

Charity Registration No. 1161482

INGATESTONE & FRYERNING
COMMUNITY ASSOCIATION CIO

ANNUAL REPORT AND UNAUDITED FINANCIAL
STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2023

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Peter Batchelor OBE Adrian Bonnett Jim Donnell Jennifer Fowle - Hon. Treasurer John Galvin MBE - Hon. Secretary Lilian Hunter BEM - Chairman Tom O'Connor Teresa Ravenscroft Paul Wisbey
Charity number	1161482
Principal address	7 High Street Ingatestone Essex CM4 9ED
Independent examiner	Rural Community Council of Essex Threshelfords Business Park Inworth Road Feering Essex C05 9SE
Bankers	The Co-operative Bank PO Box 250 Skelmersdale WN8 6WT

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO

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INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2023

The Trustees present their report and accounts for the year ended 30th September 2023.

The accounts for Ingatestone & Fryerning Community Association CIO (IFCA CIO) have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011, and the Statement of Recommended Practice "Accounting and Reporting by Charities" for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued in July 2014.

Objectives and activities

The objectives of the Association are;

a) to promote the benefit of the inhabitants of Ingatestone and Fryerning and the neighbourhood together defined by the parish boundaries of Ingatestone and Fryerning without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said inhabitants and local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of the social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;

b) to establish or secure the establishment of a community centre and the Fryerning Parish Room (FPR) 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 objectives.

Our community hall and rooms provide a valuable educational and recreational resource to all in our local community. In addition to a Club bar and a snooker room, a wide variety of activities are organised and take place from our Community Centre and FPR. The community halls and meeting rooms are available for use by local groups and organisations. The facilities have been used by groups as varied as the local opera group and the angling club as well as commercially operated exercise and dance groups. Local Tennis and Bowling Clubs operate from courts and green in the grounds of the Community Centre.

The Trustees confirm that they have sought to comply with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. They have agreed to refer to the guidance when planning their future activities and making management decisions. In particular, the Trustees will consider how planned activities will deliver public benefit that accords with the aims and objectives they have set.

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Achievements and performance

Membership numbers in 2023 have continued an upward trend experienced since 2020 with a significant increase of 147 compared with 2022.

Membership category	2022 to 23 change *	2023	2022	2021	2020
Individuals	+125	364	239	209	231
Couples (number of people)	+54	368	314	290	226
Concessions	-32	204	236	218	229
Total	+147	936	789	717	686

*2023 membership figures as at 31st October 2023

Membership fees for 2023 were £25 for an individual, £20 for a concession and £39 for a couple.

In February the contractors who had operated our weekly Tuesday coffee mornings had to withdraw. For a few weeks it was a case of 'all hands to the pump' to make sure we kept this popular event afloat. We're pleased we now have Liz Clark on board to run these sessions for us, along with some new (and some old) volunteers to support her. The feedback has been very positive and the coffee mornings continue to be a success.

Our monthly films continue to attract a regular appreciative audience. The cost of a licence to show a film is now over £100, for a single screening. So reluctantly tickets will rise from £4 to £5 for members and £6 to £7 for non-members from January 2024 to help our fund-raising.

In addition to our regular activities, the year has been punctuated by a number of other events such as the Christmas Market in conjunction with Ingatestone Rotary Club, a Coronation tea with Bingo and a *Queen* tribute plus the *Voice of Vegas*.

With greater confidence in our financial stability but also concerns about uncertain energy markets this year, the IFCA has commissioned surveys and reports on our energy usage and potential savings as well as on the condition of the buildings. Not surprisingly there were any number of recommendations on maintaining and improving the Centre - particularly the roof structure. The Committee is currently carrying out a prioritisation exercise of the reports' findings to formulate a plan for works for the next few years.

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

The IFCA has also been pleased to see the improvements made by Ingatestone & Fryerning Tennis Club firstly through new court surfaces and more recently through low level lighting to enhance the playing and coaching opportunities on offer.

Financial review

IFCA CIO had income during the year totalling £197,772 (2022 - £168,069). Full details are set out on pages 7 to 16. For the first time since the Covid pandemic there has been no grant income, so all income has been generated by the charity. Expenditure for the year was slightly lower than last year at £134,602 (2022 - £143,388). We continue to be cautious with our expenditure and during the year we have undertaken various cost-cutting measures which have helped to achieve this result despite increased activity and higher energy bills.

