

**SCA**

**SHERBURN COMMUNITY  
ASSOCIATION**

**REGISTERED CHARITY NO. 503607**

**SHERBURN COMMUNITY ASSOCIATION**

**ANNUAL REPORT 2020**

**&**

**UNIT PLAN 2021**

**FRONT STREET  
SHERBURN VILLAGE  
DURHAM  
DH6 1HD**

**Tel: 0191 3720765**

**FEBRUARY 2020**



**the coalfields  
regeneration trust**



*Making a difference where you live*

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## CHAIRMAN'S 47<sup>th</sup> ANNUAL REPORT

JANUARY 1<sup>st</sup>, 2020 to DECEMBER 31<sup>st</sup>, 2020

It is with sadness that I have to report the death of Mr George Woodall who had been a member of the management committee for several years helping out at the Bingo, Coffee mornings and Fair's. George will be a big miss to the association.

The committee have agreed to call the small hall, (The George Woodhall Room) and will place a Plaque and signs on the doors to the room.

This is in recognition of the voluntary work he did in the centre and in the community.

This has been a very trying year for the centre due to the Corona Virus 19 wreaking havoc with the country and the NHS.

**The centre is proud of the NHS who have worked ceaselessly to protect lives.**

Due to Lock Downs between March-July and November-December it has been very difficult to finance the centre. This has been achieved with a grant from Durham County Council Business grant of £10,000.00. We also received donations from Persimmon Homes of £1,000.00, Taylormade Charity fund of £300.00, and the Labour Party £150.00, MGL Demolition fund £100.00, Sherburn Village Parish Council, £100.00, Yuil Construction £200.00 towards Christmas meals for the elderly. Tesco Supermarket assisted in supplies of food towards the meals.

Balancing the accounts whilst keeping abreast with improvements, repairs and the Meals delivery for the Parish Council was challenging for the Treasurer.

When you read this report, you will see how we have improved the centre over the last twelve months with improvements and essential repairs together with looking for grants and donations

You will see from the balance sheet we have managed to be careful how we spent the Centre's money in our expenditure columns.

This was done by hard work by a small committee and volunteers of the centre.

## **PARISH COUNCIL AND COUNTY COUNCILLORS**

The association worked well with the Parish Council on securing financial help for repairs and improvements to the building and our County Councillors, David Hall and Bill Kellett have also helped us secure grants and donations.

## **WORKING WITH THE PARISH COUNCIL:**

This year changed everything we did with the Parish Council.

The celebrations we were going to have for VE day was cancelled so all the preparations went out of the window.

The Remembrance Day service was not allowed to go ahead in the traditional way, so the centre could not supply hospitality with tea and coffee after the service.

When the centre was closed in March, the Parish Council started lunches for the elderly and vulnerable and delivered to approx. 70 people until the end of July.

Our Caretakers were furloughed and they both volunteered to run the kitchen on behalf of the Parish Council.

**The centre thanks all involved for their excellent work during this time.**

## **MEETINGS OF THE COMMITTEE**

After the Annual General Meeting in March, only one meeting took place in December due to the Corona Virus19, and the officials took over the day to day running of the centre.

## **MEMBERSHIP OF THE ASSOCIATION**

Membership of the Association was 316 for the year, the same as last year.

## **GRANTS**

Grants were written, submitted and were successful which allowed us to do improvements during lock-down.

### **Grants awarded:**

- |                                |                         |        |
|--------------------------------|-------------------------|--------|
| • Kitchen Utilities,           | Durham County Council,  | £4000  |
| • Kitchen purchase and fitting | Clothworkers Foundation | £5800  |
| • Skylight Replacement         | Durham County Council   | £3894  |
| • LED Lighting                 | CDCF                    | £3600  |
| • LED Lighting                 | BEEP                    | £900   |
| • New Tables                   | Durham County Council   | £2548  |
| • Business Grant               | Durham County Council   | £10000 |

• Roof & Wall Repairs	Durham County Council	£4968
<b>Sub Total</b>		<b>£35,710</b>
• Furlough Grant	HMRC	£3194
<b>TOTAL</b>		<b>£38,904.19</b>

## **IMPROVEMENTS**

Improvements to the centre throughout the year included:

- A Completely new kitchen, Skylight replacement, Hatch extension, Boxing of floor piping, Toilet water management, New chairs, New tables, LED Lighting, Outside roof.

