

Petersfield Community Association



Trustees' Report 2014-15

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Reference and administrative details

Charity Name: Petersfield Community Association

Registered Address: Love Lane, Petersfield, GU31 4BW

Website: www.petersfieldcommunitycentre.org.uk

Trustees who served during the year

Mr Les Jarman	President
Mr Laurie Redstone	Chair
Mrs E (Liz) Moss	Vice Chair
Mr Colin Smith	Treasurer
Mr Curtis Bone	House Manager
Mrs Ann Gatenby	
Mr Malcolm Humphrey	
Mr John Wigley	
Mr Les Mitchinson	
Mr R (Bob) Chambers	
Miss Anna Walker	
Mr B Organ (co-opted)	

Land Trustees

Mr M Humphrey
Mr L Jarman
Mr K W Burrage

Land and Premises

The Petersfield Community Centre is located at Love Lane, Petersfield, GU31 4BW. The Centre and the land on which it stands are held in Trust for the benefit of the people of Petersfield and its surrounding villages. As such it has no monetary value to the Petersfield Community .

The Charity's Bankers are Lloyds Bank, Petersfield. An account is also held at Barclay's Bank, Petersfield.

Structure, governance and management

The constitution was adopted on 12/10/93 and registered with the Charity Commission as a Charitable Trust - number 301916.

A committee of trustees comprises of members elected at an AGM or co-opted during the year. The day-to-day management is delegated to a part-time manager.

The named Officers of the Association together with the Centre Manager form a Senior Management Team (SMT), which meets regularly prior to each meeting of the full committee or when matters arise that cannot wait until a full committee meeting is convened.

In the year under report, the SMT met on five occasions on 4 June, 23 July, 4 November 2014 and 27 January, 25 March 2015. The full committee met on 5 June, 24 July, 6 November 2014 and 29 January, 26 March 2015. Also in attendance at committee meetings were representatives from Petersfield Town Council and East Hampshire District Council.

The Annual General Meeting and Election of Officers was held on 26 September 2014 and was attended by representatives of many of the main groups using the centre on a regular basis.

Objectives (public benefit)

The objectives of the Association, as laid out in the constitution are:

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

To maintain and manage the Community Centre in furtherance of these objects.

Activities

The rooms of the community centre are hired out to groups and clubs from Petersfield and the surrounding area, in accordance with the objectives.

Achievements and Performance

Usage of the centre 2014-15

Typically, 600 people from a very wide range of groups and organisations use the centre each week

The centre took 3140 bookings for the 4 rooms (plus kitchen) throughout the year. This represents a utilisation of the Centre's facilities of well over 90%.

The centre had 148 hirers

Of these:

- 84 Regular Bookings (most weekly or more, all at least monthly)
- 34 Occasional bookings (less than monthly)
- 30 Casual bookings (once only)

New Groups Started

Cambridge Weight Plan

U3A Choir

The Square Strummers (Ukulele Group)

Clarity Training (Dementia Training Courses)

Just Dandy Belly Dance

Bobbie's Yoga

Petersfield Townswoman's Guild

Watercolours Beginners and Improvers

Art Life

Biscoe's Solicitors Free Drop in

Meon Valley Travel – December

Fitsteps

Chandni Yoga

Petersfield Cards and Dice

U3A Calligraphy

Groups Finished

Orion centre (substance abuse drop in sessions)

East Hants Advocacy Service

HCC Children's Services

Weight Watchers

Malayali Community prayer

Just Dandy Belly Dance

U3A Choir

Cambridge Weight Plan

Amendments to existing groups

Bridge Club Lessons – stopped Monday lunch class March 2015

Maintenance of Premises

Maintenance and improvements to the Centre and its land is the responsibility solely of the Petersfield Community Association and is carried out under the supervision of the House Manager, a member of the committee, along with the Centre Manager.

In the year under report, the following repairs and improvements were carried out:

Boilers servicing and repairs

Annual checks on Fire Alarm, fire equipment and emergency lighting

Annual checks on CCTV and security system

Deep clean of carpets and flooring

Annual hedge trimming

We also had a number of projects completing, these include:

All toilets completely refurbished and upgraded to current energy/water saving standards.

Internal doors upgrading to full fire doors

Repair of locking mechanism on partition doors

Replacement CCTV screen

Purchase of a carpet cleaner

Replacement of entrance and stage carpets

Removal of second set front entrance doors and frame

Replace taps in kitchen

Installation of external tap.

Financial Review

Overview

The accounts show a surplus of £8,178 on the year's operation with reserves of £56,422. The surplus was achieved as a result of the continued high level of room hiring, an active fund raising programme and specific grants and donations of £7,000.

Income

The total income of £72,093 reflects the very high level of room hire achieved (£58,103) over the year and successful fundraising activity (£3,249).

