

# COMMUNITY SPACES NORTHAMPTON

---



**ANNUAL REPORT  
FOR 2021**



# CHAIR'S REPORT

This has been an extraordinary and challenging 12 months for our charity. Due to the pandemic, most of our centres were closed from 20th March 2020 until 14th September 2021, and at other times only partly open for educational groups- pre-schools and The Princes Trust.

Staff were furloughed, apart from the Facilities Officer who maintained the buildings, checked security, carried out safety checks and continued to provide a COVID safe environment for the educational groups still operating.

During this time trustees were essentially running the charity although a member of staff was brought back from furlough for periods of time to apply for funding and financial modelling.

Income was dramatically reduced due to few bookings, but was boosted by successful applications to the Small Business Rate Relief scheme administered by the local authority. At the same time a number of successful funding bids were made to external funders which have provided support for specific project developments.

The Local Government reorganisation was, and still is, a major issue impacting on the management of the charity. Lines of communication regarding repairs and work to the exterior of the buildings is unclear and the finalisation of the lease for St Crispin centre has been delayed yet again. After 4 years of negotiations over the lease it is still not finalised, restricting our full use of the building for the benefit of the community.

## **Looking to the Future**

As a board of trustees, we have always been mindful for the need to respond to the changing demands from within our communities. The pandemic precipitated a major re- think and gave us time to consider restructuring in order to be in a position to respond to a changed need as we came out of lockdown.

With an uncertain future CSN was faced with two options – either to go into solvent liquidation or to re-structure. Trustees focussed on the second option.

Trustees engaged with a number of planning meetings in addition to the regular meetings. Risks and opportunities were analysed and assessed along with financial projections. HR and business advice were provided free of charge through Locality, South East Midlands Local Enterprise Partnership, SEMLEP, and Hewitson's, our solicitors. My grateful thanks for all their invaluable support and advice.

A thorough review took place of structure, management systems, finance and staffing. Future plans and the direction of CSN was agreed and structures put in place to implement this.

The agreed re-structure eliminated the role of CEO and replaced this with posts of a Business Development and Marketing Manager and a Financial and Administration Manager. Communication and transparency have dramatically improved between the staff, the board and the community groups. An additional full-time caretaker also joined the team.

We have also welcomed a new trustee, Ben Francoise, who brings a wealth of financial knowledge and experience to the board. Ben also has a thorough understanding of the voluntary sector; his advice and contributions are of real benefit.

### **Staff changes**

Mohammed Sonnie was promoted to the role of Financial and Administration Manager.

Alice Morgan was appointed in September 2020 as Business Development and Marketing Manager. Alice brings a wealth of previous experience to CSN from her work in the private, public and community sectors. We welcome her to the new post and are very excited to have her working for the charity.

Lorna O'Connell joined the caretaking team on 23rd November 2020 and has quickly found a rapport with the user groups.

Steven Richards stood down from his previous role as CEO and is working part-time as a weekend caretaker. Our thanks to Steven for his contribution to CSN and his willingness to continue in a part-time role.

Frederick McCabe is the long standing caretaker and has taken on additional responsibility as Facilities Officer.

### **Where we are now**

There are many improvements to CSN's operational, financial systems, plans and marketing. As a result, the financial position looks strong, and our ability to plan and anticipate issues has greatly improved.

We have a new website with full information about all our centres, a booking and payment facility and an online newsletter.

We have a cohesive and strategically robust structure, which will be able to take on future challenges and continually improve our offers to the local communities. Organisationally we are in a stronger position than pre-pandemic and my thanks to all the staff, trustees and partners who have engaged and contributed to this journey.

There are opportunities ahead to work in new ways with new partners to provide range of activities, support and services to the communities and residents of the areas surrounding our eight community centres.

We are thankful, not only to have survived, but to emerge from the lockdown stronger and more focussed. Sadly, many small and medium charities and voluntary organisations have not survived.

**TOBY BIRCH**

CHAIR OF TRUSTEES

# CHARITY OVERVIEW

---

## Purpose

Our charity's purpose, as set out in the objectives contained in the company's Memorandum of Association is to: -

- Promote the benefit of the inhabitants without distinction of sex, sexual orientation, age, disability, nationality, race, or of political, religious, or other opinion, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education, and to provide facilities in the interests of social welfare, or recreation and leisure time occupation with the objective of improving the conditions of life for the said inhabitants.
- To establish, or secure the establishment, of community centres and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the objectives.