A major financial highlight was paying off the long-term loan in February 2023. The trustees decided to do this because interest rates were rising, there were no penalties for paying off the loan early, and by doing so we saved over £5k in future interest charges. For the first time in many years IFCA CIO is debt-free.

IFCA CIO has accumulated funds, equivalent to its net assets, of £530,073 to carry forward at 30th September 2023 (2022 - £466,903). These funds are to be used to continue to fund the future activities of the Community Association.

At the end of the financial year IFCA CIO had free reserves of £89,361 (2022 - £24,411). Approximately two-thirds of the free reserves are allocated to Ingatestone, with the remainder allocated to FPR. Our reserves policy states that we will always keep a minimum of three months' expenditure in free reserves, with any excess being put towards planned improvement projects. Three months' expenditure equates to £30,155 for 2023, leaving £59,206 as residual free reserves. Both premises are planning significant expenditure in the near term (for example on roof repairs, replacement doors) which exceeds the amount currently held in residual free reserves.

The Trustees confirm that they have reviewed the major risks to which the charity is exposed and are satisfied that appropriate action has been taken to mitigate those risks.

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2023

Structure, governance and management

IFCA is a Charitable Incorporated Organisation (CIO), Charity Number 1161482. The trustees agreed a new Constitution for IFCA CIO on 15th May 2014. Following this, two predecessor charitable organisations were subsequently wound up. Trustees are appointed from the membership and one may be nominated by affiliated groups. There are currently four affiliated groups, namely Ingatestone and Fryerning Tennis Club, Ingatestone Bowling Club, Ingatestone Musical and Operetta Group, and Young Expressions. At every annual general meeting one-third of the charity trustees are required to retire in rotation, but are eligible for re-appointment.

Trustees have met monthly throughout the year to discuss issues of the day. Notes and action reports are prepared following each meeting. In amongst careful oversight of spending, the IFCA has importantly approved arrangements for the relationship between the IFCA and affiliated groups and also rules for individual members covering membership benefits and responsibilities.

The trustees who have served during the financial year 2022/23 are:

Peter Batchelor OBE	Trustee I&F Bowling Club
Adrian Bonnett	Trustee I&F Tennis Club (from 17/02/23)
Jim Donnell	Trustee Ingatestone Musical & Operetta Group
Louise Donno	Trustee Young Expressions (from 20/09/23 to 2/12/23)
Jennifer Fowle	Hon. Treasurer
John Galvin MBE	Hon. Secretary
Lilian Hunter BEM	Chairman
Tom O'Connor	Trustee
Teresa Ravenscroft	Trustee
Paul Wisbey	Trustee

This is the largest number of trustees at one time since the IFCA CIO was set up and provides optimism for the continued future good management of the Centre and Fryerning Parish Room.

The good work of the Committee has been highlighted with the award in the King's Birthday Honours of the British Empire Medal to our long-serving Chairman, Lilian Hunter for services to the Community of Ingatestone.

We remain grateful that we function through an effective administration team led by Centre Co-ordinator Claire Staples along with Jacky Craythorne and Karen Rayment. In addition we have Ken Craythorne (caretaker services), Liz Clark (coffee mornings) and we use the technical services of Steve Bearpark.

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

No Honorary Officer or any other person connected with them, received remuneration from the IFCA, apart from reasonable reimbursement of out-of-pocket expenses.

The Trustees' report was approved by the Board of Trustees.

Lilian Hunter
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Lilian Hunter – Chairman
Trustee

3 1 20 24
.....

Dated

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO

I report to the Trustees on my examination of the financial statements of Ingatestone & Fryerning Community Association CIO (the charity) for the year ended 30 September 2023.

Responsibilities and basis of report

As the Trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (the Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- 1 the accounting records were not kept in accordance with section 130 of the Act; or
- 2 the accounts did not accord with the accounting records; or
- 3 the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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



Janet E Stobart FCCA
RCCE House
Threshelfords Business Park
Inworth Road
Feering
Essex C05 9SE