The EHDC made a grant of £5,000 towards the cost of the toilet refurbishment and Lloyds Bank made a donation of £2,000 to the Association from their Community Fund.

Expenditure

Total expenditure for the year was £63,915 including the complete refurbishment of the Ladies, Gents and Disabled toilets at a cost of £22,178. The other major items of expenditure include completion of the fire safety doors (£1,484), door repairs (£684) and the purchase of an industrial carpet cleaner (£720).

Staff remuneration is compared to Local Government pay scales. Staff costs rose by 2.3% during the year and room hire rates were increased on average 2.5%, which is in keeping with the Association's policy that small annual increases are easier for hirers to absorb than large less frequent step increases.

Reserves

These total £56,422. The £25,000 two year bond with Lloyds at 2.8% matured, but reinvestment proved difficult as interest rates, for community organisations, were at an all time low with no fixed term, fixed rate, bonds available. It was hoped that interest rates would increase late in 2015. The bond was invested in our National Saving account (currently £55,683) and can be accessed, without penalty, at any time if a worthwhile investment opportunity occurs.

Invoices for the refurbishment of the toilet facilities were paid without the current account being overdrawn by transferring National Savings reserves into the current account as necessary.

The Future

Typically 45% of total expenditure is spent on building/maintenance/projects, this dominates all other costs. The age of the building and ever demanding Health and Safety legislation makes it difficult to forecast when expenditure will be required. Ideally a reserve of one year's expenditure should be held.

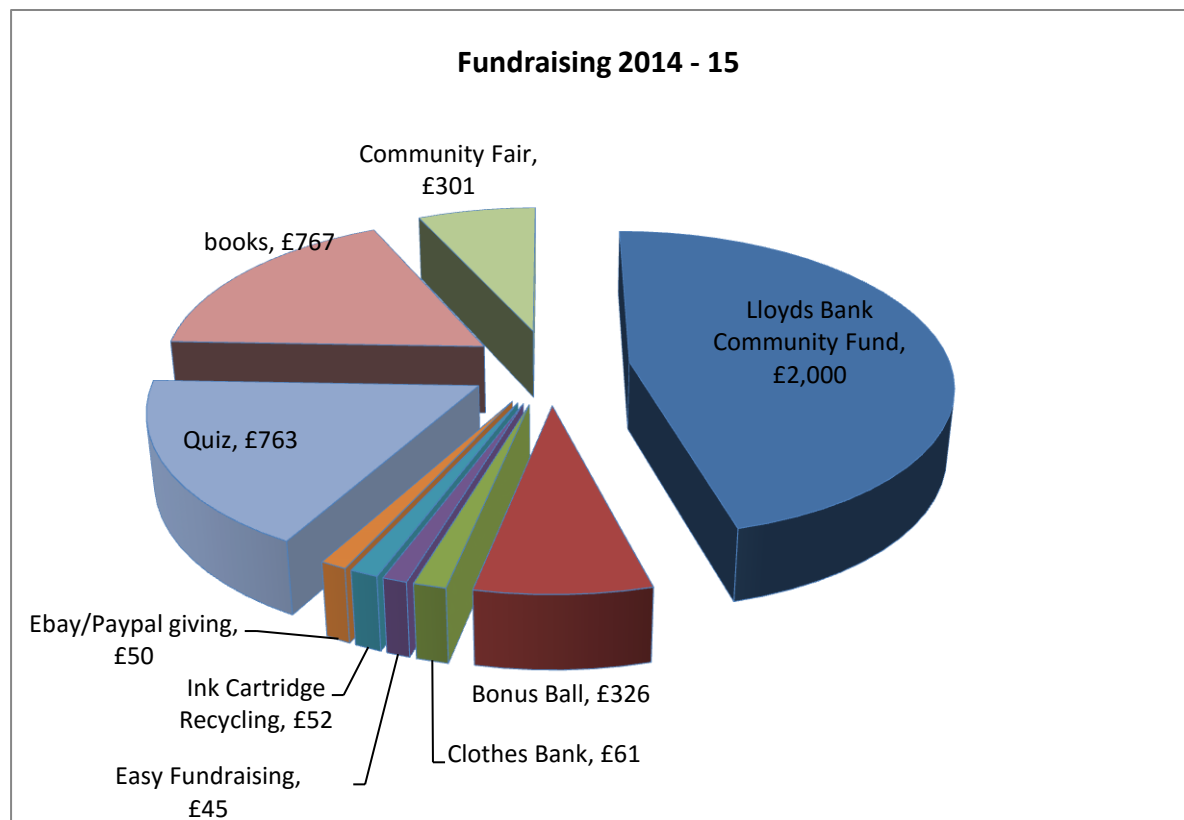
Major items for planned future expenditure include, replacement of the heating boilers, the refurbishment of all lighting to high performance, low power consumption units and review of the electrical distribution system following years of creeping development.