**(See Treasurers report for financial details.)**

## **REPAIRS**

- A total of £2,377.93 was spent on repairs which included Carpet underlay, Paint for several areas in the centre, Kitchen replacements (which included new trays, fire blanket and smoke detector, Paint for kitchen, cupboard locks, bench covers, 2 deeper sinks and new replacement Hot Water boiler), Centre Repairs, Virus Materials and safety signs from our main account

**(See Treasurers report for Financial details).**

**At this point I would like to thank all our local volunteers for the help and expertise they gave to the centre.**

## **GROUP NUMBERS**

- During the first three months of the year, the centre had averaged between 550 and 600 users a week with 25 groups participating. This was brought to an abrupt end in March with the Corona Virus 19 when the centre was closed until September. We had some of our regular groups come back, but others were prevented by insurance issues and age of people. We managed to get the Tuesday Lunch Club, our Saturday Coffee mornings and our Bingo running again, but once again we had to close from November 5<sup>th</sup> to December 2<sup>nd</sup> due to Lock Down and curtail our activities in December due to Tier 3 restrictions.

## **CHRISTMAS ACTIVITIES**

Due to restrictions imposed due to Corona Virus 19 we were not allowed to have gatherings in the centre, so all Christmas activities were cancelled including the "Christmas Lights" switch on

## **COFFEE MORNINGS AND FAYRES**

Due to Corona Virus 19 and the centre being closed, only window Christmas decorations and Christmas tree were displayed.

## **BINGO**

Our Thursday night bingo proved to be a success until the lock-down in March when it was suspended and again in November.

The bingo was not allowed to start again in December due to Tier 3 restrictions.

## **GUIDES**

The Guides stopped in March due to the virus and have been prevented from re-starting to their national organisation.

## **BRIDGE CLUB**

The Bridge Club stopped in March due to the virus and have been prevented from starting due to the fear of the older members concerns over the virus.

## **SLIMMERS WORLD**

Slimmer's World stopped in March due to the virus, returned in September and stopped again in November and was not allowed to re-start this year due to Tier 3 restrictions.

## **CHILDREN'S DANCING**

This group stopped in March due to the virus and have not returned at present.

## **CRAFT CLASS**

The craft class stopped in March due to the virus, returned in September and stopped again in November.

## **TUESDAY COFFEE AND LUNCHEON CLUB**

This was closed in March due to the virus, opened again in September, closed again in November.

## **PHOENIX FLOWER CLUB**

The club has not had any meetings this year due to the virus and the distance group members travel from outside the area.

## **AIKIDO**

This group have not returned since the March lock-down and have been prevented from re-starting due to close combat and insurance purposes.

## **DURHAM FLOWER CLUB**

This club has not been able to hold meetings since March due to the virus and have not been able to start due to distances travelled by their members.

## **ARMAGEDDON /PILATES**

These classes were run up until March and stopped with the virus. Started again with extra classes in September but stopped again in November.

## **CARETAKERS**

We employ two caretakers, Tracey Stead and Judith Barrass who are a credit to the centre. The standard of work done by them is commented by lots of users of the centre. When the lock-down came in in March, they were Furloughed and received full wages. During the lock-down they volunteered to run the kitchen for the Parish Council to supply meals to the elderly and venerable in the village. Thanks to them and other volunteers who helped distribute the meals.

We thank them for their hard work.

## **THANKS**

I would like to thank the following organisations for their support.

St Mary's Church  
Children's Dancing Class  
Bingo Club  
Armageddon and Pilates  
Caravan Club  
Guides  
Bridge Club  
Phoenix Flower Club  
Durham Flower Club  
Aikido

Pain Management  
Easy Sport  
Craft Class

The centre put a plan in place to improve facilities in 2020 (if grants were available) by:

- Installing a new kitchen
- Replace all lighting to LED lighting
- Increase the serving area between the kitchen and small hall
- Repairs to the skylight in the small hall
- Work on outside of the building to stop ingress of dampness

These improvements were implemented and completed with grants from outside bodies and new seating and tables were also purchased.

