



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	April	2020		31st	March	2021

## Section A Reference and administration details

**Charity name**

**Other names charity is known by**

**Registered charity number (if any)**

**Charity's principal address**

St Marks Community Centre	
St Marks Terrace	
Sunderland	
<b>Postcode</b>	Sr4 7BN

### 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	Iain Kay	Chair		
2	Kevin Dodsworth	Vice-chair		
3	Peter Anderson	Treasurer		
4	Christine Dodsworth	Secretary		
5	Jean Philips	Trustee		
6	Denise Sanderson	Trustee		
7	Wendy Gibbons	Trustee		
8				
9				
10				

### 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

### Name of chief executive or names of senior staff members (Optional information)

## Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	The executive committee abides by the constitution as adopted on the 7 <sup>th</sup> June 1996
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by Committee

## 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.

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

1. To promote the benefits of the inhabitants of the area of benefit by associating together the inhabitants and the local authorities, voluntary and other organisations to advance educational, social welfare and leisure time occupations.
2. To establish a community centre
3. Other such charitable purposes

The area of benefit is defined as :- Millfield, Sunderland and the Surrounding areas.

St Marks provides a Community Building where people young and old can meet up to take part in social or educational activities, in a safe, warm and friendly environment, these activities include:-

- ❖ Youth Session take place on a Friday evening, this allows young people to meet up and take part in sporting, educational and social activities such as football, basketball, netball, table tennis, table soccer, pool etc. There is a games room where young people can access xbox and wii games, a computer suite with 7 computers with internet access and a TV room where they can watch and listen to music. There are educational and social programs run by youth workers. The community activity garden allows the young people to access outside activities such as grassed sports areas on the artificial pitch, crazy golf, and boulder climbing wall and outside basketball hoops.
- ❖ The mum and toddler group is held on a Tuesday morning, this covers children from birth to 5 years old, ensuring a safe environment to improve their social skills and allowing interaction with other babies, it also gives parents a chance to meet up for a chat with other parents of young children. Weather permitting, they can access the outside artificial grass area. There is also an outside toddler play area which has proved to be a hit with the toddlers. This group has access to off site visits, where funding permits.
- ❖ We now have a Friday over 60s group that meet up for three hours to do arts and crafts, cooking and just have a good chat.
- ❖ Local residents group meet every 6 weeks to talk about issues affecting their community.
- ❖ **Indoor bowls Club** – this allows the community to participate in carpet bowls, both young and old alike can meet up for 3 hours each Thursday afternoon. Pool and darts are also available at this time. The club has proven successful throughout the year, being accessed by multiple age groups.
- ❖ There are a number of independent clubs also operating from the centre, this includes-
  - Skinny pigs** – a fitness class that operates 13 times a week with approx. 40 members each session, this is pure circuit training..
  - St dance** – take place each evening dance and fitness age ranging from 5 to 40yrs of age child and adult classes, with the aim to help local people become more active.

**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)**

This has been well attended by multiple age groups.

**Taekwondo classes** operate on Thursday evenings and sat mornings

**Kid's mini soccer** – giving the children something to do on a Sunday morning from 5 to 8yr olds. This has been a great success and continues to operate with increasing numbers.

- ❖ **Computer Suite** – this is available Monday – Friday 10am to 3pm allowing the whole community access to computers, printers and the internet. This has been used by local community members to use the internet, apply for jobs and print off CVs

St Marks have tried to provide as many activities as possible for the whole age range within the Millfield and surrounding areas of Sunderland. The Community garden is available throughout the day for community use, free of charge, The fitness room is available for minimum cost of £1, and the outdoor toddler area is available throughout the day free of charge, as is the artificial grassed area giving outdoor open space for the local community.

#### **Additional details of objectives and activities (Optional information)**

We have continuous support from dedicated long standing local volunteers, who without them the place couldn't survive with the heavy increasing demands of funding

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

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

We try to continue to grow each year and this year, more than ever St Marks has aimed to provide a focal point for the local community of Millfield, where they can feel a part of and offer a multipurpose centre run by and for the whole community. This year has been difficult with lockdown restrictions in place. We have improved the facilities at the centre with conference rooms available, a new kitchen and coffee bar facility for the community to access.

We continuously work with other local organisations, the local council and police teams to try and offer as much as we can to help make the Millfield a closer and better community to live in. Our management committee is totally run by local people, so helping make decisions which enhance the facilities and programs we can offer. We also try to make cost no issue by providing free activities, and some with a small minimal fee so open to all. We are situated in an area of high deprivation with many families on low incomes and benefits, we still have over 85% of households who don't have access to a garden for children to play. We are always here to listen to what local people want, this is the most important thing in helping to bring the community together.

With Sunderland being stated as one of the most unhealthiest cities in the UK, we do try to aim to help improve the health styles of local people. By providing fitness classes, free outdoor space, fitness room and information on healthy eating we hope we can help address this and help local people live healthier and more active lifestyles.

The manager has now been here 13 years, and is also a local person who has the passion to improve the facility each year to make it an even more attractive and beneficial to the whole community. The manager also continues to work closely with local people and organisations so we can maximise the amount of local people we are reaching.

The last year has been difficult for everyone not just our country but the whole world. Due to the emergence of COVID-19 our lives have changed dramatically. St Marks has tried to offer as much support as possible, with volunteers and staff we have reached out to the local community offering help and advice via phone support, and online chat rooms. We have helped local older people with shopping, as well as, just chatting so local people don't feel isolated. Throughout the last year we have worked with partner organisations to help local people through these difficult times. Like all organisations, business etc. the financial side has been affected due to severe loss of income. We have managed to get help from government and local council via grants to get through this difficult year. We hope next year things will start to improve, we feel the community will need us even more, so we aim to deliver even more opportunities for local people to access resources to bring the community even closer together.

