Thurrock Community Leisure Limited Report and Financial Statements 31 March 2012





Reference and administrative details

For the year ended 31 March 2012

Company number

3782811

Charity number

1080186

Registered office and

Blackshots Leisure Centre

operational address

Blackshots Lane

Grays Essex RM16 2JU

Trustees

The trustees, who are also directors under company law, who served

during the year and up to the date of this report were as follows

Derek Stanton

Chair

Chris Seamark Geoffrey Bifield

Neil Rockliffe resigned 05/05/2011

Laura Thompson

Gareth Davies resigned 24/08/2011

Tunde Ojetola Jane Muggeridge

Jayne Stonely resigned 20/06/2011
Lynn Worrall appointed 08/06/11
Stuart Moon appointed 24/08/11

Principal bankers

National Westminster Bank Plc

17 High Street

Grays Essex RM17 6NP

Solicitors

Winckworth Sherwood

Minerva House 5 Montague Close

London SE1 9BB

Auditors

Saver Vincent

Chartered accountants and statutory auditors

8 Angel Gate City Road London EC1V 2SJ

Report of the trustees

For the year ended 31 March 2012

The trustees present their report and the audited financial statements for the year ended 31 March 2012

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities

Structure governance and management

Thurrock Community Leisure (TCL) is a community organisation working with Thurrock Council (TC) and other organisations, to provide leisure and cultural opportunities within the Thurrock area TCL came into existence when TC transferred leisure and cultural facilities to TCL on 10 January 2000

TCL is a registered charity and company limited by guarantee and is a subsidiary of the Group Parent Impulse Leisure (IL), IL being a non-profit-distributing-organisation

A board of 11 trustees are ultimately responsible for TCL. The board of trustees (volunteers) are drawn from all sections of the local community. Two elected councillors of TC are included on the board. Once appointed, trustees act in their personal capacity in the best interests of TCL and do not act as representatives of the body that nominated them.

The board is made up of the following categories of trustees which are fixed in the articles

Independent trustees x 8

Local Authority elected trustees x 2

Employee elected trustees x 1

Three of the longest serving independent trustees must retire each year. They can stand for reelection if they wish

Thurrock Council elects two representatives to the board annually, although for continuity TC has in the past proposed that the same councillors continue to be trustees of TCL whenever possible

The trustee board may appoint any person willing to be a trustee in seeking to provide a broad range of skills on the board. No decision on such appointments shall be taken unless TC appointed trustees have first been consulted, or reasonable steps have been taken to allow such consultation.

All trustees will hold office for a maximum of three years before retiring. Upon retirement, the other trustees may re-appoint him/her or another person. At each Annual General Meeting (AGM), the greater of three and 33% of the longest serving trustees shall retire but may be re-appointed unless the vacancy is filled.

Trustees of TCL guarantee to contribute an amount not exceeding £1 to the assets of TCL in the event of winding up. The total number of such guarantees at 31 March 2012 was 11 (2011 - 10)

Should there be a need to attract new trustees to the board, then the membership of TCL can be consulted to put prospective trustees forward, in addition adverts are placed at the sites and in appropriate media

The trustees have no beneficial interest in the Group or TCL

As a charity, TCL is a non-profit distributing organisation. Therefore, members do not receive any dividend as all surpluses must be invested to pursue the charitable objectives of the company. TCL buys its senior management, administration, finance, human resources, support and development function from IL and an Intra-group Agreement governs this arrangement.

Report of the trustees

For the year ended 31 March 2012

TCL has a wholly owned subsidiary company known as TCL Trading Limited (TCLT) TCLT operates a golf shop, grounds maintenance function and bar and catering operation at Belhus Park Directors of TCLT are appointed by TCL. The directors have no beneficial interest in TCLT, the Group or TCL All surpluses generated by TCLT are grant aided back to TCL.

The trustees and senior management undertake an annual risk assessment process and report on this to the full board. The trustees are satisfied that adequate processes are in place to mitigate the key risks faced by the charity

Objectives and activities

The objectives of TCL as set out in its memorandum of association, are to run the facilities primarily for the benefit of the community of Thurrock and its neighbourhood. TCL must therefore operate in a manner that does not discriminate against any person by virtue of their age, infirmity, disability, poverty or socio-economic status.

