1BY

### 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	Margaret Abbott	Chair		
2	Gill Edmondson	Secretary		
3	Caroline Mackenzie	Manager		
4	Jane Miller	Vice Chair		
5	Virginia Murphy	Treasurer		
6	Ashley Gardner			
7	Mary Lewis			
8	Janet Mansfield			
9	Jane Miller			
10	William Miller			
11	Alan Price			
12	Helen Wallage			
13	William Wallage			
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
Allhallows Parish Council (Custodian Trustee)	

### 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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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document  
(eg. trust deed, constitution)

Trust Deed dated 8<sup>th</sup> December 1993

How the charity is constituted  
(eg. trust, association, company)

Trust

Trustee selection methods  
(eg. appointed by, elected by)

Trustees may be nominated by regular users of the Community Centre or by members of the public and are elected at the 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 Centre Management Committee has adopted the following policies and procedures:

- Standard Conditions of Hire
- Health & Safety Policy
- Fire Safety Risk Assessment
- Fire Procedure
- Child Protection Policy & Procedure
- Equal Opportunities Policy

The Community Centre is a member of Cumbria Council for Voluntary Service.

## Section C Objectives and activities

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

The Charity was established in order to provide a community facility for the benefit of residents. The Trust Deed (dated 8<sup>th</sup> December 1993) states that "the premises are held upon trust for the purposes of a village hall for the use of the inhabitants of the Parish of Allhallows and surrounding area in the County of Cumbria without distinction of political, religious or other opinions including use for meetings, lectures and

classes and other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants.”

In fulfilling the objects of the Charity, the trustees have had regard to the guidance issued by the Charity Commission on public benefit. Principal activities of the Charity include maintaining the building in a fit and safe condition, making facilities available for hire by individuals and groups and staging events / activities for the community to participate in.

Regular groups which hire the Centre include:

- Allhallows Church (services, fund raising events)
- Allhallows Parish Council (meetings)
- Harlequin Performing Arts (dance and music)
- Two by Two (baby & toddler group)
- Rattle & Drum (toddler group)
- Sewing, craft and quilting groups
- U3A
- West Cumbria Archaeological Society
- Women’s Health Group

Irregular groups / activities during the year included:

- Solway Arts events and exhibition
- Charity coffee mornings / table top sales
- Pizza evenings
- Polling station
- Private parties
- Workshops (cake decorating, Christmas crafts etc)

Events organised by the Centre Committee included:

- Monthly bingo sessions
- Catering at selected events
- Quarterly quiz evenings
- Monthly lunch club

**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)**

### **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.

The Committee members are all volunteers and are supported by others from the community at various times during the year.

**Summary of the main achievements of the charity during the year**

2016/17 has been a particularly busy year for the Committee and the Centre. Our priority, as always, has firstly been to maintain a good financial position in order that the Centre can meet all routine running costs from its own funds and secondly to encourage more people to use the Centre, both through private bookings and also by organising community events.

There have been several major activities relating to caring for and repairing the fabric of the building. Most significantly this included installing a new boiler and radiator system in the main hall with funding via the National Lottery Awards for All scheme. Other significant maintenance activities included redecorating the main hall and re-pointing sections of the external wall. At the end of the year we placed an order to install WI-FI in the building and this will be operational in the near future.

We have continued with a busy programme of events / activities organised by the Centre Committee and the Centre has also been well used by groups and individuals hiring it for their own events / activities (see section C). The range of provision continues to broaden and includes activities suitable for all ages, tastes and abilities. A new addition during the year was the establishment of a hugely popular monthly lunch club. Other additions include a series of poetry and arts events promoted by the Wordsworth Trust and a maths tutoring service.

The Facebook page has proved to be a very effective way of communicating with the wider community, especially with younger people.

We are very grateful for continued, regular support from Aspatria and District Community Charity Association (ADCCA) and the George Moore Memorial Hall Trustees (GMMHT).

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Centre Management Committee has a policy to maintain a minimum of £500 in the current account at all times.

### Details of any funds materially in deficit

None

### 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.

Total receipts during 2016-17 were £22,100.40 (including £13,204.27 in restricted donations and grants). Apart from the grant income, the two main sources of income were funds from hiring the Centre to regular users (£3,194) and from events / activities organised and hosted by the Committee (£2,057.14). One-off hires contributed a further £1,999 and catering at events raised £1,156.27.

Total payments during 2016-17 were £25,561.1. Repairs/maintenance accounted for the highest expenditure (£17,732.47), followed by utility payments (£3,095.66).

Taking all receipts and payments into account, there was a net deficit of £3,460.70. However, some payments during the year were from grants received in 2015-16. When only unrestricted, non-grant, funds are taken into account, the net balance was £158.30 at the end of the year.

Total funds in the bank and in petty cash at the end of the year were £3,624.42 of which £2,854.42 was unrestricted and £770 restricted.

## Section F

## Other optional information

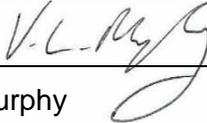
We will continue to work our way through a programme of further building improvements for which we will seek grants. These improvements may include replacement guttering, upgrading the toilets and installing a loop system.

