

# HANHAM COMMUNITY CENTRE

## Annual General Meetings

Tuesday 11<sup>th</sup> September 2012 (7:30pm)

## Annual Report and Accounts

### HCC Social Club AGM

followed by

**HCC AGM** (at approx 8pm)

### HCC Social Club AGM

(Bar Services 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. Close

Hanham Community Centre

118-124 High Street

Hanham

Bristol

BS15 3EJ

Charity Number 301544

[www.hanhamcentre.org](http://www.hanhamcentre.org)

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# Social Club - Annual Report and Accounts

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Welcome to another Social Club Annual General Meeting and Annual Report, covering the period 1 Apr 11 to 31 Mar 12. Also please note this is only a summary – the accounts are available from the office or from the website ([www.hanhamcentre.org](http://www.hanhamcentre.org)).

Janice Lloyd  
Chairman to HCC Bar Management Committee

*Janice*

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## Background & Governance

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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 HCC 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.

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## Annual Report

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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 rent of £28,800 (for FY12/13) based on increased takings over this period. The committee has also approved revised bar prices; although the price increase has not been sufficient to fully maintain the previous gross profit.

Following the review of bar services in 2011, this has had a notable impact on functions and hence takings, which, as you will see, are much improved. The committee has also introduced Stowford Press Cider as well as a new range of wines.

