

HANHAM COMMUNITY CENTRE

Annual General Meetings

Monday 5th September 2011 (7:30pm)

Annual Report and Accounts

HCC Social Club AGM

followed by

HCC AGM

HCC Social Club AGM

(Bar Management Committee)

Agenda

1. Apologies for Absence
2. Minutes of the Last Meeting
3. Matters Arising
4. Chairman's Report
5. Financial Report
6. Election of Officers & Bar Management Committee Members
7. Any Other Business

Hanham Community Centre

118-124 High Street

Hanham

Bristol

BS15 3EJ

Charity Number 301544

www.hanhamcentre.org

Social Club - Annual Report and Accounts



Welcome to another Social Club Annual General Meeting and Annual Report, covering the period 1 Apr 10 to 31 Mar 11. Also please note this is only a summary – the accounts are available from the office or from the website (www.hanhamcentre.org).

Janice Lloyd
Chairman to HCC Bar Management Committee

Janice

Background & Governance



The Social Club was formed in Oct 1976 following a period of trial bars, though the bar staff have only been paid since the late 80's. The constitution was revised in 2000 and introduced the "Bar Management Committee" as the committee – since this better reflects the duties of the committee. Since 2000 there have been several changes, mainly due to the change in the licensing law in 2003 which introduced some significant changes; as well as some minor alterations to our present Constitution (Sept 10).

Objectives

"The Objectives of the Club shall be to further the interests and objects of the Hanham Community Centre (hereafter called "HCC") as laid out in the Governing Document of the Hanham Community Centre through the provision of refreshments, including intoxicating liquor, in support of HFC activities."

Based on these objectives, the role of the Social Club committee is purely to manage the provision of bar services to meet the needs of the centre – hence "Bar Management Committee"; its role is no longer to provide entertainment or Social Activity in the Lounge Bar – this now falls to members, under the governance of the Trustees.

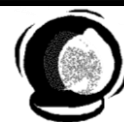
Annual Report



Overall the Bar Management Committee (BMC) has ensured the bars have met the need of the centre by providing bars for functions, events and funerals – as well as the lounge bar. It has managed the provision of bar staff, and over the period has recruited one new staff; and through the office has Contracts of Employment in place for all staff. The committee has also set and agreed (with the Trustees) a revised Budget and reduced rent (£21,750) based on the reduced income over the period; and has reviewed and adjusted the bar prices to partially compensate for the recent substantial increases in cost of goods and VAT, although the increase has not been sufficient to fully offset the increases.

The BMC and Trustees had a review on the need for Bar Services within the centre and are enacting a plan to increase functions and hence income. However, we did have the highest ever single bar taking of over £2000 (Elbow) this year.