## Section G

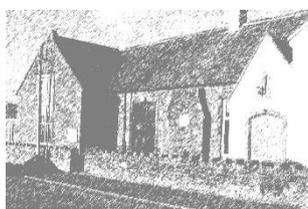
## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Margaret Abbott	Virginia Murphy
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 27<sup>th</sup> October 2017



Allhallows Community Centre

1040440

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Receipts and payments accounts

For the period from

01/09/2016

To

31/08/2017

**Section A Receipts and payments**

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
<b>A1 Receipts</b>					
Gift Aid Donations	290.00	730.00	-	1,020.00	165.00
Other donations		100.00	-	100.00	
Income from regular groups	3,194.00	-	-	3,194.00	3,296.50
Income from one-off bookings	1,999.00	-	-	1,999.00	1,524.00
Tax recovered	-	-	-	-	-
Income from catering	1,156.27	-	-	1,156.27	996.36
Income from grants	-	12,374.27	-	12,374.27	6,524.00
Income from fund raising	2,057.14	-	-	2,057.14	3,934.34
Income from investments	2.59	-	-	2.59	0.04
Other income	197.13	-	-	197.13	287.00
<b>Sub total (Gross income for AR)</b>	<b>8,896.13</b>	<b>13,204.27</b>	<b>-</b>	<b>22,100.40</b>	<b>16,727.24</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>8,896.13</b>	<b>13,204.27</b>	<b>-</b>	<b>22,100.40</b>	<b>16,727.24</b>
<b>A3 Payments</b>					
Repairs/maintenance	1,347.20	16,385.27	-	17,732.47	4,564.47
Utilities	3,095.66	-	-	3,095.66	2,908.89
Cleaning	1,670.83	-	-	1,670.83	1,636.47
Equipment		438.00	-	438.00	
Insurance/licences	1,689.11	-	-	1,689.11	1,681.26
Cost of fund raising	83.00	-	-	83.00	197.07
Administration	415.57	-	-	415.57	172.76
Catering	416.46	-	-	416.46	501.46
Other costs	20.00	-	-	20.00	287.00
<b>Sub total</b>	<b>8,737.83</b>	<b>16,823.27</b>	<b>-</b>	<b>25,561.10</b>	<b>11,949.38</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>8,737.83</b>	<b>16,823.27</b>	<b>-</b>	<b>25,561.10</b>	<b>11,949.38</b>
<b>Net of receipts/(payments)</b>	<b>158.30</b>	<b>-3,619.00</b>	<b>-</b>	<b>-3,460.70</b>	<b>4,777.86</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>2,696.12</b>	<b>4,389.00</b>	<b>-</b>	<b>7,085.12</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>2,854.42</b>	<b>770.00</b>	<b>-</b>	<b>3,624.42</b>	<b>4,777.86</b>

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

		Unrestricted funds	Restricted funds	Endowment funds
<b>B1 Cash funds</b>	Petty cash	135.00	-	-
	Bank current account	2,597.73	750.00	-
	Bank/BS savings accounts	121.69	20.00	-
	<b>Total cash funds</b>	2,854.42	770.00	-

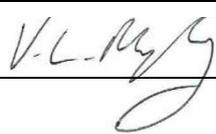
		Unrestricted funds	Restricted funds	Endowment funds
<b>B2 Other monetary assets</b>	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	None		-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	None		-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	None		-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

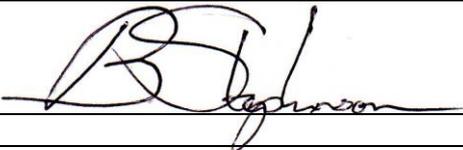
Signature	Print Name	Date of approval
	Margaret Abbott	27/10/2017
	Virginia Murphy	27/10/2017



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

<b>Report to the trustees/ members of</b>	Allhallows Community Centre		
<b>On accounts for the year ended</b>	31 <sup>st</sup> August 2017	<b>Charity no (if any)</b>	1040440
	<b>Set out on pages</b> Pages 8 and 9		
<b>Respective responsibilities of trustees and examiner</b>	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"><li>• examine the accounts under section 145 of the Charities Act,</li><li>• to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and</li><li>• to state whether particular matters have come to my attention.</li></ul>		
<b>Basis of independent examiner's statement</b>	<p>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.</p>		
<b>Independent examiner's statement</b>	<p>In connection with my examination, no matter has come to my attention (other than that disclosed below *)</p> <ol style="list-style-type: none"><li>1. which gives me reasonable cause to believe that in, any material respect, the requirements:<ul style="list-style-type: none"><li>• to keep accounting records in accordance with section 130 of the Charities Act; and</li><li>• to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act</li></ul>have not been met; or</li><li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li></ol> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>		
<b>Signed:</b>		<b>Date:</b>	23 <sup>rd</sup> November 2017
<b>Name:</b>	Brian Stephenson		
<b>Relevant professional qualification(s) or body (if any):</b>	Member of the Association of Church Accountants & Treasurers		
<b>Address:</b>	Erne House, Plumband, Wigton, Cumbria, CA7 2ET		

## Section B

## Disclosure

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose.**

None