

MARKFIELD COMMUNITY ASSOCIATION

Markfield Community and Sports Centre
Mayflower Close, Markfield
Leicestershire
LE67 9ST



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TRUSTEES' REPORT FOR YEAR ENDING 31ST MARCH 2021

Reference and administration DETAILS OF THE Charity and its trustees.

The charity is a charitable unincorporated Organisation known as Markfield Community Association (MCA). Its registration number is 1017713.

The charity is registered at 60 Oakfield Avenue, Markfield, Leicestershire and operates from Markfield Community and Sports Centre, Mayflower Close, Markfield, Leicestershire LE67 9ST.

The trustees in place at the date of approval of this report are:

J.Bryan	(appointed on 10 th January 2022)	
G.Chilvers	(appointed on 15 th September 2012)	*
S. Beesley	(appointed on 10 th May 2018)	*
R. Grantham	(appointed on 12 th March 2011)	*
D. Grantham	(appointed on 12 th March 2011)	*

* Trustees reappointed at the Association's AGM held on 30th May 2019

The Association has a trading arm known as Mercenfeld Trading Limited (MTL). The MTL is registered with Companies House as a limited company by guarantee. Its registration number is 02830817. The purpose of the trading arm is for the retail sale of alcohol on the premises with all profits going towards supporting the objectives and activities of the Association at Markfield Community and Sports Centre. The MTL has its own board of directors and submits annual accounts to Companies House. The MTL provides update reports on its finances and trading activities to the Trustees at meetings of the General Management Committee and to the Annual General Meeting of the Association.

Structure, governance and management.

The charity was constituted as a Charitable Un-Incorporated Organisation under a formal constitution made on 22nd January 1987.

The constitution requires that a General Management Committee be in place to manage the affairs of the Association at Markfield Community and Sports Centre. This Management Committee consists of the Trustees and allows for other relevant representatives from the Borough and Parish Councils, Centre users and other co-opted persons interested in the running and development of the Markfield Community and Sports Centre.

The General Management Committee is required to meet at least twice per year and to also hold an open Annual General Meeting in May each year. However, due to Corona Virus pandemic restrictions ALL General Management Committee Meetings and the Annual General Meeting were postponed until further notice. Telephone meetings have taken place as and when required.

Trustees and members of the General Management Committee are elected on an annual basis at the Annual General Meeting of the Association. This has not taken place this year due to the pandemic and other difficulties.

The constitution also sets out Objects and Powers of the Association

REVIEW:

With the assistance and support of Leicestershire and Rutland Rural Community Council the Charity is currently undertaking a full review of its Governance, procedures and policies to ensure that they are updated and meet the Charity Commission's requirements and guidelines. This review also includes the negotiation of a new Lease agreement with Markfield Parish Council and the tri-partite Management Agreement between the Association, Hinckley and Bosworth Borough Council and Markfield Parish Council.

Membership

The constitution contains rules on membership of the General Management Committee, honorary officers, rules and procedures relating to meetings, standing orders regarding the use of the Community Centre, finances, trust property, dissolution and alterations to the constitution.

Trustees of the Association and Directors of Mercenfeld Trading Limited are appointed with regard to their skills, knowledge, and experience to ensure the effective administration of both.

Members of Markfield Parish Council are represented on the Association's Management Committee but are not Trustees.

Objectives and activities:

The main aim of the Association is to manage the daily running and development of Markfield Community and Sports Centre. The Centre provides sport, leisure, recreational, information, educational and community facilities for the people of Markfield and the surrounding rural areas and villages. Throughout the pandemic the Association has also assisted other statutory and voluntary organisations, community groups and local people to support the well being of our community especially the most vulnerable and those who have needed our help and support.

The objectives of the Markfield Community Association are set out in its constitution and equality statement as follows:

“To promote the benefit of Markfield without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving the condition of life for the said inhabitants.”

These objectives are enshrined in the Associations Equality Statement adopted in October 2010 and updated in October 2019 as follows:

“Within the Markfield Community Association's Constitution the Association operates an “open to all” and equitable service at Markfield Community and Sport's Centre as outlined below:

Not with standing or with prejudice to the Markfield Community Association's Constitution, Conditions of Hire, its Charitable Status, policies and any conditions of use imposed by the Charities Commission or other lawful authority; the Association and any associated or hosted project, activity or event, strives to deliver its services, activities and employment at

Markfield Community and Sports Centre without discrimination against any person on the basis of their age, gender, sexual orientation, race, faith, religious belief, disability or any discriminatory grounds and recognises the diversity of the local population and within any relevant legislation”.