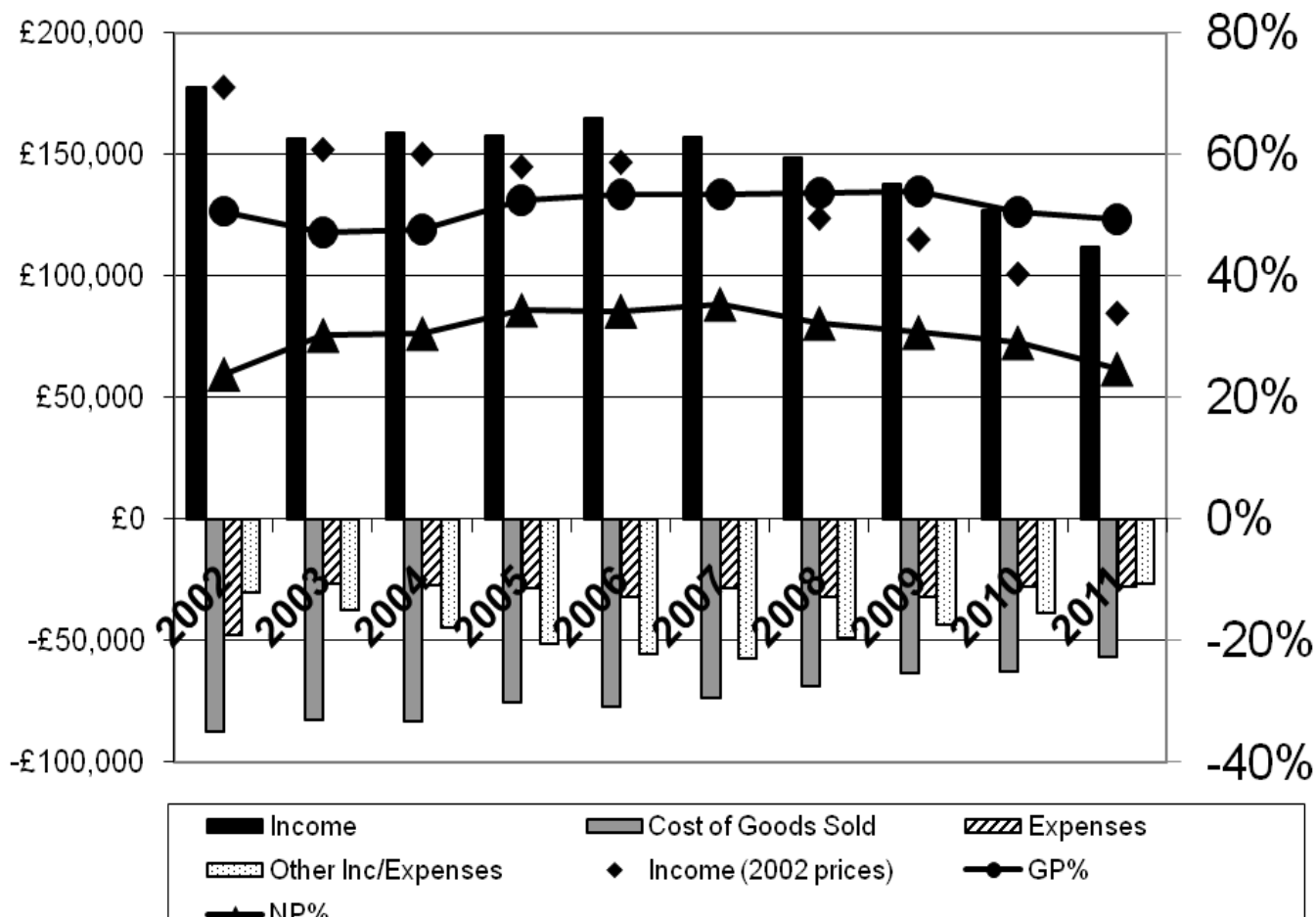
HCC Social Club Accounts (Summary)



Balance Sheet

at 31st March 2011

Assets	2011	2010
Current Assets		
Prepayments	573	1161
Stock	6624	5723
Bank/Cash	12312	5967
Total Current Assets	19509	12851
Current Liabilities		
Accounts Payable (Creditors)	6122	6308
Other Current Liabilities		
Inland Revenue	0	(13)
VAT Control	197	(395)
Total Current Liabilities	6320	5900
Net Current Assets	13189	6951
Equity		
Opening Equity Balance	(19134)	(19134)
Retained Income	26085	27789
Net Income	6239	(1704)
Total Equity	13189	6951



Profit and Loss Account

1st Apr 10 – 31st Mar 11

INCOME		2011			2010
		<u>CC</u>	<u>SG</u>	<u>Total</u>	
Sales-CC					
	Elbow Bar	29905			32863
	Wessex Bar	17189			26529
	Lounge Bar(*)	41685			44905
	Fruit Machines	2894			4003
	Other	27			27
				91700	<u>108327</u>
Sale-SG	Bar		20566	20566	18555
Total Income		<u>91700</u>	<u>20566</u>	<u>112266</u>	<u>126882</u>
COGS	Centre Bars	41582			
	SG Bar		12270		
	Fruit Machine	3008			
Total COGS		<u>44589</u>	<u>12270</u>	<u>56859</u>	<u>62617</u>
Gross Profit		<u>47111</u>	<u>8267</u>	<u>55407</u>	<u>64265</u>
EXPENSE					
General Expense		1379	505	1884	1195
Centre Expense		22555			
SG Expense			3151		
Total Expense		<u>23934</u>	<u>3655</u>	<u>27589</u>	<u>27397</u>
Net Income		<u>23177</u>	<u>4641</u>	<u>27818</u>	<u>36868</u>
Other Income		307	55	362	59
Other Expense		21942	0	21942	38631
Net Other Income		<u>(21635)</u>	<u>55</u>	<u>(21580)</u>	<u>(43071)</u>
Surplus		<u>1542</u>	<u>4697</u>	<u>6239</u>	<u>(1704)</u>

(*) includes Daytime Functions

Commentary on the Accounts

Compared to last year, the Social Club shows an overall surplus of £6239 (£4697 from the Sports Ground, and £1542 from the Centre); and has paid £21750 to the centre in "Rent" – and, on the Balance Sheet, has £6,000 more cash and assets.