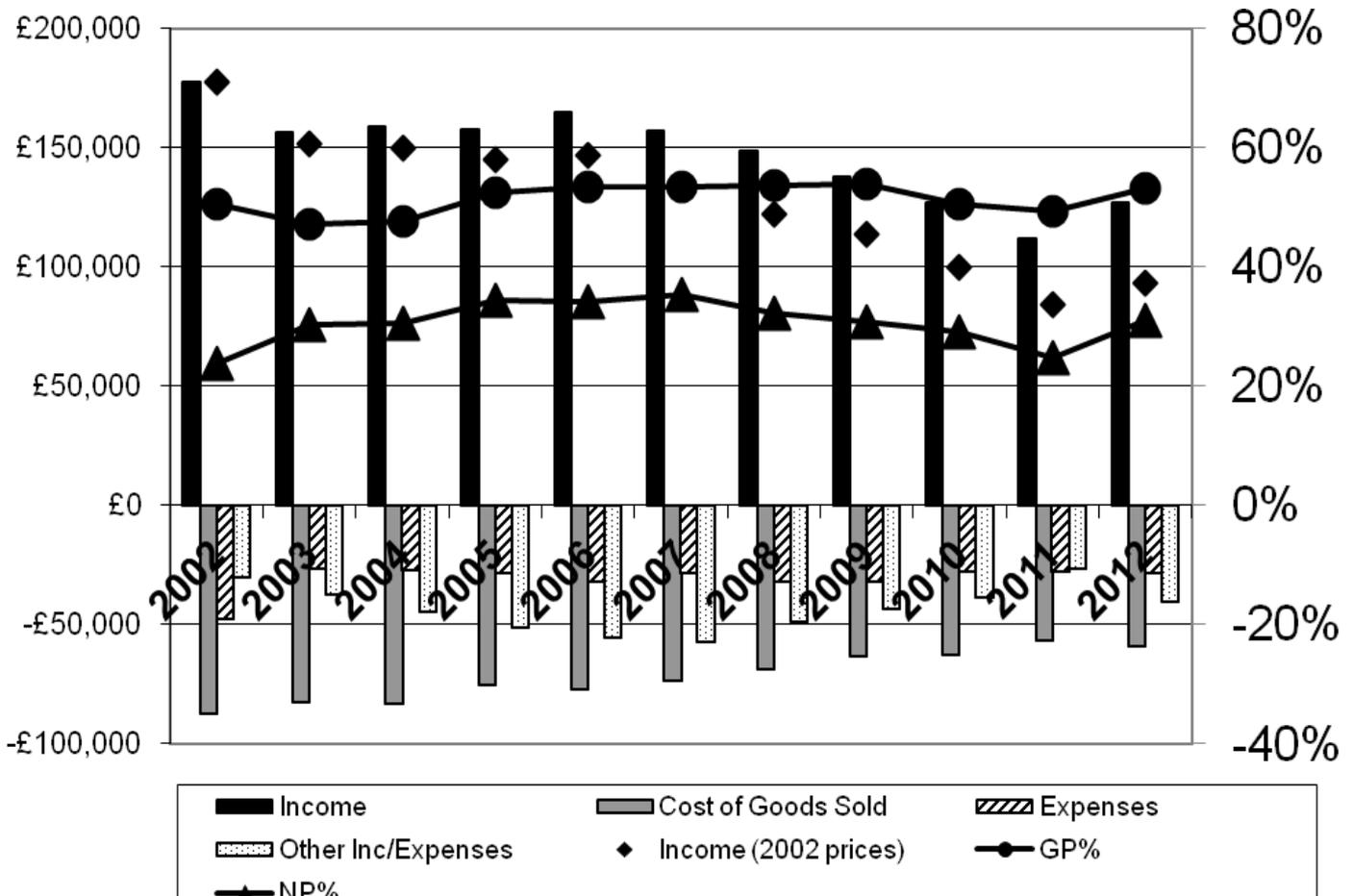


# HCC Social Club Accounts (Summary)

## Balance Sheet

at 31<sup>st</sup> March 2012

Assets	2012	2011
Current Assets		
Prepayments	0	573
Stock	5344	6624
Bank/Cash	17111	12312
<b>Total Current Assets</b>	<b>22455</b>	<b>19509</b>
Current Liabilities		
Accounts Payable (Creditors)	6105	6122
Other Current Liabilities		
Inland Revenue	552	0
VAT Control	3563	197
<b>Total Current Liabilities</b>	<b>10220</b>	<b>6320</b>
<b>Net Current Assets</b>	<b>12235</b>	<b>13189</b>
<b>Equity</b>		
Opening Equity Balance	(19134)	(19134)
Retained Income	32323	26085
Net Income	(954)	6289
<b>Total Equity</b>	<b>12235</b>	<b>13189</b>



# Profit and Loss Account

1<sup>st</sup> Apr 11 – 31<sup>st</sup> Mar 12

## INCOME

		2012			2011
		<u>CC</u>	<u>SG</u>	<u>Total</u>	
Sales-CC					
	Elbow Bar	40334			29905
	Wessex Bar	27019			17189
	Lounge Bar	38958			41685
	Fruit Machines	1356			2894
	Other	5			27
				107671	91700
Sale-SG	Bar		19110	19110	20566
Total Income		107671	19110	126781	112266
COGS	Centre Bars	46636			41582
	SG Bar		11359		12270
	Fruit Machine	1197			3008
Total COGS		47833	11359	59192	56859
<b>Gross Profit</b>		<b>59838</b>	<b>7751</b>	<b>67589</b>	<b>55407</b>
	GP (%)	55%	41%	53%	49%

## EXPENSE

General Expense	1601	421	2022	1884
Centre Expense	23997			22555
SG Expense		2228		3151
Total Expense	25598	2649	28247	27589
<b>Net Income</b>	<b>34240</b>	<b>5102</b>	<b>39342</b>	<b>27818</b>
Other Income	1928	392	2320	362
Other Expense	37122	5494	42616	21942
Net Other Income	(35193)	(5102)	(40295)	(21580)
<b>Surplus</b>	<b>(954)</b>	<b>0</b>	<b>(954)</b>	<b>6239</b>

### Commentary on the Accounts

Compared to last year, the Social Club shows an overall accounting deficit of £954; but has paid £37122 to the centre in "Rent" (compared to £21750 last year), an increase of £15372 – and, on the Balance Sheet, has £5,000 more cash.

This is a significant improvement and reverses the recent trend. An income of £127K is an increase of £14.5K (though still a fall from a peak of £165K in 2006). Functions remain the key ingredient, with the lounge bar just slightly down again – a trend that is unlikely to reverse. On a negative note, the Sports Ground income was down (£1.5K) to £19K; while costs have remained steady.