Dated: 20th December 2023

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 SEPTEMBER 2023

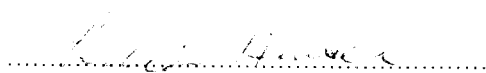
	Note	Ingatestone £	Fryerning £	Designated Funds £	Total 2023 £	Total 2022 £
<u>Income and endowments from:</u>						
Donations and legacies	3	1,612	500	-	2,112	2,321
Charitable activities	4	161,479	8,942	-	170,421	141,482
Investments	5	394	-	-	394	20
Fundraising income	6	12,486	12,359	-	24,845	14,544
Grants received	7	-	-	-	-	9,702
Total income and endowments		175,971	21,801	-	197,772	168,069
<u>Expenditure on:</u>						
Charitable activities	8	106,314	14,304	510	121,128	128,673
Raising funds	6	7,330	6,144	-	13,474	8,678
Total expenditure		113,644	20,448	510	134,602	137,351
Net income/(expense) for the year / net movement in funds		62,327	1,353	(510)	63,170	30,718
Fund balances at 1 October 2022		429,081	36,933	889	466,903	436,185
Fund balances at 30 September 2023		491,408	38,286	379	530,073	466,903

The statement of financial activities includes all gains and losses recognised in the year.

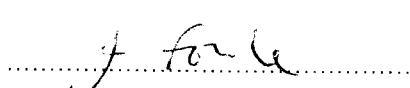
All income and expenditure derive from continuing activities.

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2023

	Note	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	13	440,333		441,603	
Current assets					
Debtors	14	8,688		6,298	
Cash at bank and in hand		103,494		96,440	
		<u>112,182</u>		<u>102,738</u>	
Creditors: amounts falling due within one year	15	(22,442)		(40,573)	
Net current assets		89,740		62,165	
Total assets less current liabilities		<u>530,073</u>		<u>503,768</u>	
Creditors: amounts falling due after more than one year	16	-		(36,865)	
Net assets		<u>530,073</u>		<u>466,903</u>	
Charity funds					
Fryerning Parish Room designated fund	17	379		889	
Fryerning Parish Room		38,286		36,933	
IFCA CIO retained reserves		491,408		429,081	
		<u>530,073</u>		<u>466,903</u>	



Lilian Hunter – Chairman
Trustee



Jennifer Fowle – Hon. Treasurer
Trustee

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

1 Basis of preparation

1.1 Basis of Accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with the charity's governing document, the Charities Act 2011, and the Statement of Recommended Practice "Accounting and Reporting by Charities" for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014. The charity constitutes a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the Statement of Recommended Practice for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

1.2 Going concern

At the time of approving the accounts, the Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the Trustees continue to adopt the going concern basis of accounting in preparing the accounts.

1.3 Change of accounting policy

The accounts present a true and fair view and no changes have been made to the accounting policies adopted in note 2.

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

1.5 Material prior year errors

No material prior year errors have been identified in the reporting period.

2 Accounting policies

2.1 Income

Income is recognised in the Statement of Financial Activities when a) the charity becomes entitled to the resources, b) it is more likely than not that the trustees will receive the resources, and c) the monetary value can be measured with sufficient reliability.

Grants and donations are only included in the Statement of Financial Activities when the general income recognition criteria are met (5.10 to 5.12 FRS 102 SORP). The charity has not received any government grants in the reporting period.

In the case of performance related grants, income is only recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP)

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.

2.2 Expenditure and liabilities

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

2.3 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost less depreciation and any impairment losses.

Depreciation is recognised to write off the cost of assets over their useful lives on the following bases:

Land and buildings	Nil
Fixtures, fittings and equipment	20% straight line per annum
Fryerning Parish Room assets	20% straight line per annum

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset and is recognised in net income / expenditure for the year

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

3 Donations and legacies	Ingatestone	Fryerning	Total	Total
	£	£	2023	2022
			£	£
Donations	1,612	500	2,112	2,321
For the year ended 30 September 2022	2,321	-		2,321
4 Charitable activities	Ingatestone	Fryerning	Total	Total
Income	£	£	2023	2022
			£	£
Lettings	22,527	8,942	31,469	30,810
Billiards and snooker	8,076	-	8,076	5,073
Rent receivable	46,944	-	46,944	40,089
Car park income	64,690	-	64,690	52,403
Subscriptions	18,962	-	18,962	12,847
Affiliation fees	280	-	280	260
Charitable activities	161,479	8,942	170,421	141,482
For the year ended 30 September 2022	133,270	8,212		141,482
5 Investments			2023	2022
			£	£
Interest receivable			394	20

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

6 Fundraising surplus	Ingatestone	Fryerning	Total	Total
	£	£	2023	2022
			£	£
Fundraising income	12,486	12,359	24,845	14,544
Fundraising expenses	(7,330)	(6,144)	(13,474)	(8,678)
Fundraising activities surplus	5,156	6,215	11,371	5,866
For the year ended 30 September 2022	1,731	4,135		5,866
7 Grants received	Ingatestone	Fryerning	Total	Total
	£	£	2023	2022
			£	£
Brentwood Borough Council	-	-	-	9,507
Essex County Council	-	-	-	195
Grants received	-	-	-	9,702
For the year ended 30 September 2022	7,035	2,667		9,702