However, the overall trend remains downwards, with a fall in total income of £15K since last year, and a total fall since 2006 (when it was £165K) of £53K; largely from the lounge bar and fruit machines – with the function bars retaining their income. On a positive note, the Sports Ground income was up £2000; and costs have remained steady and have fallen by £4K since 2006.

Gross Profit has also fallen from 54% (2006) to 49%, hence the January 11 price increase which may be followed by a second increase in this financial year.

HCC Annual General Meeting Agenda

1. Apologies for Absence
2. Minutes of the 65th Annual General Meeting
3. Matters arising from minutes
4. Chairman's Report
5. Presentation and adoption of Accounts for year ending 31 Mar 11
6. Nomination of External Auditor for FY 11/12 Accounts
7. Election of Officers and Charity Trustees
8. Any Other Business

HCC - Annual Report and Accounts



Hello, and welcome to our 66th Annual General Meeting and Annual Report. This report covers the period 1 Apr 10 to 31 Mar 11; though it will refer to a few things that have taken place up until Sept 11. Also please note this is only a summary – the full report and accounts are available from the office or from the website (www.hanhamcentre.org).

Kevin Lawrence
MBA CEng CITP FBCS MIET CISSP
Chairman to the Board of Trustees

Kevin

Background & Governance



Hanham Community Centre is a local community association established following WWII, and governed by a Trust Deed dated 1945. Since then it has developed in membership, facilities and activities but has remained a focal point in the community. Located on the outskirts of Bristol (in the county of South Gloucestershire) it is now surrounded by local development which has taken it from a rural to urban environment. This has changed the nature of both the activities and the membership. The centre is located on a main site with a separate sports ground about 1 mile away. The Governing Document was completely revised in 2000, with the latest version being dated 29th September 2010 – it clearly outlines the power available to the Trustees.

Professional Advisors

Bankers

NatWest Bank
125a High Street
Hanham
Bristol
BS99 5BB

Independent Examiner

Victoria Hicks
28 Brunel Close
Bridgegate
Bristol
BS30 5BB

Solicitor

Harris & Harris
11 Stoney Street
Frome
Somerset
BA11 1BU

~~HR Consultants~~

~~Peninsula Business
Services Ltd
Riverside
New Bailey Street
Manchester M3 5PB~~

Objectives

The objectives of the Charity, as stated in the governing document are:

“To permit the centre to be used in perpetuity as a non sectarian and non party place of recreation and social intercourse under the name Hanham Folk Centre for the advantage or benefit of the inhabitants”

Our Mission

‘To provide a clean, safe and welcoming venue to the community, which through its facilities and activities shall allow people to learn, develop skills, socialise and gain friendships’

Our Vision

To be a welcoming, community focused organisation; providing a place where people can flourish and enhance the community. We see a future that is sustainable, well managed and developing; through a family focused centre which is available-when-wanted, thriving, and well utilised; and provides the facilities and activities that are needed’

Our Values

- We, Put customers **first**, Take **pride** in what we do, **Respect** others, **Strive** to be the best, and Act with **integrity**
- We recognise and value the commitment and hard work by our volunteers & staff
- We are open to constructive criticism and to suggestions for improvement

Policies



Reserves Policy

The Trustees have set a Reserves Policy which requires:

- Reserves are built/maintained/reduced to a level which ensures that 9 months of the organisation’s core activity could continue during a period of unforeseen difficulty (~10% of income). For the current year this is estimated to equate to £13,000.
- A proportion of Reserves are maintained in a readily realisable form.
- A decision has been taken to develop a Designated Reserve of £10,000 for the purpose of Modernising and improving the Utilisation of the Centre, as well as a Designated Cyclical Maintenance Fund of £10,000.

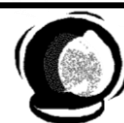
The Current level of Free General Reserves at £11,289 (9%) is adequate to provide 9 months core activity taking into account risks associated with each stream of income and expenditure being different from that budgeted, planning activity level, and the organisation’s commitments.

