

Congleton Town Council

Application for Financial Assistance

Part 1: Applicant(s) and Project Details

Application Reference Number (office use only)	GR16/2122
--	-----------

1.1	Applicant(s):	Bryony Milbourne – Centre Manager
1.2	Representing:	Mossley Old School Trust Mossley Old School Community Centre Leek Road, Mossley, Congleton, Cheshire CW12 3HX
1.3	Email Address:	
1.4	Tel No.	
1.5	Project Title:	Kitchen Refurbishment
1.6	Project Objectives:	To renovate the kitchen of the Community Centre to create a more modern, practical, safe and energy efficient environment for all Users. (Please see Section 3.1 for User outline).
1.7	Brief Project Description:	<p>The project will include the following steps:</p> <ul style="list-style-type: none"> • Take out current kitchen. • Replace ceiling tiles with plaster board and install energy efficient LED lights. • Skim and plaster walls. • Strip and treat damp window surround stone walls. • Redesign kitchen. • Move any utility points as required such as electrical sockets. • Refit kitchen including all cupboards, work tops and appliances. • Re-do floor (taking into account any Asbestos factors).
1.8	Details accounts/budgets	2020/21 accounts enclosed.

Part 2: Cost Details / Resources / Timescale

2.1	Total Cost of Project:	Approx £15,000 <i>3 quotes have been gathered and are available on request.</i>
2.2	Total contribution sought:	£1,000 or any amount gratefully received.
2.3	What will the money be spent on?	As a contribution to the total project. (Please see Section 1.7 for project description).
2.4	Any ongoing costs:	No.
2.5	Details of confirmed match funding include source Cash: In kind:	Mossley Old School Trust is aiming to fund 50% of the project cost from its own reserves and apply for grant funding for the remaining 50%.
2.6	Resources needed:	Mossley Old School Trust aims to find one contractor who can manage

		all aspects of the project including building work, kitchen design, fitting and project management.
2.7	<i>Estimated timescale of project from start to finish:</i>	Approx 2 months, dependant on contractor timescales and working around Users on site to minimise disruption.

Part 3: Potential Benefits / Outputs

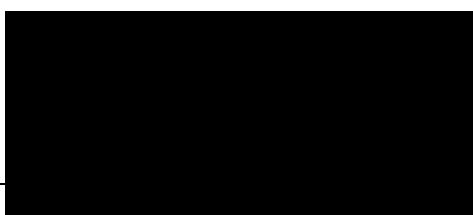
3.1	<i>What are the potential benefits/outputs to residents of Congleton</i>	<p>Mossley Old School Trust was set up in 1999 to preserve Mossley Old School building as a Community Centre serving the local area of Mossley and also the wider area of Congleton. It was previously (and still is) the home of 1st Mossley Scout Group which caters for Beavers, Cubs and Scouts. It is also used by additional regular groups such as a Dance School, Before and After School and Holiday Club, Keep Fit, Karate, Pilates and various U3A classes, so is a very popular venue for a wide demographic. In addition to this Casual Users such as children's parties and training sessions also book.</p> <p>Based on a 7am-9pm potential usage Mossley Old School Community Centre has a 67% usage through the week and 36% weekend usage (increasing to 50% when a party is booked approximately monthly). This is made currently made up of around 16 different groups/classes and around 450 total Congleton based Users within these groups.</p> <p>The Trust obtained a 15 year mortgage from Charity Bank to purchase the building from the Diocese of Chester at a favourable price with a covenant that it is to be used for educational purposes. The mortgage was fully paid in 2021 so the building is now owned by the Trust. The Trust hires out the building to the Users and has always endeavoured to fix the charges to allow for the running costs of an old Victorian building plus extra to build up funds for larger maintenance projects. However after surviving partial closure during Covid and in the current economic climate with utility charges expected to significantly increase, the Trustees are concerned that to increase the hire charges too much could cause problems for some of the User groups.</p> <p>In addition, to attract and retain Users the building needs to be fit for purpose and inviting but the kitchen is in dire need of updating as it has not been upgraded since 1999 so shows considerable signs of wear and tear.</p> <p>The Trust will allocate some of its reserves to the kitchen refurbishment but is conscious of the need to keep some reserves back for utility charges, general maintenance and for the possibility of losing income from a major user. To this end the Trust is requesting financial help from the Town Council and</p>
-----	---	--