Improvement that we have put in place during the last six years has reduced our carbon print to almost zero, an achievement in itself.

The community centre is a well-used amenity within the village, for people to socialise, to meet and to learn, also with more organisations showing interest in the centre space and time slots are becoming more difficult to accommodate. We look forward to a more normal year in 2021.

On a personal note, I would like to thank everyone who has helped us in any way to achieve what we have done during this very difficult year

I would also like to thank the friends of the centre who give their time and support to help in many ways.

I am delighted to mention that the facilities offered by the community centre are now being used to almost their full potential.

Mr Jimmy Leadbitter  
Chairman

January 2021

# TREASURERS 46<sup>th</sup> ANNUAL REPORT

## JANUARY 1<sup>st</sup>, 2020 to DECEMBER 31<sup>st</sup>, 2020

This financial year has been a very intensive one with major Improvements, repairs and filling grant forms. This turned out to be very productive for the association

We continued with our improvements and repairs to keep the centre to a high standard at a cost of £25,721.83 for improvements and £2400.63 for repairs. Grants and donations to help with the work was £37,365.19.

The Association again tried to consolidate their activities and to plan for increased usage during 2020. This was very difficult due to the Corona Virus19 that swept across the world and in particular this Country. With grants and donations, we managed to maintain our building and make a surplus of £9,677.60 this year. £4,629.00 will be carried over to 2021 to complete some of the outstanding work and payments still due. **This gave us a true surplus of £5,048.60 for the year.**

### **ON THE RECEIPTS SIDE**

#### **DONATIONS**

We received donations from:

• Sherburn Village Parish Council	£200.00
• Sale of Electric Grill	£130.00
• Taylormade Charity	£300.00
• Tuesday Dinners	£25.00
• Persimmon Homes	£1,000.00
• MGL Demolition	£100.00
• Labour Party	£150.00
• Sherburn Village Parish Council	£100.00
• Yull Construction	£200.00

**Total** **£2205.00**

## GRANTS

Grants received from the following during the year:

• Clothmakers Foundation, Kitchen	£5,800.00
• Durham County Council, Kitchen	£4,000.00
Durham County Council:	
• Small Hall Skylight Replacement	£3,894.00
• Grant for New Tables	£2,548.19
• Roof Ridge Tile Re-pointing and wall re-pointing	£4,968.00
• C.D.C.F. L.E.D. Lighting Installation	£3,600.00
• BEEP L.E.D. Lighting Installation	£900.00
• Business Grant Support	£10,000.00
<b>Subtotal</b>	<b>£35,710.19</b>

HMRC Furlough Fund, March-July	£2,633.00
• HMRC Furlough Fund, November	£579.00.

**Total** **£38922.19**

We have been successful with all our grant bids which allowed us to do all our planned improvements.

**The total cost to the centre funds for Improvements and repairs was £4,705.41, (Improvements £2373.96) and (Repairs £2377.93). Some of this money was paid out of The DCC Business Grant.**

## HIRE OF PREMISES

Hire of Premises was badly hit by the Virus this year due to loss of earnings from March. We only made £5,255.50 this year.

## FUNDRAISING

This decreased by £1,655.70 to £2996.30 on last year. The majority of this was from our Tuesday Luncheon Club which raised the majority of this sum.

Our regular Coffee Mornings, Fayres and Fund Raising was badly hit with the Corona Virus.

A very big thank-you must go to the people who give up a tremendous amount of time and effort to raise this money

## **THURSDAY BRIDGE CLUB**

The club again raised £600.00 this year. It stopped playing and have not returned yet due to the Corona Virus.

## **SUBSCRIPTIONS**

We managed to reach 316 members this year which was on par with last year.

## **ON THE PAYMENTS SIDE**

### **WAGES**

We have managed to consolidate wages to £9,861.14. There will be an increase of 0.19p/hour in April 2021.

### **ELECTRICITY ACCOUNT**

The electricity cost this year was £760.93 due to the closure of the centre for part of the year.

### **GAS ACCOUNT**

The gas cost this year was £1,770.14 due to the closure of the centre for part of the year.

### **WATER ACCOUNT**

The water accounts this year was £760.93 this year due to the closure of the centre.