Activities undertaken by the Charity in accordance with the above objectives comprise principally of the operation of Markfield Community and Sports Centre providing activities and facilities each day of the week Monday to Friday 9am to 9pm and is also available for use and hire at the weekends at required times for third party hiring of the premises. All activities are undertaken in the interests of the public.

A programme of classes and activities are published on our website www.markfieldcommunitycentre.com and on our face-book pages.

Achievements and performance:

Anticipating the severity of the COVID19 pandemic the Centre closed down all activities on 9th March 2020 a full week before the National lockdown that was enforced on the 16th March 2020.

The Centre immediately undertook a COVID19 risk assessment and put into place an action plan aimed at minimising the risk of infection to staff, volunteers and Centre users. This has remained in place throughout the pandemic and continues to date.

Although the Centre was closed, it was established as a virtual Hub for our local community and our staff were retained to assist with the following:

Keeping the Centre sanitised and clean for and emergency use such as National Blood Service sessions, food storage or any other situation where the Centre could assist. This also enabled the Centre to be ready for any relaxations of Government restrictions enabling re-opening either partially or fully.

As a virtual hub the Centre provided and continues to provide:

- Support for both statutory and voluntary agencies and organisations in tackling COVID19 situations and referrals.
- Co-ordination and support to the Markfield COVID19 Voluntary Good Neighbours Help Scheme. This scheme rapidly provided a volunteer in every street in the village. The volunteers have and continue to provide literally hundreds of acts of kindness to those who needed it most throughout the pandemic including, shopping, collection of prescriptions, befriending and much more.
- Support for local community initiatives throughout the pandemic including keeping the local post office open, providing PPE and hand cream to the NHS and Carers, providing food parcels and Christmas hampers and community morale boosting community events.
- Co-ordination and support to the Markfield Mayflower Club providing continued support and information to elderly, vulnerable and lonely people in the village and beyond.

The provision of this community hub has been extremely successful and much appreciated by our local people and other organisations. We have received many expressions of thanks and appreciation. In addition, we were also pleased to receive a Making a Difference Award as well as a Local Hero award. We also received a wonderful letter from the Lord Lieutenant of the County (The Queen’s Representative) expressing his sincere thanks for all that we have been doing during the pandemic.

By maintaining a strict COVID19 Risk Action Plan aimed at keeping the Centre sanitised and safe as possible plus the retention of staff we have been able to respond quickly to Government changes in restrictions and lock downs. This has also enabled the Centre to

restart activities both externally and internally albeit on a limited scale and at a much reduced level compared with pre pandemic hire and bookings.

Financial Review:

Closures and restrictions caused by the pandemic have had a detrimental impact on the finances of the Association. The enforced lockdowns and other restrictions had led to a severe loss of income.

FOR EXAMPLE

Income from lettings and hire fees amounted to £8,820 compared to £41,277 in the previous pre pandemic financial year.

Income from bar takings amounted to £845 compared to £9,175 in the previous pre pandemic financial year.

The closure also caused a loss of £715 of bar stock and £176 worth of other perishable stock.

Throughout the pandemic the Centre has continued to pay other expenses including all utility bills, staff wages, licenses and other required and ongoing expenditure.

In addition, the Centre had additional costs relating to Personal Protection Equipment (PPE) and additional sanitising and cleaning items.

However, by careful financial management, we were able to restrict expenditure to £38,199 compared to £60,009 in the previous financial pre pandemic year.

COVID 19 Continuance of Business and Recovery Plan

In March 2021 and foreseeing financial threats and difficulties due to the Pandemic the Association produced a Business Continuity Plan for 2021 to 2023.

This Plan has provided both a robust continuity and recovery of business plan based on responses to lock downs and other Government restrictions experienced over the financial year. The plan includes both business and financial responses and targets.

The Association had adopted a target to achieve and maintain a financial reserve equal to three-months operational expenditure as recommended by the Charity Commission.

The Association has also actively sought and been successful in securing external grant funding. Our appreciation goes to Hinckley and Bosworth VCS Partnership (£10,220), Leicestershire County Council Communities Fund (£15,540), Leicestershire and Rutland Rural Community Council (£500), Leicestershire and Rutland Community Foundation (£10,250) and an anonymous donation (£1,000). Total £37,510

Without the above funding and reserves the Association would have been in a dire financial situation. However, we are confident that we have now secured sufficient reserves to ensure continuity of business until the situation returns to pre pandemic levels.

Prepared by:

Ron Grantham Treasurer to Markfield Community Association (2020 – 2021 Financial Year)

