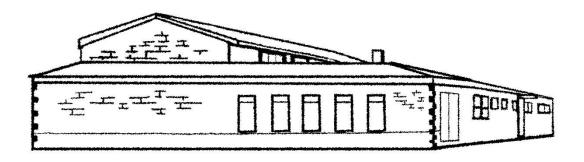
HANHAM COMMUNITY CENTRE

Charity Number 1152575



ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR

Financial Year Ending 31 MARCH 2023

> 118-124 High Street Hanham Bristol BS15 3EJ

www.hanhamcentre.org

HANHAM COMMUNITY CENTRE ANNUAL REPORT AND FINANCIAL STATEMENTS YEAR ENDING 31 MARCH 2023

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HANHAM COMMUNITY CENTRE

TRUSTEES ANNUAL REPORT

YEAR ENDING 31 MARCH 2023

The Trustees have pleasure in presenting this report and the unaudited financial statements of the Charity for the year ended 31 March 2023. As described the Charity's Trustees are responsible for the preparation of financial statements.

1. Responsibilities of the Trustees

The Charities Act 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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. They must also prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the Charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. Background & Governing Document

The Charity is a local community association established following WWII, and governed by a Trust Deed dated 20/5/1945. 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 on 2000, and from 1st April 2009 the centre operates under the working name of 'Hanham Community Centre'. In 2013 it registered this name as a new Charitable Incorporated Organisation (CIO), closing the old "Hanham Community Centre" charity. The current Constitution is dated 8th February 2018. In 2016 the Trustees formalised the Social Club as an independent trading company, wholly owned by charity.

3. Professional Advisors

Independent Examiner **Bankers** Solicitor NatWest Bank Victoria Hicks Harris & Harris 90 Regent Street 28 Brunel Close 11 Stoney Street Kingswood Bridgeyate Frome Bristol Bristol Somerset **BS16 8HS** BS30 5BB **BA11 1BU**

4. Objectives

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

- a. to promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory 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 the object of improving the conditions of life for the said inhabitants;
- b. to establish, or secure the establishment of, a Community Centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects;
- c. to promote such other charitable purposes as may from time to time be determined.

And the Charity shall be non-party in politics and non-sectarian in religion. The area of benefit ("area of benefit") shall be Hanham and the surrounding district.

5. Vision & Mission

(a) Our Vision Statement is:

"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".

(b) Our Values are:

- 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

(c) Our Mission Statement is:

"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'

This has been developed into a number of specific strategic objectives:

- Ensure the centre is clean, warm, welcoming and safe
- Develop the usage of the facilities with new activities
- Modernise the building
- Increase utilisation of centre
- Introduce better and updated management practices
- Engage with users and get feedback

6. The Board of Trustees

Details of the current membership of the Board of Trustees, the officers and the extant sub-committees are as listed at Annex A. The method of appointment of Trustees is detailed in the current governing document.

FY2022/23 has been a challenging year after COVID-19. The centre lost a lot of activities following COVID and has not as yet) been able to replace them with new activities – though we continue to advertise. Expenditure has also risen with increased labour and fuel costs. A survey of similar local community centres indicated we could not increase rental charges further, and this is reflected in some groups moving elsewhere. In 2023/4 we will look to reduce costs further and promote the centre in increase revenue. , like 20/21 has been a rather odd year with COVID closing the centre for most of the period. The BATS bar income is stable, and has recently added Sky Sports to attract more sales – though the cost benefit of this is still being assessed.

So, on that basis - the centre is just about stable, with a nominal annual income figure of £156312, and a financial surplus of £1407 (Noting this includes £14491 of fund surplus from sections and the Development Fund, without which would have been a £13K deficit). This gives a total charity fund of £575754. Membership increased to £15 pa with approx. 222 members. The centre relies heavily on the Charity Trustees and volunteers for fund raising. We have a core staff of eight with a number of casual staff, as such the centre has a written Health and Safety Policy. The majority of our income is through our own fundraising and the hiring of our facilities (for parties and community activities etc).

7. Policies

(a) 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
 organisations core activity could continue during a period of unforeseen difficulty (nominally
 10% of income). For the current year this is estimated to equate to £15,000.
- 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; both these funds are subject to other financial commitments.

The Current level of Free General Reserves is £11411, which is at an acceptable level 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.

(b) Public Benefit Statement

In terms of PB1, public benefit requirement, the Trustees have outlined the mission, objectives (purpose) and achievements of the charity and believe they have clearly defined what the public benefits delivered are, predominantly in terms of the charitable purpose described as:

- 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).

In terms of public benefit relating to running (PB2) and reporting (PB3) the Trustees can confirm they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant and reported herein.