### **TELEPHONE/BROADBAND ACCOUNT**

We decided to close our telephone account due to the cost of over £700.00 for the year in July. We purchased a mobile phone for use at the centre at a cost of £7.50/month. The cost for the year was £393.26, but will see the cost drop to £90.00

### **DOMESTIC SERVICES and CONTRACTS**

This account is almost the same as last year at £1,073.90.

## **IMPROVEMENTS**

See improvements, page 13

## **REPAIRS**

**See Repairs, page 14**

## **THE FUTURE**

The works that we have done in the last three years is making a difference to our accounts. We will continue to look for savings, look for more business and continue to look for more grants.

## **INDEPENDENT EXAMINER'S REPORT**

Mrs Christine Kell from our local Post Office kindly offered to independently examine our financial report for 2020.

May I convey my appreciation to the staff of the Post Office for their help in our banking arrangements?

The Association Officials and last but not least to my wife, Marjorie, who gave me support throughout the year.

I would like to conclude this Report by saying that without the help of the Management Committee and Friends of the Community Centre, my task, as Treasurer would be very difficult, so I would like to thank everyone involved with the Centre's success.

**This report will be my last report for the centre, as I am retiring as Treasurer and Committee Member along with my wife Marjorie on December 31<sup>st</sup>, 2020. After 46 years. The time has come to hand over to Mrs. Janet Leadbitter. It has been a pleasure to work for the centre and the wider community but will still be around to help anyone.**

**Raymond Pye**

**January 2021**

## 2020 IMPROVEMENTS

Complete New Kitchen & Utilities	£9,888.03
Enlarged Serving Hatch	£495.33
Boxing of Floor Pipes	£122.25
Gents Toilet Water Management	£112.80
180 New Chairs	£1,500.00
45 & 10 New Tables	£2,603.34
Replacement Skylight	£3,894.00
Complete all New LED Lighting	£4,525.08
Outside Ridge Tiles	£2,580.00
<b>TOTAL</b>	<b>£25,721.83</b>

Improvements was supplemented from Centre funds to the tune of £2373.96 which was a small amount in comparison to the grants we received.

## 2020 REPAIRS

Carpet Underlay	£30.00
Paint & Materials	£109.96
Kitchen Replacements	£339.09
Virus Materials & Safety Signs	£971.54
Replacement Kitchen Hot Water Boiler	£880.86
Centre Repairs	£69.18
<b>TOTAL</b>	<b><u>£2400.63</u></b>

All of the repair costs came from Centre funds with assistance from the Business grant.

# SHERBURN COMMUNITY ASSOCIATION

REGISTERED CHARITY No 503607

## TRUSTEES' REPORT AND ACCOUNTS

For the year ended  
31 December 2020

# SHERBURN COMMUNITY ASSOCIATION

## 47<sup>th</sup> ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

Sherburn Community Association is a constituted group formed in 1973 to promote the benefit of the inhabitants of Sherburn and the neighbourhood - together defined by the Parish of Sherburn - without distinction of sex, sexual orientation, race or of political, religious, or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education.

The address is: Front Street  
Sherburn Village  
DURHAM  
DH6 1HD

### Trustees:

Chair: Mr Jimmy Leadbitter  
Hon. Secretary: Mr Graham Best  
Hon. Treasurer: Mr R Pye (Retired 31<sup>st</sup> December 2020)

### MEMBERS

Mrs S Jobling (Resigned December  
31<sup>st</sup>, 2020)  
Mrs A Leary  
Mrs K Allott  
Mrs M Pye (Retired December 31<sup>st</sup>, 2020)  
Mr I Jobling (Resigned December 31<sup>st</sup>, 2020)  
Mr G Woodall (Deceased April 2020)  
Mrs Dawn Twist  
Ms Claire Day (Appointed March 2020)  
Mrs Janet Leadbitter. (Appointed December 2020)

### Independent Examiner:

Christine Kell  
Post Office  
18 Front Street  
Sherburn Village  
Durham  
DH6 1HA

Bankers: The Co-operative Bank

47<sup>th</sup> ANNUAL REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 DECEMBER 2020

## Trustees' responsibilities

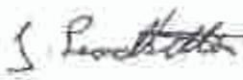
The trustees are required under the Charities Act 1993 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis).