## Vision

*Thriving community centres throughout Northampton, where local people are resilient, engaged and well.*

## Values

Collaboration  
Community cohesion  
Empowerment  
Shared experience  
Affordability Partnership

## **Aims & Objectives**

- Accommodate a range of activities that are relevant, accessible and affordable for local people
- Provide a welcoming, safe and supportive environment that responds to local needs
- Encourage local partnerships and networks that reflect the diversity of communities
- Support local people to improve their health and wellbeing
- Support the development of new initiatives and groups
- Encourage active participation in the life of the local community
- Nurture an ethos of trust and mutual respect
- Promote and organise co-operation between local residents, voluntary and community organisations, statutory bodies and other agencies for the benefit of the local community.

## **Our definition of a 'Community Centre'**

The term 'Community Centre' covers facilities that provide opportunities for social interaction, health activities and exercise, recreation, events, interest based courses, meeting spaces, youth groups. The organisation is proactive in determining needs, innovative in meeting the requirements of the local community and open to all groups within the community. The centres are there to provide a space for activities built around the needs of local people and are welcoming, inclusive and encourage a sense of belonging.

Our aims, objectives and activities are reviewed annually. The review also considers what has been achieved and the outcomes from the initiatives that have been actioned. The success of the engagement activities, initiatives and development can be shown to demonstrate how the charity is improving and enhancing the lives of people living, working or learning in the community. Through our feedback from groups and events, and liaison with residents and stakeholder groups we can ensure that we have a range of activities that are relevant, accessible and affordable for local people.

Many new initiatives have been started in response to local needs. The review helps us to ensure our aims and objectives remain focussed on our stated purposes.

# DELIVERING OUR OBJECTIVES

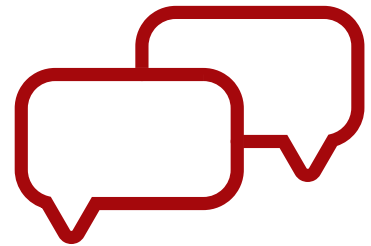
---

Due to the Covid-19 pandemic, our ability to deliver community fun days to local areas and provide space for communities to meet, connect and access services has been severely effected by enforced closure and restrictions.

However, CSN has mainly carried out connections through virtual meetings, and has taken the opportunity to adapt the way we work

CSN are represented at numerous partnership meetings;

- Multi Agency Partnerships surrounding all 8 centres
- VCSE Forum and volunteer network
- University of Northampton Changemaker Hub
- Community Centre Forum
- Chair of Trustees was re-elected as Chair of Rectory Farm Residents Association and Treasurer of Southfields Residents Association.
- Chair of Trustees invited to join the Board of Northants VCSE Assembly



Alongside having an active role in the above forums to ensure local needs are reflected within our centres, our team have also provided advice and guidance to other organisations developing community centres. Our Chair of Trustees attended a session for Southbrooke Community Centre in Daventry to provide advice and guidance in community centre management. Our team are also providing advice and support to Hardingstone Parish Council on the development and build of a new community centre facility.

Our team also attending the virtual Locality Conference, and various training courses developing skills in - Building resilience, Business Strategy, Fundraising strategies. Our Business Development & Marketing Manager has also been accepted onto the Barclays Women in Leadership Mentoring scheme, and Leadership Development Training through Voluntary Impact Northamptonshire.

# FUNDING SUCCESS

---

**Power to Change** - funded £12,500 towards the introduction of internet access to centres, plus the purchase of laptops for training and education sessions, and to provide access to services at a local level

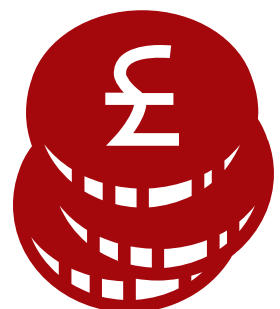
**Northampton Borough Council Small Grants** - funded £3000 towards the development of our new website, which includes the facility for online bookings and payments, information on centres, volunteer application form and blog/news section.

**Northampton Community Foundation St Giles Fund** - funded £3500 towards the set up of Briar Hill Community Food Bank and Hub, which included the purchase of equipment, room hire for 12 months, marketing and stock.

**DEFRA funding** - funded £5000 for the purchase of stock for Briar Hill Community Food Bank, accessed through the support of the West Northants Food Aid Alliance.