Public Benefit Statement

The Trustees have outlined the mission and objectives of the charity and believe they have clearly defined what the public benefits delivered are (Principle 1), and how they relate to the aims. They also believe the report explains how the benefits are provided to the public (Principles 2). Specifically the charities aims falls within the following aims as outlined in the Charities Act 2006:

- the advancement of citizenship or community development;
- the advancement of the arts, culture, heritage or science;
- the advancement of amateur sport;
- the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose (Recreation Charity).
-

Activities at the Centre



The Charity offers a wide range of activities to support the local community and continues to advertise for new activities. Those currently offered can be divided into three categories: Sections, Affiliated groups and Hires. Activities and groups supported, includes:

Amateur Dramatics	Sequence Dance	Art Group(s)	Chess Club
Bingo	Mothers & Toddlers	Snooker Club	Tennis Club
Cricket Club	AA	Women's Club	Retirement Club
Flower Club	Bridge Club	Tea Dance	Salsa Dancing
Line Dancing	Yoga Classes	Parish Council	Keep Fit Classes
Lace Making	Foot Care	Junior Ballet	Slimming Classes
Parties (Hire)	Short Mat Bowls	Weight Watchers	Mobility Class
Hanham History	Beginners Ballroom	Pilates Class	Coffee Morning
Tai Chi	Natural History	Zumba	40-60s Club
Army Cadets	We Craft	Sporty Tots	Falun Gong
Fibromyalgia Support	WI	Dance Fit	

On a day-to-day basis, the centre is managed and operated by a core staff of five, plus the part-time staff and cleaners – whom all perform a vital role within the centre – with responsibility resting with Mrs Nunn the Administrator. Long-term direction and strategy, as well as governance and guidance is provided by the Trustees – all of whom are voluntary. In practice that means the Charity Trustees ensure we meet the ever-growing legislation and charity reporting requirements, we recruit staff, we manage the finances and ensure we maintain the centre. Meanwhile the Bar Management Committee has the responsibility of ensuring that the three bars are provided to meet the centre's needs.

So what has happened this year?



The main achievements and activities over this year are as follows:



Management and Governance

- Trustee & Staff numbers have remained steady with few changes;
- We have now (supported by an external consultancy) developed Contracts of Employment and a staff handbook. To reduce our costs we will be terminating this contract in 2011/12;
- The HCC website was updated, and we issued a Newsletter within the centre (and on-line) we also now show function room availability on-line;
- At the 2010 AGM, the governing document and Bar Management Committee Constitution were slightly revised to correct some errors and correct some inconsistencies over committee member numbers;
- The Trustees have been looking at pay-and-display for the car park due to excessive public usage, and have outlined costs as well as canvassed opinion from users and the local community – a decision will be made in 2011.

Maintenance and Improvements

- The coffee lounge refurbishment is now complete, and we have received a £1500 grant to replace the old windows with a new half-brick wall and uPVC doors;
- The top corridor was decorated by volunteers over two weekends, and looks much nicer for a coat of paint;
- Following a suggestion from a user, we have applied for a grant for bike racks, and now have 4 bike stands installed;
- Stage hanging bars are now complete and all but one of the lighting bars have been re-hung – this should be complete in 2011/12 and the bars load tested.
- The centre received a donation of £3,000, as well as grants of £27,500 to the Cricket Club for new nets, and £10,000 to the Tennis Club for resurfacing their courts.

Activities & Community Engagement

- Two Art Exhibitions, an annual Eisteddfod and the productions of pantomime and a musical by the drama group;
- A number of fundraising events (Table top sales), an 'Abba' tribute night; while support for the regular Quiz Nights and Family Nights declined towards the end of 2010, and are currently not being held;
- The centre purchased an LCD projector for film nights, functions and general use.

Issues & Risks

- Whilst we are experiencing increased utility costs, it is proving difficult to pass these onto the user groups who are also suffering from dropping members. Over the year we have had 9 new groups and lost 9 groups – mainly due to unavailable rooms or a lack of support. On a positive note over 8,000 people use the centre each month.

- The Social Club saw a significant drop in income in 2010/11 resulting in a large drop in surplus passed to the centre. In Feb 2011 the Trustees and Bar Management Committee held a review and action is in hand to address this – however, it seems that social drinking in the centre (as well as pubs) is a declining activity.
- Right of Way: There remains a dispute between the Charity and a neighbour over the right of way across our land. However there has been no action on this matter during this reporting period.

Short & Medium Term Plans



Whilst this report is aimed at the period up to 31st March 11; it would be beneficial to share some of our wider objectives. In simple terms, our focus is to communicate more with users, to continue the modernisation of the centre and to increase the utilisation of the building. i.e.

