Sawbridgeworth Young Peoples Recreational Centre

Registered charity number: 302466

The Bullfields Centre, Cutforth Road, Sawbridgeworth, Herts, CM21 9EA.

Tel: 01279 600904

Management Committee Annual Report

1st January 2025 to 31st December 2025

Officers & Trustee's:

Chairperson – Cllr Ruth Buckmaster

Vice Chairperson – Rob Furber

Secretary – Gill Hawkins

Treasurer – Cllr Reece Smith

Trustee - Sawbridgeworth Town Council

Sources of advice and support

Independent Examiner: Fraser Beecham Ltd, 185 Carters Mead, Harlow, Essex, CM17 9EU

Bank: Barclays bank plc, Old Harlow Branch, Station Road, Harlow, CM17 0AS

Trustee: Sawbridgeworth Town Council, Sayesbury Manor, Bell Street, Sawbridgeworth, Herts, CM21 9AN

CDA Herts: The Castle, Hertford, Herts, SG14 1HR

Governance

Sawbridgeworth Young Peoples Recreation Centre (SYPRC) is governed by a constitution.

Trustees and Management Committee

The SYPRC's constitution deems that Sawbridgeworth Town Council are the only trustee of the charity.

Policies and Procedures

SYPRC management committee look at the policies and procedures annually and update as necessary.

Hiring Agreement

Use of the Bullfields Centre is subject to a hiring agreement which must be signed by the hirer when booking. The hiring agreement sets out the conditions of hire and identifies the respective responsibilities of each party to the agreement.

Licences

SYPRC does not hold any licences with regards to alcohol or entertainment. These need to be arranged by the hirer.

Building Issues

- The mains electrical installation is checked by a qualified engineer every 5 years
- The mains Fire alarm and Firefighting appliances are inspected annually under contract with the supplier (Home & Office)
- Playground equipment is inspected weekly by Centre Manager, monthly and maintenance work carried out as required Broadmead Leisure and annually by EHDC.

Objectives of the charity

The objective of SYPRC is a community centre for hire to organisations for the benefit of young people (Defined on the Charities Commission website as “RECREATION GROUND OR PLAYING FIELD FOR THE BENEFIT OF PERSONS OF EITHER SEX RESIDENT IN THE BENEFICIAL AREA WHO HAVE NOT ATTAINED THE AGE OF TWENTY TWO YEARS OF AGE, WITHOUT DISTINCTION OF POLITICAL, RELIGIOUS OR OTHER OPINIONS.”)

Principal Activities in pursuit of objectives

- The hall is hired to High Wych Pre-School Nursery (HWPSN) Monday to Friday during term time. HWPSN remains our main hirer.
- In the evenings the hall is hired by regular groups including Graham School of Dance, Youth Create, Kumon, Clubbercise, the Wood Turners and Sustainable Sawbridgeworth's Repair Café, to name a few.
- The hall is also available for one-off hire, mainly at weekends, primarily for children's parties but also for family celebrations and community events. More than 20 one-off bookings were taken during 2025.
- The playing field and playground are maintained for local children and young people, with regular playground safety inspections and repairs carried out throughout the year. The field was also hired for a community "Fun on the Field" event.
- During 2025 we continued to invest in the building, including new windows, alongside routine safety work such as a legionella risk assessment and servicing of the fire equipment and heat pumps.
- HWPSN has been named for expansion to serve the additional housing being built in Sawbridgeworth and may need extra space and facilities. We continue to work closely with them, but the changing room block alterations that would make this possible, and would allow SYPRC to hire out two separate halls in the evenings and at weekends, are not currently affordable (see Future Plans).

Funding strategy

It is the strategy of the management committee to manage the revenue budget on a self-financing basis, with hire charges set so that contributions from hall users cover the running costs of the centre. This was achieved in 2025, with hire income of £39,572 exceeding running costs of £33,801 (before depreciation). HWPSN remains the largest single hirer, providing 61% of hall hire income.

Hire income was supplemented by £7,535 of donations and fundraising (shown as Grants in the accounts), including £4,219 from Rivers Multi Academy Trust, and by £632 of bank interest. The surplus for the year of £12,240 has been added to reserves.