In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- (a) select suitable accounting policies and apply them consistently,
- (b) make judgments and estimates that are reasonable and prudent,
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements,
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enables them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on and is signed on behalf of them all.

Chair: 

Date: 10 - 1 - 2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
SHERBURN COMMUNITY ASSOCIATION**

I report on the accounts of the charity for the year ended 31 December 2020, which are set out on pages 5 and 6.

**Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, based on procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 a 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 I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with Section 41 of the Act, and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met; or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

31.01.2021

## SHERBURN COMMUNITY ASSOCIATION

RECEIPTS AND PAYMENTS ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020	2019
		£	£
<b>Income</b>			
Room hires		5,388	12,873
Fundraising		2,996	4,652
Subscriptions		475	556
Donations		2,310	1,045
Grants		35,710	10,980
Bridge Club		600	2,400
Bank Interest		0	5
Parish Council Meals (Lockdown)		13,523	
Free meals DCC (not used, Returned)		1,980	32,511
HMRC (Furlough grant)		3,463	
Fees		285	
<b>Total Income</b>		<b>66,592</b>	<b>32511</b>
<b>Expenses</b>			
Payroll		9,861	9,825
Heat and light		2,500	3,894
Water		605	664
Insurance		1,295	1,902
Building maintenance and cleaning		3,741	2,296
Centre improvements		25,722	11,809
Stationery and printing		143	332
Telephone		393	689
Licences and affiliation fees		218	319
Free meals DCC (not used, Returned)		1,980	252
Parish Council Meals (Lockdown)		9,841	0
Training		165	0
Tax/National Insurance		227	79
Catering		292	
<b>Total expenses</b>		<b>56,983</b>	<b>32,061</b>
<b>Net surplus (deficit) for the year</b>		<b>9,609</b>	<b>450</b>
Opening reserves		16,000	15,550
Add current year surplus (deficit)		9,609	450
<b>Closing reserves</b>		<b>25,710</b>	<b>15,999</b>

# SHERBURN COMMUNITY ASSOCIATION

## STATEMENT OF ASSETS AND LIABILITIES ON 31 DECEMBER 2020

	Notes	2020 £	2019 £
<b>Current liabilities</b>			
Steam Heating Boiler Service		218	-
Outside Pointing		2388	
Business Grant		2023	
<b>Total Assets</b>		<b>25,761</b>	<b>15,999</b>
<b>Total Liabilities</b>		<b>4629</b>	<b>-</b>
<b>Bank &amp; cash</b>		<b>25,761</b>	

## REPORT ON STAFF – 2020

During the period from 1<sup>st</sup> January to 31<sup>st</sup> December 2020, we had no change of staff.

Present staff are: -

Mrs. Tracey Stead

- Appointed as Caretaker June 2017.

Mrs Judith Barrass

- Appointed as Caretaker January 2008

No other staffs were employed. Volunteers ran the sections and affiliated organisations within the Association.

(See Unit Plan for Volunteer Profile)

## SECTIONS 2020

Bingo Club	Thursday Evening
Bridge Club	Thursday Afternoon
Craft Club	Tuesday Morning
Tuesday Coffee Club	Tuesday Morning

## AFFILIATION ORGANISATIONS 2020

St. Mary's Church	as and when required
Labour Party	Last Thursday Evening in Month

## OTHER USER GROUPS 2020

Pilates, Armageddon	Monday, Thursday evening
Jitta Bugs	Monday Morning
Swing Fit	Monday Morning
Caravan Club	As and when required
Slimming World	Tuesday morning
Guides	Tuesday evening
Aikido	Tuesday evening Saturday morning
Durham Flower Club	Thursday afternoon (monthly)
Children's Dancing	Friday evening
Phoenix Flower Club	Several dates during year
Pain Management	Wednesday morning
Easy Sport	Thursday morning

The Centre is also used regularly for private functions and fund-raising by outside organisations.

The Association arranges as much fund-raising activities as possible taking into account the number of helpers available.

**We had serious disruption from March due to Corona Virus 19 through to December.**

## PROJECT REPORT FROM 2020 UNIT PLAN

### Objective 1

The centre has been able to consolidate our core users and increase usage except during Corona Virus Lockdown.