TCL aligns its strategy with that of the Group and in pursuit of its mission. The mission is 'Creating active and healthy communities'. TCL has a number of goals'. These are to -

- Provide clean, safe, friendly and accessible leisure facilities, which provide a value for money top class service to all members of the communities in which we work
- Cultivate relationships with potential partners including local authorities, education (schools), health providers, youth services, crime reduction agencies and social care providers
- To improve the communities in which we work, as healthier places to work, live and grow
- Identify areas, and where appropriate with partners create and influence the provision of new leisure facilities, and or opportunities
- Explore and take opportunities to expand the operations of IL and its subsidiaries, increasing turnover to above £10,000,000 before March 2013, with a view to improved operational efficiency
- To continue to value all members of staff as important assets
- Where relevant seek external funding, and or sponsorship in identified areas

In defining its objects TCL has defined aims which are -

People

- To recruit, retain and reward well motivated staff who provide a friendly service to all of our customers all of the time
- To maintain a personnel policy and training plans, that develop professional staff to their full potential, improves performance instils self-value and ensures succession
- To react swiftly and decisively to staff problems and issues in a fair and equitable manner

Quality of Service

- Obtain and maintain relevant quality assurance accreditation at each unit, where applicable
- To identify and carry out planned improvements to facilities and services each year
- To constantly consult with our customers to obtain their views, measure their satisfaction levels and develop their ideas into actions wherever possible
- Conduct one non-user survey regularly in conjunction with TC where appropriate
- Develop and maintain the image of TCL/Impulse Leisure as a distinct forward thinking top quality leisure provider
- Develop services and facilities that promote social inclusion and provide equity of access

Report of the trustees

For the year ended 31 March 2012

Performance

- To continually improve, maintain and manage budgeting and accounting systems that enhance management control and effectiveness
- Increase overall attendance levels therefore providing services to the wider community
- Agree specific usage targets for specific groups and activities with TC, the Primary Care Trust (PCT) and other partners
- Increase income levels year on year, but control costs so that viability improves
- Reduce reliance on TC funding
- To plan, organise and review services in line with customer expectations using Best Value principles
- Use expansion/acquisition (internal or external) to improve financial stability

Funding

- To seek external funding (excluding TC) to expand the services and facilities on offer
- Undertake activity which will ensure TC understand the value of TCL/Impulse Leisure to the community and its development

Partnerships

- Enhance existing or develop new partnerships wherever possible
- To be an influential member of relevant partnerships, as well as taking a lead role in forming new partnerships which will improve leisure opportunities or reduce costs
- To become the 'Partner of Choice' with a wide range of organisations

Facilities

- Develop wide ranging and varied program of activities and events at all facilities
- Use surpluses to continually maintain and invest in facilities to improve services, accessibility and the physical surroundings
- To provide the cleanest and safest possible facilities

Systems

- To continually improve, maintain and manage systems and procedures in all areas, which are clear and comprehensive
- To continually improve and develop the use of new information communication technology systems to enhance the services and management of TCL/Impulse Leisure

A full review of the activities of TCL throughout 2011/2012 is published in the 2011/2012 Annual Report

TCL have continued to manage the three leisure centres at Belhus Park (plus the Golf Course), Blackshots (plus the Civic Hall) and Corringham TCL have continued trading as Impulse Leisure

Achievements and performance

The year produced many other successes with all centres retaining their QUEST (the leisure industry quality standard) registration and percentage scores. Both Blackshots and Corringham are in the 'highly commended' brackets. In addition the scores allocated by our customers in the areas of cleanliness, staffing and health and safety showed improvement during the year.

Report of the trustees

For the year ended 31 March 2012

We continued to consolidate the business as far as possible, in the light of the recession and rising costs. In addition to normal maintenance and repeat decoration, there has been a number of refurbishment and upgrade projects across the sites most notably —

Blackshots – internal redecoration (in Brand colours) of a number of areas including the changing rooms, training room and its approaches, offices and externally some of the barge boards were replaced. LED lighting was installed in the Teaching Pool

Civic Hall – air cooling to the hall was provided LED lighting was provided to replace the house lights and wiring improvements to the sound and lighting systems were carried out

Belhus Park - Flooring to the foyer was replaced

Capability Brown – Redecoration of the function room and some toilet areas was completed and audio visual systems were improved in the bar area

Corringham – The fitness suite was refurbished including a new look and additional equipment Flooring to the foyer and café area was replaced. In addition fire evacuation routes were improved

The above improvements demonstrate our commitment to continuous improvement, make our facilities more attractive to new customers and obviously increase the value for money our existing customers receive. As a result, our main category of membership (Platinum) has continued to grow, helping us towards income growth

Our wholly owned trading subsidiary TCLT had a reasonable financial year, showing a marginal surplus, despite income being below target. Attendance and income at the golf course was also down. The recession and increasing golf competition has contributed to the income downturn.