The mandatory Government implementation of Auto Enrolment of staff into an approved pension scheme in 2016 is also being addressed.

Fund Raising

The Association has no regular revenue support from any Local Government body. Occasional one-off capital grants are obtained towards specific improvement projects such as the major refurbishment of the toilet facilities mentioned above. Occasional donations and legacies provide welcome assistance when they occur but cannot be considered a reliable source of income. The Association depends on raising the necessary funding to meet all the running expenses of the centre through hire charges and internal fundraising activities.

In the year under report, the various fundraising activities and donations yielded income as shown in the graphic below:



Statement of Accounts

1 April 2014 to 31 March 2015

Income and Expenses

	2014 - 2015		2013 - 2014	
	Expenses	Income	Expenses	Income
	£	£	£	£
Hiring		58103.56		55197.75
Storage		1584.00		1540.00
Vending	199.55	808.55	343.85	928.75
Books		747.12		766.57
Fund Raising	737.35	3249.11	721.54	4374.55
Interest		442.88		802.49
EHDC Grant		5000.00		1000.00
Keys lost forfeit		30.00		45.00
Legacy & donations		28.10		205.00
Lloyds Community Fund		2000.00		
M&R External	909.76		2854.83	
M&R internal	3809.76		3812.66	
Projects	24346.66		12284.43	
Electricity, Gas, Water	5123.9		3929.18	
Council Tax	289.2		282.60	
Sundry Expenses	365.51		678.42	
Licences & subscriptions	1732.51		1519.21	
Post & communication	576.16		1075.28	
Security	380.42		1532.64	
Office Expenses	906.43		692.61	
Salary/wages	22976.46		23429.19	
Insurance	1561.76		1525.74	
Damage Account		100.27		115.00
Total	£63,915.43	£72,093.59	£54,682.18	£64,975.11
Surplus	£8,178.16		£10,292.93	
Deficit				
	£72,093.59	£72,093.59	£64,975.11	£64,975.11

Assets and Liabilities

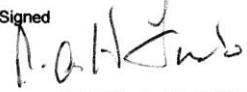
	as at 31 March 2015	31-Mar-14
	£	£
Assets		
Lloyds Current	£12,417.48	£11,512.23
Barclay Bank	£739.00	£555.00
National Savings	£55,683.78	£23,460.30
Lloyds De[posit	£0.00	£25,000.00
Cash float	£205.14	£193.25
Receipts Due	£2,372.39	£2,198.50
Total	£71,417.79	£62,919.28
Less Liabilities		
Creditors	-£498.59	-£1,247.00
Bonus Ball	-£168.00	-£69.00
Key Money	-£720.00	-£720.00
Dep hire	-£150.00	-£200.00
Advance bookings	-£1,762.51	-£742.75
Net Assets	£68,118.69	£59,940.53
General fund		
	£	£
Balance b/f	£59,940.53	£49,647.60
Surplus	£8,178.16	£10,292.93
Deficit		
General fund c/f	£68,118.69	£59,940.53

Independent Examiners Statement

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 aspect, the requirements to keep accounting records in accordance with Section 41 of the Act: and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act has 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.

Signed  Date 5/ June 2015
D.A.H. Fowler BA ACMA CGMA

Signed Treasurer  Date 9th June 2015
C. Smith

Additional Notes to Accounts:

1. No remuneration was made to the charity's trustees.
2. No trustee expenses were incurred.
3. All funds held are unrestricted, with the exception of deposits held.
4. There have been no transactions between trustees and 'related parties' i.e. trustees and close family members and/or entities controlled by the same.

Staff

A part time manager, caretaker, and assistant caretaker were employed. Regular ex-gratia payments were also made for clerical support. The services of a self-employed gardener were regularly used.

Volunteers

- 4 volunteers contributed to the running of the office:
- Duties involve:
 - Preparing and raising invoices
 - Inputting financial transactions and payments onto the computer
 - Maintaining the charity website
 - Updating displays for the advertising screen
 - Maintaining book and vending supplies and accounting for same
 - Covering office in manager's absence
 - Dealing with general office enquiries, bookings etc

Contributions and Services Donated

- The independent auditor checked and signed off the accounts
- The Stroke support group maintained the community garden

Incidents and Risks Statement 2014/15

When significant incidents arise which have involved or could involve such things as a significant loss of funds and/or significant risks to the Association's property, work, beneficiaries or reputation then the Trustees are required to report them without delay to the Charity Commission for England and Wales.

The Trustees confirm that there have been no such incidents in the year under report that should have been brought to the Commission's attention.