We continue to encourage the Community to join the different groups.

### Objective 2

#### To work with Durham County Council.

We continue to follow the agenda of the County Council's "Adult Learning in the Community".

### Objective 3

#### Improvements to the centre.

We have continued the improvements to the centre as demonstrated in the Chairman's and Treasurers report and will continue to do so.

## SPECIAL PROJECTS

The Management Committee, like the vast majority of Community Associations, try and arrange special projects during the year with the sole purpose of raising finance for the upkeep of the Centre.

Increasing the number of groups to use the Centre.

Private functions were arranged in the Centre from children's birthday parties, birthday discos, wedding discos etc.

The Caravan Club holds rallies, and parties throughout the year, including their Annual Meeting.

The Phoenix Flower Club had several workshops during the year with International flower arranging consultants in residence.

A permanent "tabletop" is run in the centre with the proceeds going into the fundraising account.

No outside activities take place from the Centre.

## **CONSULTATION**

Consultation and feedback for the Association is done by having members on the Committee. This has worked very well in the past and we believe this is the best way of getting views of the groups who use the centre.

Contact with individual users is usually done by personal contact when booking the Centre, or on the day of the event.

A relationship exists with Sherburn Village Parish Council who owns the building.

The use of Social Media and face Book is working well in getting people to use the centre and join the different activities.

## **CONCLUSION**

As can be seen from the Annual Report for 2020, the Association has been very active with the assistance of a small but dedicated Committee.

The committee are always thankful to any individual or group whose ideas can be developed within the association.

The increase in membership and organisations using the Centre proves that the pleasant and warm surroundings which we aim for, can bring all ages of the Community, and beyond, into the Centre.

**It has been a very difficult year for the association due to the Corona Virus but have managed to continue through these times and will come out stronger.**

**Mr Jimmy Leadbitter**

**Chair**

**Mr G Best**

**Hon. Secretary**

**R. Pye**

**Hon. Treasurer**

# **UNIT PLAN**

**2021**

## INTRODUCTION

Sherburn Community Association is located in the centre of Sherburn Village looking onto its pleasant Village Green.

The building, which was formerly the Co-operative's Drapery and Hardware Departments, is owned by Sherburn Village Parish Council, and was opened as a Community Centre for the Village in 1973.

Over the year's major alterations and repairs have been made to the building, including a completely new frontage, new windows, major roof repairs, better signage, ramps for better disabled access, Automatic front doors, new fire doors, new flooring in the Small hall and Kitchen, new complete kitchen, Removal of 99% Asbestos, loft insulation fitted to all rooms, new tables and chairs completed fitting of L.E.D. lighting throughout the centre and improved bar facilities for special functions. These have improved the character of the building, not only for its use as a Community Centre, but also as an improvement to the character of the Village.

The building consists of: -

1 Large Hall	Able to seat 200 and to hold dances for 160 people Has an average stage that is set back?
1 Small Hall	Excellent for group use and activities also has a bar for functions.
Storage	Back of stage area.
1 Kitchen	The kitchen has cooking and washing-up facilities. The kitchen was refurbished in 2020.
1 Committee Room	Used by Sherburn Village Parish Council and hired out to groups wanting privacy for meetings. Also used as a teaching/training room for courses.
Office	Used by association officials
Telephone Facilities	Telephone facilities available throughout the building.

Male/Female Toilets                      All toilets have been re-furbished in 2017-2018 and improved in 2020.

Toilet for use by the disabled.

Baby changing facilities available.

Breast feeding encouraged in the centre.

All facilities are at ground level making it ideal for disabled/wheelchair use, with ramps at all entrances and exit.

The Association has approximately 314 members with a population of 2,600 adults in the Village.

## STAFFING PROFILE

Mrs. Judith Barrass

Caretaker - Part-time

Mrs Tracey Stead

Caretaker – Part time

The Association employs no other staffs.