**SEMLEP Kickstart Grant** - funded £1800 for the purchase of Wi-fi extenders for 4 community centres, One Drive subscription for staff, Google Ads marketing campaign, Facebook Ads marketing campaign, and enhanced web hosting package for our new website.

**Co-operative Local Community Fund** - accepted Briar Hill Community Hub project onto the scheme for funding in 2020/21. Final grant amount to be decided through members selected out cause.



# PROJECT DELIVERY: A SNAPSHOT

---

## COMMUNITIES

### Youth Engagement

Trustees and staff worked with the National Citizens Service Youth Scheme on training and improvements around Briar Hill Community Centre, including weeding, cleaning paving, planting bulbs, grass cutting and litter picking.

### Food Poverty

Briar Hill Community Food Bank was developed in partnership with volunteers from Seventh Day Adventist Church and Re:store Northampton following the identification of a gap in service in the local area. The foodbank is planned to open April 2021. Prior to the opening, CSN supported Food Aid Far Cotton to deliver a pop-up food distribution point from Briar Hill Community Centre to support local people in need in the meantime.



# BUILDING UPDATE

---

We have made a number of improvements to the Community Centre buildings. The most significant transformation has been at Rectory Farm, with a major refurbishment and addition of a new hall, completed in 2020. This was achieved through the hard work and collaboration of CSN, local residents, architects, contractors, local Councillors and local authority officers.

Both the internal and external building work at Rectory Farm Community Centre was completed by the end of April 2020. Further work is now taking place to rectify snagging issues following the development.

An official opening and community event is being planned for later in 2021 to celebrate this development, and achievement, for the local community.

New flooring and barrier mats have been installed at Vernon Terrace Community Centre.

A new heating system has been installed at Kingsthorpe Community Centre.

A programme of installing internet connection into our community centres has started to enable training, education, and information hubs for local residents.

Covid Councillor Community Funding was applied for which enabled centres to become Covid safe. All buildings have motion sensor hand sanitisers, have been fogged/sanitised, and professional anti-bacterial and viral cleaning products are used. Enhanced cleaning protocols and risk assessments have been carried out.

Signage and QR codes were also introduced for all centres.



# OPERATIONAL UPDATES

---

## **Accounting**

The new SAGE cloud system has now been in place for a whole year. This system has proved most effective with greater transparency and oversight, linking bookings and accounts and means Trustees and our external Accountant and Auditor can track accounts on a regular basis.

Trustees and staff can now understand a complete picture of how the charity is performing month by month.

## **Restructure**

As stated in the Chair's report, major changes have taken place in all areas of our charity structure, from Administration, Operations, Finance, Business Development, Communication and Marketing.

As a result, Community Spaces Northampton is now in a resilient position and prepared for the future.

## **Website development**

Thanks to the support of Northampton Borough Council's Small Grant fund, CSN commissioned a new website with the core aim of providing a user friendly, informative experience which leads to more enquiries, bookings and brand awareness, while enhancing the charity's online presence.

CSN commissioned Lucid Rhinio - a local web development SME - to create the website. The end product has made a significant improvement to the charity's online presence and has enabled online bookings and improved information sharing. The enhanced website will enable CSN to reach new audiences and sectors, including private sector and commercial bookings.



# ADDITIONAL INFORMATION

## **Public Benefit Statement**

The trustees have paid due regard to the charity commission guidance on public benefit. The trustees are confident that CSN's aims, objectives and activities accommodate a range of activities that are relevant, accessible and affordable and improve and enhance the lives of people, whilst encouraging and developing partnerships and networks, and are in accordance with the regulations on public benefit.

## **Structure, Governance & Management**

The organisation is a charitable company, limited by guarantee, incorporated on 1st November 2011, and registered as a charity on 11th April 2012. The company was established under a memorandum and articles of association, which defines its objects and powers, and is governed by its articles of association.

The financial statements comply with current statutory requirements, the memorandum and articles of association and the statement of recommended practice – accounting and reporting by charities (SORP 2005) issued in March 2005.

All the trustees give their time voluntarily and receive no benefits from the charity.

## **Organisational Structure**

The organisation is led by the board, who meet at least 4 times per year. During these meetings consideration is given to strategic direction and policy of the charity. The Business Development & Marketing Manager and Finance & Administration Manager attend to discuss strategy, present reports and to take direction from the board. Consideration is given to updating the business plan, future opportunities and assessing, and mitigating where possible, potential and known risks to the charity.