In addition to the above, the following are a list of occurrences/activities/improvements during the year -

Sickness absence rates were maintained at low levels

The successful apprentice scheme was continued

External funding towards staff training

External audit of our training function receiving a 100% score again

Continuous safety improvements

New online booking arrangements were provided with the ability to pay online following shortly Maintaining service delivery through adverse weather

Continuous procedural improvements mainly attempting to improve service delivery

Worked with TC to enable a significant roofing replacement project to commence. This work requires a significant closure of the pools (20 weeks), which commenced in March 2012.

A significant amount of work was undertaken by management in an attempt to expand the organisation

Finance

2011/2012 has been a good year financially with TCL producing good surpluses and performing at better than targeted levels. This was despite a continued period of economic uncertainty, high unemployment, higher than targeted (Government Target) inflation and rising utility costs.

Income was higher than targeted during the year, with all areas maintaining their core income, with good membership growth at Blackshots and Corringham Leisure Centres. Only secondary spend and swimming income was short of expectation. Most costs were controlled well, including staff costs, leading to an operating surplus during the year.

Due to this surplus cash flow was good, with a net inflow of cash after loan repayments contributing to an improving balance sheet

Report of the trustees

For the year ended 31 March 2012

Significant additional expenditure was incurred on building maintenance, refurbishment and improvements during the year

Budgeting for 2012/2013 became difficult due to a £150,000 reduction in income expected from the pool closures at Corringham, coupled with rising costs. Due to the loss of income, budgets have been set to return a deficit at the year end which will reduce reserves.

Future Plans

Whilst grant funding has been secured at an unreduced level in 2012/2013 the future remains uncertain. Work continues to implement solutions to deal with future grant reduction and further issues brought about by the recession and the expected prolonged recovery.

TCL will continue to provide new and improved services both to its existing, and external to its current provision. TCL will continue to seek to work with other local authorities, although this has continued to prove difficult at present. Further expansion, or joint work with other like-minded organisations/trusts in future, including schools and the Health Service, will enable us to become more efficient and provide best value to the local area, as well as the new areas in which we may work

In 2012/2013, we plan to continue to improve financial stability and concentrate efforts into making a success of our existing facilities. We will also continue to work with the Thurrock Council (which now incorporates Thurrock Thames Gateway Development Corporation) and others to secure investment into Belhus Park, which will enable significant development to be planned for the future. Our plans include maximising financial efficiency over the next few years.

Work has already started on the provision of a new studio at Blackshots on the first floor, this work includes refurbishment of the adjacent toilets and the reception and foyer including improved disabled access. This work will provide some impetus for income growth at Blackshots. This work is funded through use of reserves, some external funding and a new bank loan.

We will seek to continue our expansion outside of Thurrock, through the use of Impulse Leisure and as part of the group

Other medium-term facility improvements include -

Continuous redecoration and facility improvement

Possible Fitness Suite extension, and redevelopment of Belhus Park Leisure Centre

Disabled access improvements during all refurbishment work

Environmental conservation measures including

Use of new pool water disinfection technology, reducing the need for chemical additives Further energy management and energy usage reduction opportunities

Seeking external funds for applicable investments

Further security improvements

Public Benefit statement

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance on public benefit and fee charging TCL relies on grants and the income from fees and charges to cover its operating costs. In setting the level of fees, charges and concessions, the trustees give careful consideration to the accessibility of the centres for those on low incomes and those from other disadvantaged groups.

Report of the trustees

For the year ended 31 March 2012

Continuous improvement to community facilities increases opportunities for all to become more physically active and healthy. In particular some community groups that require specialist attention are targeted to improve their health and wellbeing

Reserves policy

The charity is still at present reliant upon the grant receivable from TC. The charity is therefore looking to reduce its costs to reduce its reliability on the grant. The trustees and management team are aware of the ongoing need to increase the working capital base while also making commitments to continual improvements in facilities. The Charity will work towards achieving a target of £2m reserves based on 6 months estimated operating costs.

Investment policy & performance

Funds are anticipated to be required for further improvements to facilities in the short to medium term. As the company works towards complying with its reserves policy, new long-term investments will be investigated and agreed. At present, it is the policy of the trustees to hold cash balances not required for immediate day-to-day operations on short-term deposit (Bonds) so as to maximise return while retaining sufficient liquidity.

Statement of trustees' responsibilities

The trustees (who are also directors of Thurrock Community Leisure Limited for the purposes of company law) are responsible for preparing the trustees' 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 the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company/group for that period. 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,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company 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 the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

Report of the trustees

For the year ended 31 March 2012

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2012 was 11 (2011 - 10). The trustees are members of the charity but this entitles them only to voting rights. The trustees have no beneficial interest in the group or the charity.