# SHERBURN COMMUNITY ASSOCIATION

Telephone 0191 3720765

## COMMITTEE MEMBERS – 2021

### OFFICERS

### TELEPHONE

Chair:	Mr Jimmy Leadbitter	07798521551
Hon. Secretary:	Mr Graham Best	
Hon. Treasurer:	Mrs Janet Leadbitter	

### MEMBERS

Mrs D Twist

Mrs D Coulthard

Mrs Angela Leary

Kathryn Allott

**LIST OF VOLUNTEERS AND GROUP INVOLVEMENT**  
**JANUARY 20201**

Mrs Jane Allison	-	Bridge Club
Mrs Jane White	-	Pilates/Armageddon
Management Committee	-	Bingo Club
Mrs A Thompson	-	Children's Dancing
Church Committee	-	St. Mary's Church
Caravan Club Committee	-	Caravan Club
Labour Party members	-	Labour Party
Mrs Powell	-	Guides
A Cockburn	-	
Tracey Stead	-	Craft Class/ Tuesday Coffee morning
Paul Henderson	-	Aikido
Club Committee	-	Durham Flower Club
Club Committee	-	Phoenix Flower Club
Gail Harrison	-	Slimmer's World
Kath Hillier	-	Adult dancing

## AIMS AND OBJECTIVES-2021

### AIMS

The aims of the Association are:

- To build on what has already been achieved, to consolidate on the sections, affiliated organisations and other groups using the centre.
- To further look for other additional activities which will be of benefit of the community as a whole, either for educational, social or leisure.
- To increase the membership and users of the community centre.
- To do remedial works to eliminate dampness in the large and small halls.

### OBJECTIVES

- The objective of building on the activities, which are already in place. We will endeavour to promote these activities and attract a wider cross-section of the community to participate.
- To forward the agenda of the County Council's "Adult Learning in the Community" to attract grant aid.
- To further grants from other sources.

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## PROGRAMME AND TIMETABLE

- Target Groups

The groups that we intend to target are the 10-18 years group, male and female and the 18-30 years group.

- Identified Needs

1. 10-18-year group. Identified as a need by the Police, Parish Council, Community Association to try and get certain youngsters a sense of inclusion and give them help and encouragement to take an interest in their community.
2. 18-30- year group. The need has been shown by the number of this age group that are attending courses at the centre. Courses that they are interested in, we will try and arrange.

- Programme Content

This will be based on any professional advice that we receive.

- New Opportunities

These units should give the groups identified a chance for personal development, especially for the younger group, by helping them become better citizens in the community.

- Outcome

Having established these groups, it will be necessary to continually monitor their progress and periodically when required, to adjust to the

## MONITORING AND EVALUATION

Over a period, it will be necessary for the Management Committee to have persons responsible to monitor the progress of these groups to ensure that they are achieving the committee's aims.

At the end of a 12-month period, the Management Committee needs to evaluate the project's success/failure and recommend amendments which are needed in order that projects can continue.

**RESOURCES FORCAST – 2020**

<b>INCOME</b>	<b>DETAIL</b>	<b>£</b>	<b>EXPENDITURE</b>	<b>DETAIL</b>	<b>£</b>
Members hip and Entries	Member-ship	670	Staffing	Staff Wages	10400
Activity Income	Bridge,	2500	Major Improvem ents	Centre Improve Repairs	8000
Special Events	Fund Raising	3500	Administr ation	Telephone, Printing, Stationery, I.C.T.	1100
Special Grants	Grants and Small grants	8000	Expenses	Lottery License, Premises License, Affiliation fees.	400
Premises Related	Hire	8000	Premises costs	Heating, Lighting, Water, Fire Inspection, Boiler service, Insurance, Window Cleaning	6555
Capital Projects	(Ring Fenced)	2700	Capital Grants	(Ring fenced)	2700
Centre Surplus		14000	Reserves		5000
<b>TOTALS</b>		<b>25370</b>	<b>TOTALS</b>		<b>34,155</b>

# **SHERBURN COMMUNITY ASSOCIATION**

**REGISTERED CHARITY No 503607**

## **TRUSTEES' REPORT AND ACCOUNTS**

For the year ended  
**31 December 2020**

## SHERBURN COMMUNITY ASSOCIATION

### 47<sup>th</sup> ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

Sherburn Community Association is a constituted group formed in 1973 to promote the benefit of the inhabitants of Sherburn and the neighbourhood - together defined by the Parish of Sherburn - without distinction of sex, sexual orientation, race or of political, religious, or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education.