Gross Profit has risen back to 55% (54% in 2006) from 49%, although the Sports Ground Bar gross profit is only 41% - surprising low!

# HCC Annual General Meeting Agenda

1. Apologies for Absence
2. Minutes of the 66<sup>th</sup> Annual General Meeting
3. Matters arising from minutes
4. Chairman's Report
5. Presentation and adoption of Accounts for year ending 31 Mar 12
6. Nomination of External Auditor for FY 12/13 Accounts
7. Election of Officers and Charity Trustees
8. Close

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## HCC - Annual Report and Accounts

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Hello, and welcome to our 67<sup>th</sup> Annual General Meeting and Annual Report. This report covers the period 1 Apr 11 to 31 Mar 12; though it will refer to a few things that have taken place up until Sept 12. 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](http://www.hanhamcentre.org)).

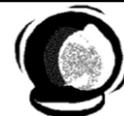
**Kevin Lawrence**  
MBA CEng CITP FBCS MIET CISSP  
Chairman to the Board of Trustees

*Kevin*

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## Background & Governance

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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

None

## 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 Community 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

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## 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 £11,293 (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.

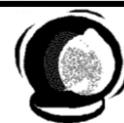
## **Public Benefit Statement**

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).

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## **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	Hanham History
Beginners Ballroom	Pilates Class	Coffee Morning	Tai Chi
Natural History	Zumba	40-60s Club	Army Cadets
We Craft	Sporty Tots	Falun Gong	Exams
Fibromyalgia Support	WI	Pregnancy Yoga	Alt. Therapies

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.

### **The 12 essential board responsibilities are:**

Set Vision, Mission and Values	Develop Strategy	Establish and monitor Polices
Promote the Organisation	Respect the role of staff	Ensure Accountability
Ensure Compliance with Law	Maintain proper fiscal oversight	Maintain effective Board Performance
Set up Employment Procedures	Select and support the CEO	Ensure Compliance with Govng Doc

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# So what has happened this year?

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

## **Management and Governance**

- Trustee & Staff numbers have remained steady with few changes;
- We are members of NCVO and Community Matters, and hold ACRE HallMark1 and HallMark2 certificates for a well run organisation;
- The HCC website is regularly updated with over 25,000 hits/mnth, and we issued a Newsletter within the centre;
- The centre now has a “people counter” at the entrance, and we typically host 9000 people per month;
- The Trustees continue to look at pay-and-display for the car park due to excessive public usage, and have outline costs as well as canvassed opinion from users and the local community – a decision will be made in 2012/13 after on-going discussions with the local council;
- HCC is working with our solicitors to re-register all the land owned by HCC into a single ‘lump’ and to progress the adoption of two new Holding Trustees, to replace two who wish to step down – this doesn’t appear to be a speedy process!



## **Maintenance and Improvements**

- The coffee lounge windows have now been uPVCed and a new low level wall built;
- HCC received a £1500 grant towards replacement of the windows in the Ridgeway room (as well as a new door). We hope to get a grant for the Elbow suite windows in 2012;
- HCC also received a grant of £920 for a new computer and software for the office;
- One stage hanging bar remains to be completed.

## **Activities & Community Engagement**

- Two Art Exhibitions, an annual Eisteddfod;
- Production of pantomime, a musical and a play by the drama group;
- A number of fundraising events (Table top sales), as well as a new monthly Open Mic Night, and weekly Charity Fundraiser evening. Whilst the formal Family Night declined, Friday evening seems to be the informal Family Night.

## **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 14 new groups and lost 8 groups – mainly due to unavailable rooms or a lack of support.