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

8 Charitable activities
Expenditure

	2023	2022
	£	£
Staff costs (note 11)	34,872	36,562
Depreciation and impairment	8,219	7,777
Printing, postage and stationery	545	2,030
Computer and website	658	47
Telephone	1,204	1,055
Licence fees and subscriptions	1,681	1,806
Accountancy	395	343
Insurance	4,187	4,193
Light, heat and water	27,509	22,960
Repairs and maintenance (note 9)	11,750	25,156
Grant expenditure	218	2,195
Refuse and cleaning	3,007	3,301
Business rates	810	997
Bank loan interest	1,437	2,831
Card processing fees	7,382	6,340
Legal and professional fees	3,600	-
Membership costs	340	416
Sundry expenses	464	661
Fryerning expenses excluding depreciation (note 10)	12,340	9,557
Church Green Project designated fund	510	446
	121,128	128,673
	121,128	128,673
Analysis by fund		
Ingatestone	106,314	117,648
Fryerning Parish Room	14,304	10,579
Church Green Project designated fund (note 17)	510	446
	121,128	128,673
	121,128	128,673

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

9 Repairs and maintenance		
	2023	2022
	£	£
Car park maintenance	1,114	9,835
Office machine maintenance	495	484
Premises expenditure	5,947	8,877
Snooker room maintenance	-	1,428
Other general items	4,194	4,532
	<u>11,750</u>	<u>25,156</u>
10 Fryerning Parish Room - expenditure		
	2023	2022
	£	£
General premises expenses (excluding depreciation)	9,212	6,917
Insurance	848	800
Secretarial and administration expenses	2,280	1,840
	<u>12,340</u>	<u>9,557</u>
11 Employees		
	2023	2022
	Number	Number
Number of employees		
The average monthly number of employees during the year was:	<u>4</u>	<u>4</u>
Staff costs		
	2023	2022
	£	£
Wages, salaries and related costs	37,152	38,402
Less: FPR contribution	(2,280)	(1,840)
	<u>34,872</u>	<u>36,562</u>

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

12 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year.

13 Tangible fixed assets

	Land and buildings	Fixtures, fittings and equipment	Fryerning Parish Room assets	Total
	£	£	£	£
Cost				
At 1 October 2022	446,839	71,339	15,515	533,693
Additions	-	4,099	2,850	6,949
Disposals	-	(3,679)	-	(3,679)
At 30 September 2023	446,839	71,759	18,365	536,963
Depreciation and impairment				
At 1 October 2022	30,407	52,584	9,099	92,090
Depreciation charged in the year	-	6,255	1,964	8,219
Disposals	-	(3,679)	-	(3,679)
At 30 September 2023	30,407	55,160	11,063	96,630
Carrying amount				
At 30 September 2023	416,432	16,599	7,302	440,333
At 30 September 2022	416,432	18,755	6,416	441,603

14 Debtors: amounts falling due within one year

	2023	2022
	£	£
Trade debtors	3,587	1,202
Prepayments and accrued income	5,101	5,096
	8,688	6,298

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 30 SEPTEMBER 2023

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Current portion of long-term bank loan	-	22,968
Other taxation and social security	475	213
Payments received on account	660	660
Trade creditors	5,064	1,616
Accrued expenses	4,744	5,877
Deferred income	11,499	9,239
	<u>22,442</u>	<u>40,573</u>

16 Creditors: amounts falling due after more than one year

	2023	2022
	£	£
Bank loan	<u>-</u>	<u>59,833</u>
Payable within one year	-	22,968
Payable after one year	<u>-</u>	<u>36,865</u>

The long-term bank loan was secured on the land and buildings of the Association. The loan was fully repaid on 22nd February 2023.

17 Fryerning Parish Room Designated Fund

The Fryerning Parish Room designated fund has been established to separate funds raised specifically for the Church Green project. This is the triangle at the top of Fryerning Lane which includes the great Jubilee Oak which was planted to commemorate the Silver Jubilee of King George V. During the year £510 was spent, primarily on gardening and general maintenance. This ring-fenced fund will be used by Fryerning Parish Room Association (FPRA) for ongoing maintenance of the Church Green area.