“Communicate to enable focused Modernisation and Utilisation”

Medium Term Aims and Objectives

<u>Theme: Resource Management</u> RM1 – Apply for Grants RM2 – Formalise recruitment and staff procedures RM3 – Monitor and improve utilisation RM4 – Reduce costs – monitor utilities and visitor numbers.	<u>Theme: Enabling Processes</u> EP1 – Gain customer feedback EP2 – Gain staff feedback EP3 – Focus on Internal communications EP4 – Know Needs (of users)
<u>Theme: Working Together</u> WT1 – Develop Strategic Plan WT2 – Agree Annual Objectives WT3 – State Vision, Mission and Values to all WT4 – Share ‘common purpose’	<u>Theme: Customer (Public) Benefits</u> CB1 – Advertise Services CB2 – Modernise Building CB3 – Communicate Vision CB4 – Re-focus on key facilities

Improvement and Maintenance Programme

<u>Improvement Programme (in order)</u>	<u>Maintenance Programme (in order)</u>
A. Re-zone Heating System (Annex, 1 st Floor) B. Wessex Suite I: Flooring and Window C. Wessex Suite II: Lighting, Curtains, Ceiling D. Annex (Use of Space) – Larger Activity Room E. Upstairs Toilets F. Elbrow Suite Store (Not in 2010/11) G. Conference Room Costs (in Wesley Room) H. Access and use of field I. Snooker Room Ceiling (insulate and plaster) J. Cellar Ceiling (insulate) <u>Subject to Grant Funding:</u> K. Stair lift to First Floor (cost circ £6700) L. Exterior Window	1. Deep Cleaning of all rooms 2. Decorate Top Corridor to Whittucks 3. Re-hang Stage Lighting bars to meet SWL 4. Glouc Room stairs Handrail 5. Ceiling outside Lounge Bar 6. Gent’s Toilets Floor 7. Elbrow Suite Carpet – Need new Quote 8. Tank Clean out (car park) 9. Replace Glouc stairs flooring 10. Replace car park lighting poles 11. Guttering to Elbrow Suite 12. Replace flooring on 1 st floor landing and toilets 13. Floor adjacent to Whittucks Room (when D progressed) 14. Ventilation to cellar

We hope you have gained an understanding of how the centre is managed and what we believe to be the important objectives for the future; don’t forget to drop any ideas into the suggestion box – they are all appreciated. As always we would like to record our thanks to all the staff; they make a huge contribution to the centre.

How are the finances?



This year we had an income of £127K, and a slight deficit of £4,469 – but we are doing OK, as this £4.5K is mainly offset by £8000 change in section and Development Forum funds, as well as additional improvements to the building. We have a membership of 450 members and support many activities for members and non-members. With the drop in Social Club rent, about 50% of our income is now from lettings (both private and regular activities), 30% from our own activities and sections, and about 20% from the bars. 60% of our expenses are wages, with a further 20% being for utilities and cleaning. We have also reduced our long term debt by £8,403 to £638. When studying the accounts, note that the buildings were valued in 1995, and the value in the accounts is this figure. The Trustees have looked at getting a current valuation, but the costs of doing so (£2000) does not warrant the benefit (at this time); though we may need to for our insurers.

Summary of Annual Accounts



This is only a summary and the full accounts can be seen on the website and are also available from the Office. The accounts have been independently assessed by Victoria Hicks LLB(Hons), CPFA, CiLCA.

Balance Sheet (at 31st March 2011)

This is a snapshot of our accounts on the day.

	2011	2010
FIXED ASSETS		
Tangible assets	398,659	398,295
CURRENT ASSETS		
Stocks	1,157	686
Debtors	1,408	5,574
Cash at bank and in hand	<u>41,619</u>	<u>50,509</u>
	<u>44,184</u>	<u>56,769</u>
CREDITORS: Amounts falling due within 1 year		
	<u>(6,861)</u>	<u>(6,211)</u>
NET CURRENT LIABILITIES	37,323	50,558
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>435,982</u>	<u>448,854</u>
CREDITORS: Amounts falling due after more than one year		
	<u>(638)</u>	<u>(9,041)</u>
NET ASSETS	<u><u>435,344</u></u>	<u><u>439,813</u></u>
UNRESTRICTED FUNDS		
General Fund	426,018	428,709
Development Fund	<u>9,326</u>	<u>11,104</u>
TOTAL FUNDS	<u><u>435,344</u></u>	<u><u>439,813</u></u>

Statement of Financial Activity



This is all the income and expenditure from 1st April 10 until 31st March 11 – i.e. between the snap shots of the Balance Sheet, normally called the Profit & Loss Account.