		<p>other local grant awarding bodies to support this valuable community asset.</p> <p>The key benefits will be:</p> <ul style="list-style-type: none"> • Creating a more practical, updated and user friendly kitchen. • Increasing the energy efficiency with up to date lighting and appliances. • Increasing the safety of all Users by reducing sharp edges on cupboard doors etc. • Bringing the kitchen in line with the rest of the building and other similar venues to ensure we can continue to obtain and retain Users. • Provide a more effective space for young children to learn cookery skills during scouts and holiday clubs etc. • Allow the Before and After School Club to offer a wider variety of food and increase shelf lives with the installation of a larger fridge and introduction of a freezer. <p><i>Current kitchen photos enclosed showing some highlighted problem areas.</i></p>
3.2	<i>Are there similar services/projects provided in the area</i>	<p>Mossley has a population of approx 11,000 which is around one third of the total population of Congleton at around 27,000.</p> <p>Within Mossley there is Mossley Old School Community Centre plus Mossley Village Hall and the Chappell Centre (both located across the road). Each offer different advantages and as our particular USPs we are pleased to offer two large halls and yard space. This makes us particularly useful for large groups or parties which require sub areas and child led groups that need external space.</p> <p>The different facilities each venue offers attract different Users and, due to the large population in the area, ensures they all receive extensive usage. As such we work well as a local hub.</p> <p>There are no other venues in the Mossley area of Congleton. Additional similar local venues which have large open space and kitchen facilities include:</p> <ul style="list-style-type: none"> • Ruby's Fund 1.3 miles • Masonic Hall 1.6 miles • St John's Community Centre 2 miles • St Mary's Parish Centre 2.2. miles • Astbury Village Hall 2.3 miles <p>Our kitchen is considered below standard when compared.</p>

Part 4: Evaluation

4.1	<i>How will the project be evaluated?</i>	<p>The Trustees, alongside the Centre Manager, will evaluate the project success. This will be through the following main factors:</p> <ul style="list-style-type: none"> • A project team has been set up including key Users and Trustees to ensure full inclusion and that they are satisfied. • A list of kitchen requirements has been drawn up with full consultation with Trustees, Centre Manager and Users. Also taking into account comments from kitchen design experts. It can be re-visited throughout and after the project to ensure the planned needs have been met. • A questionnaire will be sent to all Users before the project to determine kitchen feature ratings and the same will be sent to them after the project to ensure ratings have increased. • Pictures will be taken before and after for a visual comparison.
4.2	<i>Describe how you will promote the Town Council in your project.</i>	<p>Promotion will be in two forms – during and post project:</p> <p>During:</p> <ul style="list-style-type: none"> • Promote the project through information emails to all Users. • Ask Users to disseminate project information through to all their attendees (approx 450 in total) and via their own media channels. • Post step by step updates on our Facebook page throughout the project mentioning the grant allocation details each time with thanks. • Place posters on noticeboards within the Community Centre for visitors and Users to view. <p>Post Project:</p> <ul style="list-style-type: none"> • Send an article to Congleton Hub Facebook page and the Congleton Chronicle. • Invite the Mayor to the re-opening ceremony.

Signature:



Date: 07.03.22



1



2



3

Mossley Old School Trust
Trustees' Report and Accounts
for the Year ended 31 July 2021

Mossley Old School Trust
Trustees' report for the Year ended 31 July 2021

The Trustees present herewith their report and financial statements for the year ended 31 July 2021

Reference and Administrative information

Name:	Mossley Old School Trust
Registered Charity no:	1094210
Company No:	04253778
Principal office:	122 Leek Road Congleton Cheshire, CW12 3HX

Trustees

The Trustees/directors who served in the year and up to the date of this report were:

David Potts	Chairman
Jacqueline Potts	
Christine Scott	
Karen Hartles	
Elizabeth Smallman	
Brenda Hughes	
Jean Vale	
Louise Carter	

Company Secretary Peter Hughes

Volunteer Treasurer 

Structure, Governance and Management

The charity is a company limited by guarantee and is constituted under memorandum and articles of association dated 17 July 2001 as amended on 11 September 2002. In the event of the company being wound up, the liability of each member is limited to £1.