The charity has put in place systems to encourage new volunteers in areas where the community centres are located. There has been a focus on volunteering policy, development and activities to enable this to be undertaken. Volunteers have helped in improving the centres through decoration, development and involvement in community activities, gardening projects and litter picking. Volunteers are now also being encouraged to take on other roles in the charity, such as social media support and administration.

### **Principal Funding Sources**

Our main income source is self generated through room hire rental income of the centres. In the current financial climate, it should be recognised that many of the groups using the centres require support and have limited forms of income. This has limited our ability to raise historically very low, subsidised room hire rates to those necessary to generate income in the longer term room hire rates have been held for almost 2 years.

The move towards a community hub model, working with a range of organisations in both the public and private sector will create greater opportunities for income generation.

### **Reserves Policy**

The trustees have set, in conjunction with the Finance & Administration Manager, a reserves policy that requires reserves to be maintained at a level which ensures core activity could continue during a period of unforeseen difficulty, and that a proportion of reserves be maintained in a readily realisable form. The trustees assess the required level of reserves on an annual basis, alongside the operating budget.

This has put CSN in a strong position to come through the difficult and challenging period of the Covid-19 pandemic.

**Registered number: 7831065**

**Community Spaces Northampton**

**Report and financial statements  
for the year ended  
28 February 2021**

**Natalie Green & Co  
Chartered Accountants  
7G Mobbs Miller House  
Christchurch Road  
Northampton  
NN1 5LL**

## **Community Spaces Northampton**

### **Legal and administrative information**

**Registered charity number: 1146849**

**Registered company number: 07831065**

**Trustees:**

Gary Youens  
Toby Birch  
Jane Birch  
Ben Francoise (appointed 27 October 2020)

**Registered office:**

Unit 1, St. Crispin Community Centre  
St. Crispin Drive  
Northampton  
NN5 4GJ

**Independent examiner:**

Natalie Green  
Natalie Green & Co  
Chartered Accountants  
7G Mobbs Miller House  
Christchurch Road  
Northampton  
NN1 5LL

**Bankers:**

HSBC  
22 Abington Street  
Northampton  
NN1 2AN

## **Community Spaces Northampton**

### **Trustees' report for the year ended 28 February 2021**

The trustees, who are also directors of the charity for the purposes of the Companies Act, present herewith their report and the financial statements for the year ended 28 February 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

#### **Structure, governance and management**

The charity is a registered charity and a charitable company limited by guarantee.

Community Spaces Northampton is governed by a memorandum and articles of association. The liability of members is limited. The members of the company are the trustees. The members have the power to appoint and remove trustees of the charity.

The trustees have considered the major risks to which the charity is exposed and having reviewed them have developed systems and procedures to manage those risks.

#### **Objectives and activities**

The objects of the charity are set out in the articles of association. The principal object is to promote the benefit of the inhabitants of Northampton and the neighbourhood by means of advancing education and providing facilities in the interests of social welfare for recreation and leisure-time occupation, with a view to improving the conditions of life for the inhabitants.

To this end the charity maintains, manages and develops the work of eight community centres in Northampton for the benefit of the local communities.

The articles of association give the charity the powers to do anything which is calculated to further its objects or which is conducive or incidental to doing so.

In planning activities, the trustees keep in mind the Charity Commission's guidance on public benefit.

## **Community Spaces Northampton**

### **Trustees' report for the year ended 28 February 2021 - continued**

#### **Achievements and performance**

Details of the income and expenditure for the year are set out in the statement of financial activities on page 5 of the annual report. Activities were adversely affected by statutory closures of the community centres due to the Coronavirus pandemic, but the charity has received Coronavirus related grant income of £176,995. Other grants meant that the charity received total grants of £210,668 during the year. Total income from all sources for the year amounted to £256,694 and total expenditure amounted to £239,965. The surplus arising of £16,729 has been transferred to reserves.

#### **Statement of trustees responsibilities**

The trustees, who are also directors of Community Spaces Northampton for the purposes of company law, are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year. In preparing these financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees and signed on their behalf by

**T Birch**

Date: 2021

## **Independent Examiner's report to the Trustees of Community Spaces Northampton**

I report to the charity trustees on my examination of the accounts of the company for the year ended 28 February 2021 which are set out on pages 5 to 11.

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

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

I have completed my examination. I confirm that no 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 company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)

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 to enable a proper understanding of the accounts to be reached.