<u>INCOME RESOURCES</u>	2011	2010
Donations	6,538	1,500
Income from charitable trading activities		
Development Fund	(1,778)	1,808
Activities	16,149	15,960
Centre Sections	19,048	20,500
Membership	4,320	4,790
Centre Lettings	66,287	63,899
Bar Services	21,757	38,663
Other Income	1,163	508
	120,408	146,130
Income from non-charitable trading activities	5	6
TOTAL INCOMING RESOURCES	<u>126,951</u>	<u>147,636</u>
<u>RESOURCES EXPENDED</u>		
Direct charitable expenditure		
Wages	73,200	73,176
Utilities	22,310	23,914
Insurance	4,010	4,061
Maintenance & Cleaning	5,540	7,087
Activities	4,903	6,034
Sports Ground	5,390	5,034
Sports Ground Projects	0	0
Other Expenses	5,396	6,920
	120,749	126,226
Fundraising and publicity	659	374
Management and administration		
Office costs	4,037	4,081
Accountancy fees	250	250
Legal and professional	1,588	1,554
Interest payable	131	338
Depreciation	4,006	4,878
	10,012	11,101
TOTAL RESOURCES EXPENDED	<u>131,420</u>	<u>137,701</u>
NET (OUTGOING)/INCOMING RESOURCES	<u>(4,469)</u>	<u>9,935</u>
Allocated in the Year		
General Fund	(2,691)	8,127
Development Fund	(1,778)	1,808
	<u>(4,469)</u>	<u>9,935</u>

Sports Ground Account



The Sports Ground account tracks Sports Ground income and costs through the Social Club and HCC Accounts to give a picture of the cost of operating the Sports Ground. The figures below, rounded to £100's, show a summary over the past 9 years; and the decline (similar to the centre bars) of income from £34,500 to £20,600.

SPORTS GROUND/A/C SUMMARY <i>All figures rounded to nearest £100</i>			2011	2010	2009	2008	2007	2006	2005	2004	2003	
SOCIAL CLUB ACCOUNTS	Social Club Accounts SG Income	Goods Sold	20600	18600	19600	21000	26700	27900	28900	32600	34500	
		Cost of Goods Sold	12300	11700	11100	10800	14500	14800	16900	19100	18600	
		Gross Profit	8300	6900	8500	10200	12200	13100	12000	13500	15900	
		GP (%) (>50%)	40%	37%	43%	49%	46%	47%	42%	41%	46%	
	Social Club Accounts SG Expenses	Sports Ground <i>Eg. Cleaning material Sky TV (2007->) Maintenance/Licence Telephone/Bar gas etc.</i>	3100	1900	2100	1800	2200	1100	1300	700	2700	
		Shared Costs <i>Eg. Bank Charges Music License</i>	500	400	400	400	200	200	200	200	200	
		SC SG Surplus	4700	4600	6000	8000	9800	11800	10500	12600	13000	
	HCC ACCOUNTS	HCC Accounts SG Income	HCC Income (SG) <i>Eg. Lettings Tennis electricity</i>	300	200	500	400	300	400	600	400	600
			HCC Accounts SG Expenses	HCC Expense (SG) <i>Eg. Electricity/Rates Cleaner/Maintenance Security/Cleaning Waste/TV/Water etc.</i>	7800	7400	6500	5000	6900	8100	4400	3600
		Shared Costs <i>Eg. Admin, IT Insurance, H&S License etc.</i>		1200	1200	1400	1500	1500	1600	1600	1500	1500
HCC SG Surplus		(8700)		(8400)	(7400)	(6100)	(8100)	(9300)	(5400)	(4700)	(5900)	
TOTAL SG Surplus		(4000)	(3800)	(1400)	1,900	1,700	2,500	5,100	7,900	7,100		
Net Profit (%)		-19%	-20%	-7%	9%	6%	9%	18%	24%	21%		
Sports Ground	Agreed Projects	SG Projects	0	0	0	5200	0	2100	2100	11000	12100	
HCC	SOFA	In Year Surplus/Deficit	(4000)	(3800)	(1400)	(3300)	1,700	400	3,000	(3100)	(5000)	
SG Balance Sheet	Balance (As A/Cs)		(10832)	(6832)	(3032)	(1632)	1,668	(32)	(432)	(3432)	(332)	

For more information on the centre, our reports and accounts see the website - www.hanhamcentre.org

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