## Section E

## Financial review

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

The executive committee regards the financial performance of St Marks (Millfield, Sunderland) Community Association and its financial position to be satisfactory.

The executive policy is that reserves should not exceed the average of six months expenditure and a contingency for unforeseen events. The committee therefore feels that its reserves are satisfactory.

We hereby submit our annual policy and financial statements for the year ended 31<sup>st</sup> March 2020.

### Details of any funds materially in deficit

### 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.

#### Accounting for income.

Cash donations and other income are treated as income in year in which they are received. Voluntary help is not included in the accounts.

#### Expenditure

All relevant expenditure is accounted for when incurred. Charitable donations are accounted for when the payment is made.

#### Fixed Assets

No fixed assets were held during 2019/2020

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<i>Martin Robson</i>	<i>Iain Kay</i>
Full name(s)	Martin Robson	Iain Kay
Position (eg Secretary, Chair, etc)	Project Manager	Chair

Date 10/5/21

A394  
Please Sign  
& Return.

FINANCIAL REPORT

ST MARKS (MILLFIELD, SUNDERLAND) COMMUNITY ASSOCIATION


CHARITY NO 1057027

INCOME AND EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

We have prepared without carrying out an audit this Income and Expenditure Accounts set forth of the St Marks ( Millfield, Sunderland) Community Association for the year ended 31st March 2021 from the information supplied by our clients and we certify the same to be to be in accordance therewith.

208 Chester Road  
Sunderland  
SR4 7HE

  
.....  
Accounts Direct

Accounts Direct  
208 Chester Road  
Sunderland  
SR4 7HE

We, the undersigned, hereby confirm that we have read through this Income and Expenditure Accounts and approve them.

Signed  .....  
TREASURER

Signed  .....  
SECRETARY

**INDEPENDENT EXAMINER'S REPORT TO**  
**THE TRUSTEES OF ST MARKS ( MILLFIELD, SUNDERLAND) COMMUNITY ASSOCIATION**  
**CHARITY No 1057027**

I report on the accounts of the trust for the year-ended 31st March 2021.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The charity's trustees are responsible for the preparation of accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 act) and that an independent examination is needed.

It is my responsibility to:-

- (a) examine the accounts (under section 43 (3) of the 1993 Act
- (b) to follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43(7) (b) of the 1993 act ; and,
- (c) to state whether particular matters have come to my attention.

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements.
  - (a) to keep accounting records in accordance with section 41 of the 1993 Act: and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave not been met : or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be needed.

<b><u>Name</u></b>	<b><u>Erika Younger</u></b>
<b><u>Qualification</u></b>	M.A.A.T.
<b><u>Address</u></b>	Accounts Direct 208 Chester Road Sunderland SR4 7HE
<b><u>Date</u></b>	29th April 2021

**Signature**

 M.A.A.T.

**ST MARKS (MILLFIELD, SUNDERLAND) COMMUNITY ASSOCIATION**  
**CHARITY NO 1057027**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2021**

	£	£
<b><u>INCOME</u></b>		
Hire of Rooms	4,649	
Sunderland CC - Covid Grants	19,388	
HMRC JRS Grants	26,138	
Crowd Funding Donation	192	
Grants	<u>25,930</u>	76,297
<b><u>OUTGOING</u></b>		
Insurance	2,787	
Water Rates	422	
Heat & Light	1,585	
Staff Wages & NIC	27,119	
Telephone & Internet	568	
Hygiene & Cleaning	302	
Repairs & Renewals	5,014	
Volunteer's Expenses	170	
Office & Software	63	
Service Charges - Boiler	449	
Leasing Charges - Photocopier	725	
Accountancy Fees	290	
Payroll Agency Fee	245	
Equipement (fixtures)	2,187	
PPE Equipment	55	
Sundries & Refreshments	<u>10</u>	<u>41,991</u>
<b><u>NET PROFIT</u></b>		<b><u>34,306</u></b>

**ST MARKS (MILLFIELD, SUNDERLAND) COMMUNITY ASSOCIATION**  
**CHARITY NO 1057027**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR-ENDED 31 MARCH 2021**

**NOTES TO THE ACCOUNTS**

1	<b><u>BANK BALANCES</u></b>	
	Classic (Current) A/c	<b><u>£61,900</u></b>
2.	<b><u>GRANTS RECEIVED</u></b>	
	Sunderland City Council - Covid Grant	<b>£ 26,138</b>
	HMRC JRS Grant - Furlough Pay	<b>£ 19,388</b>
	Community Foundation	<b>£ 19,480</b>
	Voluntary & Community Grant	<b>£ 1,000</b>
	Northumbria Police	<b>£ 5,450</b>
		<b><u>£ 71,456</u></b>
3.	<b><u>DONATIONS</u></b>	
	Crowd Funding (by Wendy Gibbons)	<b><u>£ 192</u></b>

**RESTRICTED / UNRESTRICTED FUNDS HELD IN THE BANK ACCOUNT**

1.	The charity hold restricted funds of:-	<b><u>£30,000</u></b>
2.	The charity hold unrestricted funds of:-	<b><u>£31,900</u></b>

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<b><u>Name</u></b>	<b><u>Erika Younger</u></b>
<b><u>Qualification</u></b>	M.A.A.T.
<b><u>Address</u></b>	Accounts Direct 208 Chester Road Sunderland SR4 7HE
<b><u>Date</u></b>	29th April 2021

**Signature**

 M.A.A.T.