**Natalie Green**

Chartered Accountant

7G Mobbs Miller House, Christchurch Road, Northampton, NN1 5LL.

Date: 2021

## Community Spaces Northampton

### Statement of financial activities including summary income and expenditure account for the year ended 28 February 2021

		2021 £	2020 £
<b>Income from:</b>			
Voluntary income - grants			
West Northamptonshire Council for St Crispins		9,000	85,000
Groundwork UK (restricted)		8,173	7,895
West Northants Council Coronavirus grants		152,970	-
Coronavirus Job Retention Scheme (restricted)		24,025	-
West Northamptonshire Council (restricted)		4,000	2,625
Empowerment grants (restricted)		-	3,460
Power To Change (restricted)		12,500	-
Activities for generating funds			
Rentals from room hire		45,976	185,874
Investment income			
Bank interest		50	46
<b>Total income</b>		<u>256,694</u>	<u>284,900</u>
<b>Expenditure on:</b>			
Governance costs	2	9,468	20,100
Other costs	3	230,497	238,605
<b>Total expenditure</b>		<u>239,965</u>	<u>258,705</u>
<b>Net income/(expenditure)</b>		<u>16,729</u>	<u>26,195</u>
Net income for the year (as above)		16,729	26,195
Total funds brought forward at 01/03/2020		<u>161,447</u>	<u>135,252</u>
<b>Total funds carried forward at 28/02/2021</b>	11	<u>178,176</u>	<u>161,447</u>

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

The above incoming resources relate to unrestricted funds, with the exceptions of certain grants as indicated above. These grants amount to £48,698 and represent restricted income.

The above resources expended relate to unrestricted funds, with the exception of other costs in the sum of £32,729, which were met from restricted income.

The net income for the year and the fund balance carried forward comprise both restricted and unrestricted funds, as detailed in note 11 to the accounts.

**Community Spaces Northampton - Registered company number: 07831065**

**Balance sheet as at 28 February 2021**

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	8	19,811	22,919
		<hr/>	<hr/>
<b>Current assets</b>			
Debtors	9	26,835	49,680
Cash at bank and in hand		192,707	115,786
		<hr/>	<hr/>
		219,542	165,466
		<hr/>	<hr/>
<b>Creditors: amounts falling due within one year</b>	10	(61,177)	(26,938)
		<hr/>	<hr/>
<b>Net current assets</b>		158,365	138,528
		<hr/>	<hr/>
<b>Total assets less current liabilities</b>		178,176	161,447
		<hr/>	<hr/>
<b>Funds</b>			
<b>Restricted funds</b>	11	15,969	-
<b>Unrestricted funds</b>			
General funds	11	162,207	161,447
		<hr/>	<hr/>
<b>Total funds</b>		178,176	161,447
		<hr/>	<hr/>

For the year ending 28 February 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved and authorised for issue by the trustees on 2021 and signed on their behalf by:

**T Birch**  
**Director**

## **Community Spaces Northampton**

### **Notes to the financial statements for the year ended 28 February 2021**

#### **1 Accounting policies**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in October 2019, The Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice.

#### **Company status**

The charity is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the charity being wound up the liability in respect of the guarantee is limited to £10 per member of the charity.

#### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

#### **Income recognition**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

#### **Expenditure recognition**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

#### **Irrecoverable VAT**

Irrecoverable VAT is charged to the category of resources expended for which it was incurred.

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2021 - continued

#### 1 Accounting policies - continued

##### Pension costs

The charity has contributed to a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against net income in the year they are payable.

##### Depreciation and amortisation

Depreciation has been computed to write off the cost of tangible fixed assets over their expected useful lives on a straight line basis using the following rates:

Office equipment	20% or 10% per annum
Heating systems	10% per annum

#### 2 Governance costs

	2021	2020
	£	£
Legal and professional fees	4,968	8,772
Northamptonshire Pension Fund cessation valuation	-	6,000
Independent examiner's fees (see note 7)	4,500	5,328
	<u>9,468</u>	<u>20,100</u>

#### 3 Other costs

	2021	2020
	£	£
Staff costs (see note 4)	91,020	85,073
Heat, light and power	41,086	35,780
Rent (lease payment)	1,728	1,968
Water	28,317	13,678
Insurance	2,492	3,095
Office expenses and community development	5,438	5,518
Community development - Semilong & Trinity neighbourhood	8,173	7,895
Telephone	3,269	2,651
Repairs, maintenance and cleaning	38,711	55,647
Bad debts	201	17,125
PRS and PPL licence	462	2,085
Miscellaneous costs	4,833	2,886
Bank charges	171	196
Depreciation	4,596	5,008
	<u>230,497</u>	<u>238,605</u>