The address is: Front Street  
Sherburn Village  
DURHAM  
DH6 1HD

#### Trustees:

Chair: Mr Jimmy Leadbitter  
Hon. Secretary: Mr Graham Best  
Hon. Treasurer: Mr R Pye (Retired 31<sup>st</sup> December 2020)

#### MEMBERS

Mrs S Jobling (Resigned December  
31<sup>st</sup>, 2020)  
Mrs A Leary  
Mrs K Allott  
Mrs M Pye (Retired December 31<sup>st</sup>, 2020)  
Mr I Jobling (Resigned December 31<sup>st</sup>, 2020)  
Mr G Woodall (Deceased April 2020)  
Mrs Dawn Twist  
Ms Claire Day (Appointed March 2020)  
Mrs Janet Leadbitter. (Appointed December 2020)

#### Independent Examiner:

Christine Kell  
Post Office  
18 Front Street  
Sherburn Village  
Durham  
DH6 1HA

**Bankers:** The Co-operative Bank

# SHERBURN COMMUNITY ASSOCIATION

## 47<sup>th</sup> ANNUAL REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2020

### Trustees' responsibilities

The trustees are required under the Charities Act 1993 to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis).

In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- (a) select suitable accounting policies and apply them consistently.
- (b) make judgments and estimates that are reasonable and prudent.
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements.
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enables them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the trustees on and is signed on behalf of them all.

Chair:



Date: 10 - 1 - 2021

## SHERBURN COMMUNITY ASSOCIATION

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SHERBURN COMMUNITY ASSOCIATION

I report on the accounts of the charity for the year ended 31 December 2020, which are set out on pages 5 and 6.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, based on procedures specified in the General Directions given by the Charity Commissioners under Section 43(7)(b) of the Act, whether particular matters have come to my attention.

#### **Basis of independent examiner's report**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 a 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 I do not express an audit opinion on the view given by the accounts.

#### **Independent examiner's statement**

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with Section 41 of the Act. and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met; or

- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date:

31.01.2021

## SHERBURN COMMUNITY ASSOCIATION

### RECEIPTS AND PAYMENTS ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020	2019
		£	£
<b>Income</b>			
Room hires		5,388	12,873
Fundraising		2,996	4,652
Subscriptions		475	556
Donations		2,310	1,045
Grants		35,710	10,980
Bridge Club		600	2,400
Bank Interest		0	5
Parish Council Meals (Lockdown)		13,523	
Free meals DCC (not used, Returned)		1,980	32,511
HMRC (Furlough grant)		3,463	
Fees		285	
<b>Total Income</b>		<b>66,592</b>	<b>32511</b>
<b>Expenses</b>			
Payroll		9,861	9,825
Heat and light		2,500	3,894
Water		605	664
Insurance		1,295	1,902
Building maintenance and cleaning		3,741	2,296
Centre improvements		25,722	11,809
Stationery and printing		143	332
Telephone		393	689
Licences and affiliation fees		218	319
Free meals DCC (not used, Returned)		1,980	252
Parish Council Meals (Lockdown)		9,841	0
Training		165	0
Tax/National Insurance		227	79
Catering		292	
<b>Total expenses</b>		<b>56,983</b>	<b>32,061</b>
<b>Net surplus (deficit) for the year</b>		<b>9,609</b>	<b>450</b>
Opening reserves		16,000	15,550
Add current year surplus (deficit)		9,609	450
<b>Closing reserves</b>		<b>25,710</b>	<b>15,999</b>

## SHERBURN COMMUNITY ASSOCIATION

### STATEMENT OF ASSETS AND LIABILITIES ON 31 DECEMBER 2020

	Notes	2020	2019
		£	£
<b>Current liabilities</b>			
Steam Heating Boiler Service		218	-
Outside Pointing		2388	
Business Grant		2023	
<b>Total Assets</b>		<b>25,761</b>	<b>15,999</b>
<b>Total Liabilities</b>		<b>4629</b>	<b>-</b>
<b>Bank &amp; cash</b>		<b>25,761</b>	

# **SHERBURN COMMUNITY ASSOCIATION**

**REGISTERED CHARITY No 503607**

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For the year ended  
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## SHERBURN COMMUNITY ASSOCIATION

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