Appointments of Members of Council

The Members of the Council, who are the Trustees for the purpose of charity law, are appointed by the members at the Annual General Meeting. Every year 1/3rd of the Council being the longest serving retire and are eligible for re-election.

Mossley Old School Trust
Trustees' report for the Year ended 31 July 2021

Objects

"To promote the benefit of the inhabitants of Mossley by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and other leisure-time occupation with the object of improving the conditions of life for the said inhabitants.

To establish or secure the establishment of a community building and to maintain and manage the same, whether alone or in co-operation with any local authority or other person or body in furtherance of these objects."

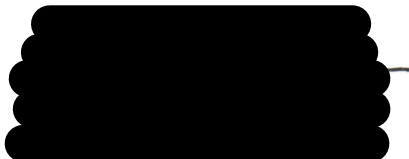
Activities

Consistent with the charitable objects, the charity continued to operate the Community Centre for the benefit of the inhabitants of Mossley.

The effects of Covid -19 have had a major impact on this year when the centre was required to close in March. MASK (Breakfast and After School Club) was able to continue to help children of key workers so some income was still generated. The Centre was able to obtain a Government grant which helped significantly. We are hopeful that there is still enough interest to be able to keep the Centre open in a Covid Secure way for the coming year.

Reserves

In the current economic climate, the Council of management consider it prudent to aim to build general reserves to one years' expenditure.



David Potts
Chairman

31/01/22

Insert date of AGM

Independent examiner's report to the trustees of Mossley Old School Trust

I report on the accounts of the company for the year ended 31 July 2021, which are set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 statement

My examination was carried out in accordance with 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 the 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 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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:

Qualification:

Address:

Date:

Mossley Old School Trust
Balance Sheet
as at 31 July 2021

		2021	2020
	Note	£	£
Tangible fixed assets	3	125,110	125,110
Current assets			
Debtors and prepayments	4	1,203	897
Cash at bank and in hand		26,081	22,835
		27,284	23,732
Current liabilities			
Bank loans	6	1,681	(3,663)
Creditors: amounts falling due within one year	5	1,276	(1,224)
		2,957	(4,887)
Net current assets		24,327	18,845
Total assets less current liabilities		149,437	143,955
Creditors: amounts falling due after more than one year			
Bank loans	6	-	(1,681)
Net Assets		149,437	142,274
Accumulated funds	7		
General unrestricted fund		17,990	12,508
Designated funds			
Contingency Fund		10,000	10,000
Designated fund		-	-
Equity in building fund		121,447	119,766
Accumulated funds carried forward		149,437	142,274

For the year ending 31 July 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 the 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 the accounts.

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

Signed by two trustees on behalf of all the Council of Management
and authorised for issue on:

Signature



Insert date of AGM

Print Name





Mossley Old School Trust
Statement of Financial Activities
(including Income and Expenditure Account)
for the year ended 31 July 2021

		Unrestricted funds	Restricted	31 July 2021 Total funds	31 July 2020 Total funds
	Note	£	£	£	£
Incoming resources					
Grants & Donations		11,370		11,370	10,000
Rental income -Frequent users		14,951		14,951	16,898
Rental income - Casual users		518		518	213
Bank interest		1		1	24
Total incoming resources		26,840	-	26,840	27,135
Resources expended	2				
Building repairs		1,951		1,951	1,331
Insurance		2,665		2,665	2,600
Cleaner		2,938		2,938	4,011
Booking Secretary/Centre Manager		3,460		3,460	3,300
Advertising		13		13	16
Administration		747		747	673
Licences		411		411	546
Utilities		5,777		5,777	6,301
Professional fees		54		54	58
Cleaning materials		592		592	368
Miscellaneous		821		821	1,682
Depreciation		-		-	-
Interest payable		248		248	410
Total resources expended		19,677	-	19,677	21,295
Net incoming resources and net movement in funds for the year		7,163		7,163	5,840
Total funds brought forward		142,274		142,274	136,435
Total funds carried forward		149,437	-	149,437	142,274