Auditors

Sayer Vincent were re-appointed as the group and charity's auditors during the year and have expressed their willingness to continue in that capacity

Approved by the trustees on 22 August 2012 and signed on its behalf by

Derek Stanton - Chair

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Independent auditors' report

To the members of

Thurrock Community Leisure Limited

We have audited the financial statements of Thurrock Community Leisure for the year ended 31 March 2012 which comprise the consolidated statement of financial activities, balance sheets, cash flow statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of trustees and auditors

As explained more fully in the statement of the trustees' responsibilities set out in the report of the trustees, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view

We have been appointed auditor under the Companies Act 2006 and section 144 of the Charities Act 2011 and report in accordance with those Acts. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the report of the trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2012, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011

Independent auditors' report

To the members of

Thurrock Community Leisure Limited

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us, or
- the parent charitable company financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the trustees' report

Catherine L Sayer, Senior statutory auditor
30 August 2012
for and on behalf of Sayer Vincent, Statutory Auditors
8 Angel Gate, City Road, LONDON EC1V 2SJ
Sayer Vincent is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Consolidated statement of financial activities

(incorporating an income and expenditure account)

For the Year Ended 31 March 2012

Incoming resources. Incoming resources from generated funds	Restricted ote £	Unrestricted £	2012 Total £	2011 Total £
Activities for generating funds Golf club shop and bar	-	292,289	292,289	261,641
Office rent	•	30,000	30,000	30,000
Investment income	-	12,114	12,114	2,350
Incoming resources from charitable activities				
Grant income Fees & charges	2 -	450,000	450,000	726,500
Leisure centre income	-	4,073,157	4,073,157	3,782,364
Civic hall income		360,441	360,441	330,439
Total incoming resources	-	5,218,001	5,218,001	5,133,294
Resources expended:				
Costs of generating funds				
t tomotion of passing	3a -	205,233	205,233	187,192
	3b -	593,360	593,360	569,095
Chantable expenditure 4	4			
Leisure centres	-	3,590,614	3,590,614	3,466,586
Civic hall	-	372,588	372,588	402,012
Governance costs		67,938	67,938	75,217
Total charitable expenditure		4,031,140	4,031,140	3,943,815
Total resources expended		4,829,733	4,829,733	4,700,102
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before other recognised gains and losses	-	388,268	388,268	433,192
Actuarial gain / (loss) on pension scheme	18	(559,000)	(559,000)	230,000
Movement in funds	-	(170,732)	(170,732)	663,192
Funds at the start of the year	45,000	794,038	839,038	175,846
Funds at the end of the year	45,000	623,306	668,306	839,038

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 17 to the financial statements.

Thurrock Community Leisure Limited (limited by guarantee)

Company no. 3782811

Balance sheets

As at 31 March 2012

AS at 31 Warch 2012					
		The group		The charity	
		2012 2011		2012 2011	
	Note	£	£	£	£
Fixed assets					
Tangible fixed assets	10	1,361,058	1,428,413	1,339,599	1,396,228
Investments	11,12			9,900	9,900
		1,361,058	1,428,413	1,349,499	1,406,128
Current assets					
Stock		58,794	55,370	25,961	28,737
Debtors	13	268,070	52,362	288,758	86,520
Short term deposits		868,000	-	868,000	-
Cash at bank and in hand		254,704	907,242	250,969	906,243
		1,449,568	1,014,974	1,433,688	1,021,500
Creditors: amounts due within 1	14				
year		377,220	410,249	345,935	390,322
Net current assets		1,072,348	604,725	1,087,753	631,178
Total assets less current liabilities	5	2,433,406	2,033,138	2,437,252	2,037,306
Creditors: amounts falling due					
after more than one year	15	250,000	250,000	250,000	250,000
Net assets before pension deficit		2,183,406	1,783,138	2,187,252	1,787,306
Pension deficit	18	(1,515,000)	<u>(944,000)</u>	(1,515,000)	(944,000)
Net assets after pension deficit		668,406	839,138	672,252	843,306
Funds					
Share capital		100	100	-	-
Restricted funds		45,000	45,000	45,000	45,000
Unrestricted funds					
Designated funds		1,725,960	1,072,000	1,725,960	1,072,000
General funds		416,292	670,306	416,292	670,306
Non charitable trading funds		(3,946)	(4,268)		
Total unrestricted funds excluding					
pension reserve	17	2,138,306	1,738,038	2,142,252	1,742,306
Pension reserve		(1,515,000)	(944,000)	(1,515,000)	(944,000)
Total funds		668,406	839,138	672,252	843,306

Approved by the trustees on 22 August 2012 and signed on their behalf by

Derek Stanton - Chair

Dettent-