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2021 - continued

#### 4 Staff costs

	2021	2019
	£	£
Wages and salaries and social security costs	87,067	81,627
Employer's pension contributions	3,953	3,446
	<u>91,020</u>	<u>85,073</u>
	<u><u>91,020</u></u>	<u><u>85,073</u></u>
 Average number of staff (in addition to trustees)	 5	 3
	<u><u>5</u></u>	<u><u>3</u></u>

No employees had emoluments in excess of £60,000 (2020: none).

#### 5 Trustees remuneration

The trustees did not receive any remuneration or expenses payments during the year.

#### 6 Pension costs

The company contributes to a defined contribution pension scheme. The assets of the scheme are held separately from those of the company. The pension cost charge represents contributions payable by the company to the fund and amounted to £3,953 during the year.

#### 7 Independent examiner's fees

	2021	2020
	£	£
Fees payable to independent examiner:		
- independent examination	600	600
- other	3,900	3,900
- prior year under accrual	-	828
	<u>4,500</u>	<u>5,328</u>
	<u><u>4,500</u></u>	<u><u>5,328</u></u>

# Community Spaces Northampton

## Notes to the financial statements for the year ended 28 February 2021 - continued

### 8 Tangible fixed assets

	Equipment £	Total £
<b>Cost</b>		
At 1 March 2020	46,401	46,401
Additions	1,488	1,488
	<hr/>	<hr/>
At 28 February 2021	47,889	47,889
	<hr/>	<hr/>
<b>Depreciation</b>		
At 1 March 2020	23,482	23,482
Charge for the year	4,596	4,596
	<hr/>	<hr/>
At 28 February 2021	28,078	28,078
	<hr/>	<hr/>
<b>Net book value</b>		
At 28 February 2021	19,811	19,811
	<hr/>	<hr/>
At 29 February 2020	22,919	22,919
	<hr/>	<hr/>

### 9 Debtors

	2021 £	2020 £
Trade debtors	24,331	49,218
Prepayments	2,504	462
	<hr/>	<hr/>
	26,835	49,680
	<hr/>	<hr/>

### 10 Creditors - amounts falling due within one year

	2021 £	2020 £
Trade creditors	46,737	13,838
Accruals	14,440	13,100
	<hr/>	<hr/>
	61,177	26,938
	<hr/>	<hr/>

## Community Spaces Northampton

### Notes to the financial statements for the year ended 28 February 2021 - continued

#### 11 Statement of funds

	At 01/03/2020	Net incoming resources £	Transfer re reclassify as unrestricted £	At 28/02/2021 £
<b>Restricted funds</b>	-	15,969	-	15,969
<b>Unrestricted funds</b>				
General reserve	161,447	760	-	162,207
<b>Total funds</b>	<u>161,447</u>	<u>16,729</u>	<u>-</u>	<u>178,176</u>

The general reserve represents the free funds of the charity which are not designated for specific purposes. The restricted funds at the year end represent the unexpended portion of restricted grants and comprise £2,969 relating to the Briar Hill Food Bank and Community Hub, £500 relating to the Lodge Farm community centre refurbishment and £12,500 relating to the Power To Change project.

#### 12 Lease commitments

At the balance sheet date the company had annual commitments under operating leases relating to land and buildings. The total future minimum lease payments are as follows:

	2021 £	2020 £
Payable:		
- not later than one year	1,728	1,728
- later than one and not later than five years	6,912	6,912
- later than five years	27,648	29,376
	<u>36,288</u>	<u>38,016</u>

#### 13 Related party transactions

There were no related party transactions requiring disclosure during the year (2020: none).

#### 14 Contingent liabilities

At the balance sheet date there are potential liabilities arising in respect of unbilled historical water rates charges. These relate to certain unread meters. Accruals have been made in the accounts on the basis of reasonable estimates, but it is possible that there remain unrecorded liabilities, and these cannot be quantified at the time of approval of these accounts.

#### 15 General Information

Community Spaces Northampton Registered number 7831065 is a private company limited by guarantee and is incorporated in England & Wales. The Registered Office is Unit 1, St. Crispin Community Centre, St. Crispin Drive, Northampton, NN5 4GJ.