Mossley Old School Trust
Notes to the Accounts
for the year ended 31 July 2021

7 Accumulated Funds

	Fund Balances brought forward £	Net Incoming / (Outgoing) resources £	Transfers	Fund balances carried forward £
Designated Funds				
Contingency fund	10,000	-	-	10,000
Designated fund			-	-
Equity in building fund	119,766	1,681		121,447
At 31 July 2021	129,766	1,681	-	131,447
General fund	12,508	5,482	-	17,990
Total funds	142,274	7,163	-	149,437

Contingency fund

This comprises funds designated by the Trustees to cover 6 months loss of income as a result of a loss of a major frequent user. This would allow the charity to maintain services whilst building up an extended user base.

Designated fund

This is the amount of money (grants) received for specific purposes.

Equity in building fund

This shows the amount of funds invested in the building and related assets and is derived from the book value of the buildings and plant less the amounts borrowed.

General Fund

This is the amount available for the general day to day purposes of the charity.

Mossley Old School Trust
Notes to the Accounts
for the year ended 31 July 2021

1 Accounting policies

(a) Accounting convention

The accounts have been prepared in accordance with the historical cost convention and with the Financial Reporting Standard for Smaller Entities (effective April 2008). The accounts have also been prepared on an accruals basis in accordance with the Statement of Recommended Practice issued in 2005 (SORP 2005) and the special provisions of the Companies Act 2006 applicable to companies subject to the small companies ' regime.

(b) Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain that the resources will be received and the monetary value can be measured with sufficient reliability.

(c) Rental income

Rental income, which primarily arises from community and charitable organisations, is included as income in the period to which the rental relates.

(d) Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

As a small charity, expenditure is presented by its natural classification.

(e) Tangible Fixed Assets for use by the charity

These are capitalised if they can be used for more than one year and cost at least £1000. Major repairs or replacements of existing assets are only capitalised to the extent that these are enhancements. Depreciation is charged on a straight-line basis over the estimated useful lives of assets as follows:

Land	- Nil
Buildings	- over 50 years

As the residual value of buildings is currently expected to exceed the cost, no depreciation has been charged.

(f) Fund accounting

Unrestricted funds, including designated funds, are expendable at the trustees' discretion in furtherance of the charity's objects. Restricted funds can be spent only in accordance with the donors' specific wishes. A full explanation of the charity's designated funds is given in note 7.

Mossley Old School Trust
Notes to the Accounts
for the year ended 31 July 2021

2 Resources expended	2021	2020
	£	£
Expenditure includes:		
Independent examiners fees	-	-

No remuneration has been paid to the Trustees during the year (2020: £nil)

3 Tangible Fixed Assets	2021	2020
	£	£
Land and buildings at cost	125,110	125,110

Tangible fixed assets comprise of freehold land and buildings known as 122, Leek Road. The property was purchased from The Chester Diocesan Board of Education in 2006 and is subject to a covenant requiring it to be used for educational purposes. The Diocesan Board has a first legal charge over the property to secure a 35 year claw-back clause. Under this clause, 50% of any increase in value of the property arising due to a change in implementation planning use is payable to the Board.

4 Debtors	2021	2020
	£	£
Trade debtors	22	(186)
Prepayments	1,182	1,083
	1,203	897

5 Creditors: amounts falling due within one year

Trade creditors	967	387
Accruals	308	836
	1,275	1,223

6 Bank loans

Repayments falling due:		
- between two and five years	-	1,191
- after more than five years	-	-
	-	1,191
- within one year	1,681	4,153
	1,681	5,344

The loan is 15 year capital repayment mortgage, secured over the property at 122, Leek Road.