



# Trustees' Annual Report for the period

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

## Section A Reference and administration details

Charity name

Tunley Recreation Centre

Other names charity is known by

Registered charity number (if any)

304533

Charity's principal address

Bath Road  
 Tunley  
 Bath  
 Postcode BA2 0DZ

### 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	Jon Boon	Chair		Elected at AGM
2	Martin Robinson	Vice Chair		Dunkerton & Tunley PC
3	Jane Bale	Secretary		Elected at AGM
4	Laura Salter	Treasurer		Elected at AGM
5	Tom Watson			Elected at AGM
6	Jess Watson			Elected at AGM
7	Paul Wadsworth			Elected at AGM
8	Yvonne Dix			Tunley Athletic Football Club
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Dunkerton & Tunley Parish Council – Custodian Trustees.	

**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)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Appointment by Parish Council (1), Nominated by local Football Club (1), Election at AGM (remainder). Constitution allows for co-option of up to 12 Trustees

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>Trustees act in accordance with the terms of the Constitution, and of the guidance issued to them by the Charity Commission.</p> <p>Major risks are managed / negated by the trustees through adherence to the annual risk assessment.</p>
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**Section C Objectives and activities**

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

<p>Provision of a village hall and recreation ground to improve the conditions of life for the inhabitants of the surrounding area.</p>
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Management of the Tunley Recreation Centre involves Trustees, contractors and volunteers working to manage, maintain and improve the community hall and its facilities, the recreation field, the play area and equipment which groups and individuals can hire.

I can confirm that Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

**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)**

The Tunley Recreation Centre Management Trustees do not make grants. Its financial policy is to invest any surplus funds in deposit accounts.

The trustees enjoy the support of “The TRC Friends Group” of volunteers who make a marvellous contribution to the effective running of the TRC for the benefit of the community.

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

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

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

Replacement of the main central area of the hall floor.  
Replacement of lights along the access lane to the hall and car park.  
Maintenance of, and improvements to the grounds, with many positive comments from residents – very important in boosting the morale of local residents during the pandemic lockdowns.

## Section E

## Financial review

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

Reserves are held to cover potential large repair bills e.g., heating system failure, leaking roof.

**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.

Principal source of funds is hire of the hall and grounds (including Football Pitch)

Expenditure is always made in line with the objectives detailed in the constitution.

Investment of any surplus funds is made in deposit accounts.

## Section F

## Other optional information

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## Section G

## Declaration

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

*LP Salter*

**Full name(s)**

Laura Patricia Salter

**Position (eg Secretary, Chair, etc)**

Treasurer

**Date**

20/09/2021

## Tunley Recreation Centre - Chairty No 304533

Year End Financial Report as of 31.03.2021		
	1/4/20 - 31/3/21	1/2/19-31/3/20
<b>INCOME</b>		
Bank Interest	£3.93	£0.00
Bootcamp	£60.00	
D.O.G	£265.00	£776.00
DanceFit (previously Thursday Zumba)	£410.00	£1,419.50
Donations	£650.00	£10.00
DTPC	£28.00	£169.50
Floor Fund	£1,214.68	
Pilates	£80.00	
Refund to TRC	£161.86	
Sewing Club	£76.00	
Skylarks Choir	£51.00	
Sunday Kitchen	£754.00	
TAFC	£133.50	£1,507.57
TAFC Services	£281.69	
Tunley Toddlers	£36.00	£633.00
WI	£69.00	£200.00
Woof.Its	£376.00	£899.00
Zumba Friday	£120.00	
Casual Hall Hirings		£574.75
Dolls House Club		£271.00
Yoga Club		116.67
TRC Events		£4,285.49
Tunley AFC Grounds Maintenance		£240.00
<b>Totals</b>	<b>£4,770.66</b>	<b>£11,102.48</b>
Grants	£20,636.00	£4,169.45
Total incl Grants	£25,406.66	£15,271.93
<b>EXPENDITURE</b>		
Cleaning	£800.00	£1,562.50
Grounds Maintenance	£1,343.65	£691.17
Hall Maintenance	£1,385.93	£2,230.54
Improvements	£3,510.00	£4,301.17
Insurance	£810.29	£907.85
Licences	£200.00	£357.58
Misc	£145.99	£67.98
Oil	£201.39	£455.18
Refund from TRC	£487.87	
Utilities	£680.00	£910.00
Subscriptions		£150.00
TRC Events		£246.77
Petty Cash		£187.00
<b>Totals</b>	<b>£9,565.12</b>	<b>£12,067.74</b>
<b>Profit/Loss for Period</b>	<b>-£4,794.46</b>	<b>-£965.26</b>
<b>Fund Balance at end of period represented by</b>		
Current Account	£492.15	£3,081.51
Business Reserve Account	£25,156.89	£6,726.20
Petty Cash	£166.62	£1,083.59
Total Funds	£25,815.66	£10,891.30
Emergency Reserve included in Reserve Account	£10,000.00	
Funds Available	£15,815.66	

## **Tunley Recreation Centre Audit Report**

### **Covering period 2020 - 2021**

The Treasurer has supplied all requested documentation; this by virtue of the pandemic has been in an electronic format.

A meeting was held with the Treasurer to establish and check procedures etc, this was successful and cut out the need for copious emails.

- The Annual Treasurers report to the Trustees has been viewed and is inline with financial controls (FC's).
- The Annual budget was not prepared as there was uncertainty regarding the pandemic. The Treasurer compiled a report. This has been viewed.
- Sufficient reserves are in place as per FC's, corresponding bank statement has been viewed.
- Bank account statements have been viewed.
- Expenditure has been viewed c/w a breakdown of the larger elements, i.e. Maintenance, Hall maintenance and Improvements.
- The replacing of the Hall flooring required three quotations, these were obtained and the order was placed with Wellsway Contract Flooring, a record of this is within the monthly minutes. These viewed.
- End of month financial reports were prepared by the Treasurer and circulated to the Trustees electronically asking for feed back if there were any queries, this in line with FC's.
- Random invoices have been checked and are in order.
- Income from hirers has been greatly reduced but with grants etc a healthy financial position exists.
- I would consider strong FC's are in place and the accounts to be accurate and well presented.

### **Recommendations**

- Preparation of a basic Budget for last six months of this financial year.



Steve Brown

Independent Auditor