Volunteers Effort

Management costs are kept to a minimum using volunteers. Internal cleaning is outsourced at a cost of around £3,000 per annum, and the centre manager is paid monthly on invoice, which came to around £6,360 (not including expenses) in 2025. Litter picking within the grounds is also outsourced, at just over £1,500 per annum, so that the site is always clean, safe and presentable for the children and families who use it. In autumn 2025 volunteers also organised a quiz night, raising over £1,200 for the centre.

Future Plans

With the new housing developments in Sawbridgeworth, SYPRC is aware of the need to expand its facilities and make the most of those we already have. We continue to work closely with High Wych Pre-School Nursery to help meet the needs of the town's youngest children. Refurbishing and restructuring the changing room block would allow SYPRC to provide community space for more groups as the number of children and young people in Sawbridgeworth grows. However, construction costs mean this is not currently affordable and the project is on hold. We will keep looking for grants and other funding that could make it possible, and in the meantime will focus on keeping the existing hall, field and playground in good condition.

The management committee declare that they have approved the annual report above.

Signed:



Date: 10/09/2026

Position: CHAIR

Full name: RUTH BUCKMASTER

Signed:



Date: 10/09/2026

Position: TREASURER

Full name: Cllr Reece Smith

Sawbridgeworth Young Peoples Recreational Centre

Income and Expenditure to 31st December 2025

		31.12.2025		31.12.2024	
Income					
	Hall Hire	39,572.50		39,850.91	
	Field Hire Income	100.00		200.00	
	Grants	7,535.13		15,830.14	
	Interest Received	631.84		576.52	
	Less prior year debtors	-		-	
			47,839.47		56,457.57
Expenditure					
	Centre Manager	(6,983.75)		(6,579.48)	
	Grounds Maintenance	(2,887.91)		(2,385.50)	
	Premises Repairs	(7,278.16)		(5,933.84)	
	Playground Inspection	(720.00)		(1,164.00)	
	Playground Repairs	(2,274.00)		(774.00)	
	Litter Picking	(1,560.00)		(1,270.00)	
	Regular Hall Cleaning	(2,980.58)		(3,420.13)	
	Dues & Subscriptions	-		(195.00)	
	P, P, S	-		(20.00)	
	Sundry Expenses	-		-	
	Insurance	(976.95)		(2,494.95)	
	Water Rates	(972.43)		(815.72)	
	Electricity	(3,354.50)		(10,042.08)	
	Waste Collection	(1,293.60)		(1,188.60)	
	Telephone	(776.31)		(819.24)	
	Training	-		-	
	Accountancy Fees	(250.00)		(450.00)	
	Architect Fees	-		-	
	Depreciation Expense	(1,798.40)		(1,898.27)	
		-	(35,599.27)		(39,570.81)
Net Ordinary Surplus / (Deficit)			12,240.20		16,886.76
Other Income					
	Damage Reimbursement	0		0	
	Covid 19 Grant	0		0	
			0		0
Total Surplus / (Deficit)			12,240.20		**16,886.76**

Sawbridgeworth Young Peoples Recreational Centre

Balance Sheet as at 31st December 2025

General Reserve					
	Brought Forward	347,053.91		330,167.05	
	Net Surplus / (Deficit)	12,240.20		16,886.76	
	Carried Forward		359,294.11		347,053.91
Represented By:-					
Assets	Premises	270,564.00		270,564.00	
	Equipment	21,938.56		23,736.96	
			292,502.56		294,300.96
Current Assets					
	Debtors	-		-	
	Deposit Account	1,949.92		1,924.60	
	Reserve Account	57,565.56		36,959.04	
	Current Account	8,503.02		14,119.31	
		68,018.50		53,002.95	
Add:					
	Prepayments (Insurance)	-		-	
		-		-	
			68,018.50		53,002.95
Less:					
	Accruals	- 1,226.95		- 250.00	
			- 1,226.95		- 250.00
			359,294.11		347,053.91

Independent examiner's report to the trustees of Sawbridgeworth Young People's Recreation Centre

I report on the accounts of the Trust for the year ended 31st December 2025, which are set out on page 1.

Respective responsibilities of trustees and examiner

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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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.

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:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have 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 reached.

Name: **Georgina Beecham FCCA**
Address: **185 Carters Mead, Harlow, Essex, CM17 9EU**
Date: **9 September 2026**