- The Social Club saw a significant recovery in 2010/11 resulting in a larger surplus passed to the centre – mainly as a result of the Trustees review in Feb 2011 improving function room utilisation – 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 31<sup>st</sup> March 12; 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> <b>RM1 – Apply for Grants</b> RM2 – Formalise recruitment and staff procedures <b>RM3 – Monitor and improve utilisation</b> RM4 – Reduce costs – monitor utilities and visitor numbers.	<u>Theme: Enabling Processes</u> EP1 – Gain customer feedback EP2 – Gain staff feedback <b>EP3 – Focus on Internal communications</b> EP4 – Know Needs (of users)
<u>Theme: Working Together</u> <b>WT1 – Develop Strategic Plan</b> WT2 – Agree Annual Objectives <b>WT3 – State Vision, Mission and Values to all</b> WT4 – Share ‘common purpose’	<u>Theme: Customer (Public) Benefits</u> <b>CB1 – Advertise Services</b> <b>CB2 – Modernise Building</b> <b>CB3 – Communicate Vision</b> <b>CB4 – Re-focus on key facilities</b>

#### Improvement and Maintenance Programme

<u>Improvement Programme (in order)</u>	<u>Maintenance Programme (in order)</u>
A. Flush and balance heating system B. Wessex Suite: Lighting & Curtains C. Cellar insulation (Ceiling) D. Upstairs Toilets (new doors, loos, decoration) E. Elbrow Suite Store F. Annex (use of space) G. Access and use of field H. Snooker Room Ceiling (insulate and plaster) I. New fence at rear of centre (Cellar)  <u>Subject to Grant Funding:</u> J. Exterior Windows (replace with uPVC) K. Stair lift to First Floor	1. Deep Cleaning of all rooms 2. Elbrow Suite Carpet 3. Re-hang remaining Stage Lighting bar 4. Replace ceiling outside lounge bar 5. Gent’s Toilets Floor 6. Tank Clean out (car park) 7. Replace Glouc stairs flooring 8. Replace car park lighting poles 9. Guttering to Elbrow Suite 10. Replace flooring on 1 <sup>st</sup> floor landing and toilets 11. Floor adjacent to Whittucks Room

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 £161K, and a surplus of £28,559; part of which was a £4460 surplus in section accounts, partly offset by a £2500 deficit in the Development Fund. The Development fund also funded over £6000 of 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), 23% from our own activities and sections, and about 27% (was 20%) from the bars. 62% of our expenses are wages, with a further 20% being for utilities and cleaning. We have also reduced our long term debt to zero. 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 2012)**

This is a snapshot of our accounts on the day.

	<b>2012</b>	<b>2011</b>
<b>FIXED ASSETS</b>		
Tangible assets	395,570	398,659
<b>CURRENT ASSETS</b>		
Stocks	1,006	1,157
Debtors	2,049	1,373
Cash at bank and in hand	<u>73,013</u>	<u>41,619</u>
	<u>76,068</u>	<u>44,149</u>
<b>CREDITORS: Amounts falling due within 1 year</b>		
	<u>(7,770)</u>	<u>(6,861)</u>
<b>NET CURRENT LIABILITIES</b>	68,298	37,288
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>463,868</u>	<u>435,947</u>
<b>CREDITORS: Amounts falling due after more than one year</b>		
	<u>0</u>	<u>(638)</u>
<b>NET ASSETS</b>	<u><u>463,868</u></u>	<u><u>435,309</u></u>
<b>UNRESTRICTED FUNDS</b>		
General Fund	453,788	425,983
Development Fund	<u>10,080</u>	<u>9,326</u>
<b>TOTAL FUNDS</b>	<u><u>463,868</u></u>	<u><u>435,309</u></u>

## Statement of Financial Activity



This is all the income and expenditure from 1<sup>st</sup> April 11 until 31<sup>st</sup> March 12 – i.e. between the snap shots of the Balance Sheet, normally called the Profit & Loss Account.

