



Trustees' Annual Report for the period

From **01/10/2024** Period start date To **30/09/2025** Period end date

Charity name: **ELMSTEAD COMMUNITY CENTRE**

Charity registration number: **1018831**

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	TO PROVIDE FACILITIES FOR LOCAL GROUPS AND ORGANISATIONS TO CONDUCT THEIR DAY TO DAY ACTIVITIES
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	MANY ORGANISATIONS HIRE OUR PREMISES FOR OLD AND YOUNG ALIKE TO FURTHER THEIR WELLBEING AND SOCIAL AWARENESS.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	THE TRUSTEES ARE SATISFIED THAT THE ACTIVITIES MEET THE CHARITY COMMISSION PUBLIC BENEFIT TEST.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	TO ALLOW MANY LOCAL GROUPS OR ORGANISATIONS TO HIRE A ROOM OR HALL AT REDUCED PRICES TO FURTHER THEIR WELLBEING AND SOCIAL AWARENESS. THE TRUSTEES ARE SATISFIED THAT THE ACTIVITIES MEET THE CHARITY COMMISSION PUBLIC BENEFIT TEST.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	£172154
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The reason for holding such large reserves is for the fixtures and fittings for our soon to be built new community centre.
Amount of reserves held	Para 1.22	£150000
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	CONSTITUTION 1975
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	UNINCORPORATED ASSOCIATION
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	APPOINTED ANNUALLY AT AGM

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	ELMSTEAD COMMUNITY CENTRE
Other name the charity uses	
Registered charity number	1018831
Charity's principal address	COMMUNITY CENTRE SCHOOL ROAD ELMSTEAD CO7 7ET

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	SID WRIGHT	CHAIRMAN		
2	RON FAIRWEATHER	TREASURER		
3	DAWN STAMMERS			
4	LINDA SCOTT			
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Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

RAFairweather

Full name(s)

Ronald Alfred Fairweather

Position (eg Secretary,
Chair, etc)

Treasurer

Date

16th December 2025

ELMSTEAD COMMUNITY CENTRE

Registered Charity No.1018831

Income & Expenditure Account for the Year Ended 30th September 2025

	2024/25		2023/24
	Unrestricted Funds	Restricted Funds	Total
	£	£	£
INCOME			
From Trading Activities			
Regular Lettings	17,403.00		17,403.00
Private Lettings	4,923.50		4,923.50
Other Income			
Fundraising	682.00		682.00
Interest from Assets	4,235.13		4,235.13
TOTAL INCOME	27,243.63	-	27,243.63
EXPENDITURE			
Cleaning	- 2,145.24	-	- 2,145.24
Repairs & Mntce	- 406.41	-	- 406.41
Energy	- 3,094.99	-	- 3,094.99
Water	- 546.56	-	- 546.56
Rates	- 239.33	-	- 239.33
Insurance	- 285.54	-	- 285.54
RCCE IE and TDC licence	- 229.40	-	- 229.40
Office Supplies	- 114.24	-	- 114.24
TOTAL EXPENDITURE	- 7,061.71	-	- 7,061.71
NET SURPLUS	20,181.92	-	20,181.92
Balance Brought Forward	151,972.12		151,972.12
Balance Carried Forward	172,154.04	-	172,154.04

ELMSTEAD COMMUNITY CENTRE

Registered Charity No.1018831

Statement of Assets & Liabilities at 30th September 2025

	2025	2024
	£	£
MONETARY ASSETS		
Bank Balances		
Current Account	1,130.49	1,948.90
Deposit Account	5,000.00	14,000.00
NCC Account	23.57	23.24
Redwood Bank	85,000.00	85,000.00
Hinckley & Rugby BS	81,000.00	51,000.00
Total	<u>172,154.06</u>	<u>151,972.14</u>
Debtors		
Unpaid letting Invoices	359.00	96.00
Accrued Interest	3,259.50	1,073.31
Creditors		
Independent Examination	135.00	129.00
NON MONETARY ASSETS		
Tables & chairs		
Kitchen Equipment		
Fire Extinguishers		
PA System		
Cleaning Equipment		
AV Equipment		
Air purification units		

Independent Examiner's Report to the Trustees of Elmstead Community Centre (Registered Charity No. 1018831)

I report to the trustees on my examination of the accounts of Elmstead Community Centre (the Trust) for the year ended 30th September 2025.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act'). I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



J Stobart FCCA
RCCE House, Threshelfords Business Park, Inworth Road, Feering CO5 9SE
14th November 2025

ELMSTEAD COMMUNITY CENTRE
Registered Charity Number 1018831

Independent examination of accounts for the year ended 30th September 2025

Charity Commission requirement

Total income is over £25,000 so there is a requirement to submit TAR and accounts to the Charity Commission.

Confirmation of Directions 1 and 2

- Accounts can be prepared on a receipts and payments basis. There is no requirement for audit.
- The independent examiner has no connection with the trustees or involvement in day to day administration of the charity.

Scope of work undertaken

- Cash book totals (excel spreadsheet) agreed to receipts and payments totals on the face of the accounts.
- Bank statement balances agreed to balances carried forward on the face of the accounts.
- Sample of requests for payment trailed through the cash book.
- Sample of hall hirers trailed from Village Hall Invoices into the cash book.
- Reimbursements of expenses agreed to online transfers.
- Comparison with prior year figures and significant variances explored for unusual items
- Debtors and creditors at year end have been verified against supplementary records
- Accounts follow the [CC16 template](#)
- TAR not reviewed at the time of examination

Notes

The audit trails for both income and expenditure are excellent and easy to follow. The date of payment is written on invoices and filed in date order. On-line banking system with dual approval for payments is used. No cheques drawn this year.

There is an invoice trail spreadsheet for each month to manage the issue and collection of hall hire fees. There is also a spreadsheet that summarises the lettings cheques and cash received and when banked which agrees to the paying in slips. About three quarters of hire fee receipts are by direct transfer. There are 13 lettings paying in slips during the year: 100315 to 100327

There were 3 expenses reimbursements during the year in April, June and Sep 2025, with source documents attached to each of the 3 claims, checked and authorised for payment. The amounts are outlined on a spreadsheet headed Petty Cash payments 01/10/24 to 30/09/25: the spreadsheet shows the cash book column that each expenditure item is allocated to (columns O, N, and X).

Energy water and rates have increased significantly this year by 37%, 24% and 71% respectively. Repairs and maintenance, cleaning and insurance have decreased so overall costs are up by only 8%. Lettings income overall is slightly higher than last year with regular lettings increasing and private lettings decreasing slightly. Interest on savings accounts has increased significantly. The charity did not receive any grants this year. There are no employees, the cleaner is contracted and paid on invoice.

At the year-end the charity has 5 bank accounts, 3 with Barclays, a savings account with Redwood Bank and with Hinckley and Rugby BS. Accrued interest has been estimated on the 2 x savings accounts. The £172,154 that the charity is holding at the year-end is sensibly spread across 3 financial institutions providing protection under the Financial Services Compensation Scheme. It is likely that a 4th institution will be needed shortly for the growing funds.

The detailed accounts showed non-monetary assets of £14,827. The charity does not own / insure the building: insurance cover is sufficient to replace contents owned by the charity in the case of a total loss.

The charity has a very healthy level of reserves, being over 24 years of running costs, which are being accumulated for the build of the new community centre.

Jan Stobart
14th November 2025