<b><u>INCOME RESOURCES</u></b>	<b>2012</b>	<b>2011</b>
Donations	95	6,538
Income from charitable trading activities		
Development Fund	(2,551)	(1,778)
Activities	16,270	16,149
Centre Sections	19,719	19,048
Membership	4,495	4,320
Centre Lettings	74,780	66,287
Bar Services	43,532	21,757
Other Income	4,689	(5,375)
	<b>160,934</b>	<b>120,408</b>
Income from non-charitable trading activities	<b>5</b>	<b>5</b>
<b>TOTAL INCOMING RESOURCES</b>	<b><u>161,034</u></b>	<b><u>126,951</u></b>
<b><u>RESOURCES EXPENDED</u></b>		
Direct charitable expenditure		
Wages	76,293	73,200
Utilities	18,949	21,310
Insurance	4,010	4,010
Maintenance & Cleaning	6,669	5,540
Activities	6,675	4,903
Sports Ground	4,839	5,390
Sports Ground Projects	750	0
Other Expenses	5,744	5,396
	<b>123,929</b>	<b>120,749</b>
Fundraising and publicity	<b>856</b>	<b>659</b>
Management and administration		
Office costs	3,198	4,037
Accountancy fees	250	250
Legal and professional	269	1,588
Interest payable	1	131
Depreciation	3,972	4,006
	<b>7,690</b>	<b>10,012</b>
<b>TOTAL RESOURCES EXPENDED</b>	<b><u>132,475</u></b>	<b><u>131,420</u></b>
<b>NET (OUTGOING)/INCOMING RESOURCES</b>	<b><u>28,559</u></b>	<b><u>(4,469)</u></b>
<b>Allocated in the Year</b>		
General Fund	27,805	(2,691)
Development Fund	754	(1,778)
	<b><u>28,559</u></b>	<b><u>(4,469)</u></b>

## 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 10 years; and the decline (similar to the centre bars) of income from £34,500 to £19,100.

SPORTS GROUND A/C SUMMARY <i>All figures rounded to nearest £100</i>			2012	2011	2010	2009	2008	2007	2006	2005	2004	2003
SOCIAL CLUB ACCOUNTS	Social Club Accounts SG Income	Goods Sold	19100	20600	18600	19600	21000	26700	27900	28900	32600	34500
		Cost of Goods Sold	11400	12300	11700	11100	10800	14500	14800	16900	19100	18600
		Gross Profit	7700	8300	6900	8500	10200	12200	13100	12000	13500	15900
		GP (%) (>50%)	40%	40%	37%	43%	49%	46%	47%	42%	41%	46%
	Social Club Accounts SG Expenses	Sports Ground <i>E.g. Cleaning material Sky TV (2007-&gt;) Maintenance/licence Telephone/Bar gas etc</i>	1800	3100	1900	2100	1800	2200	1100	1300	700	2700
		Shared Costs <i>E.g. Bank Charges Music License</i>	400	500	400	400	400	200	200	200	200	200
	SC SG Surplus	5500	4700	4600	6000	8000	9800	11800	10500	12600	13000	
HCC ACCOUNTS	HCC Accounts SG Income	HCC Income (SG) <i>E.g. Lettings Tennis electricity</i>	600	300	200	500	400	300	400	600	400	600
		HCC Expense (SG) <i>E.g. Electricity/Rates Cleaner/Maintenance Security/Cleaning Waste/TV/Water etc</i>	7300	7800	7400	6500	5000	6900	8100	4400	3600	5000
	HCC Accounts SG Expenses	Shared Costs <i>E.g. Admin, IT Insurance, H&amp;S License etc.</i>	1300	1200	1200	1400	1500	1500	1600	1600	1500	1500
		HCC SG Surplus	(8000)	(8700)	(8400)	(7400)	(6100)	(8100)	(9300)	(5400)	(4700)	(5900)
		TOTAL SG Surplus	(2500)	(4000)	(3800)	(1400)	1,900	1,700	2,500	5,100	7,900	7,100
	Net Profit (%)	-13%	-19%	-20%	-7%	9%	6%	9%	18%	24%	21%	
Sports Ground	Agreed Projects	SG Projects	0	0	0	0	5200	0	2100	2100	11000	12100
HCC	SOFA	In Year Surplus/Deficit	(2500)	(4000)	(3800)	(1400)	(3300)	1,700	400	3,000	(3100)	(5000)
SG Balance Sheet		Balance (As A/Cs)	(13766)	(11225)	(7220)	(3243)	(1850)	1,521	0	(355)	(3300)	(332)

For more information on the centre, our reports and accounts see the website - [www.hanhamcentre.org](http://www.hanhamcentre.org)

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