The Cornerstones of our Services and Operation TO PARTICIPATE IN TO SUPPORT OTHERS Activities where the community can Those activities that offer support to the come and participate. community and those who need us. Table Top Sales, Craft Events, Art Coffee Mornings, Clinic(s), History Exhibitions & Entertainment - Plays, Pantos and other shows, Parish and community meetings, and being a Trustee or Volunteer TO SHARE INTERESTS TO MARK EVENTS As a place to share interests, interact A place where people can meet with their friends and mark life's events! and learn from others. Short Mat Bowls & Line Dance, Bridge, Births, Birthdays, Engagements, Weddings, Cricket & Tennis, Snooker, Chess & Drama, Anniversaries, Funeral Receptions, Family Parties Art Classes, Dance Classes & Keep Fit, and and Children's Parties etc. in the lounge bar - pool, TV, Crib, darts

8. Activities

The Charity normally offers a wide range of activities to support the local community and would continue to advertise for new activities. However in this period we had reduced activities. However to give an idea of what we would normally offer.

Short Mat Bowls	Dog training Classes	Judo
Hanham Art Club	Zumba	Line Dancing
Womens Institute	Zumba Gold	Social Club
Pilates	Coffee Morning	Post Natal Yoga
Jive Dance Classes	Art Classes	Hanham History
Yoga	Zumba Chair	Cricket Club
3D Dance	In Stitches	Hanham Cadet Force
Brushstokes Art Group	Carers Support Group	Flow Yoga
Amateur Drama	Hearoic	<u>Chess</u>
Pregnancy Yoga	<u>Snooker</u>	AmDram Youth
Bouncing Bobbins	<u>Bridge</u>	Tennis Club

Those underlined are either centre sections or centre organised activities. Whilst the facilities are utilised fully in the evenings the Trustees continue to develop the usage during the daytime.

9. Achievements

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

(a) Management and Governance

- Trustee & Staff numbers have remained steady with a few changes;
- The Centre is a member of NCVO;
- The HCC website is regularly updated and we are developing our social media presence;
- HCC land is now registered with Land Registry, but there remain a few pockets of land incorrectly registered to the local council (within our land area), and this will need to be investigated and resolved;
- In this period we lost nine regular activities and gained twelve those lost were for a mix of reasons, some including cost and lack of attendance;
- There has been no further action on solar panels or refurbishing the annex;
- The Trustees have agreed with the local secondary school (Hanham Woods) that the community centre is an Emergency Decant building for the school in case on an emergency;
- The Sports Gound bar was again closed over winter to save energy costs; and
- The Trustees have paused engagement in 'early' assessment to look at a major redevelopment of the community centre premises.

(b) Maintenance and Improvements

- HCC has not progressed any capital grants/award in this period;
- The centre boiler was repaired at a cost of £6K, but will need replacement soon the Trustee are looking at grant options to progress this in 2024;
- A new large fridge was purchase for the main kitchen;
- Further LED lighting has been installed, and is now about 70% complete; and
- Trees at centre and sports ground were trimmed.

(c) Activities & Community Engagement

- The centre held a new Years Eve party raising £2000;
- The drama group held a pantomime, play and youth group productions and the centre hosted eight boxing/wrestling events, four clairvoyant evenings and two comedy shows; and
- The bar (BATS) has added Sky Sports and are promoting Sporting Events to increase income and membership.

10. Issues & Risks

- As always, the centre lacks committed and willing volunteers to support the work of the Trustees, as such the Trustees will be focusing on maintaining equilibrium, based on the Strategic Objectives outlined above;
- The main challenge for 2023 onwards will be addressing out lack of income and controlling expenditure to move to a balance surplus in the near future; and
- 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 major action on this matter during this
 reporting period, though there remains on-going harassment and endless 'photo taking'.

11. Future Developments Projects

Whilst this report is strictly for the period 1st Apr 22 until 31st March 23, this section is more akin to a Business Plan for the forthcoming year. The Trustees would normally revise the Strategic Plan in April, however given the global situation with the unknown COVID-19 pandemic this did not take place again this period. As such the details below remain unchanged.

Based on the 2019 review, the overall strategy remains generally unchanged. The shorter-term focus will be on modernising the older parts of the Centre, while trying to increase the overall utilisation of the existing facilities.

"Communicate to enable focused Modernisation and Utilisation"

Medium Term Aims and Objectives

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

12. Declaration

I declare, in my capacity of Charity Trustee, that:

- the Trustees have approved the report above; and
- have authorised me to sign it on their behalf.

Signature	
Full Name:	Kevin Michael Lawrence

Position: Chairman Date: Aug 2023

Annex A

Structure, Membership and Organisation of Committees

Officers

The officers of the Charity (at 31 July 23) are:

Chairman Mr K Lawrence
Vice Chairman Mr J Lambourne
Administrator Mrs J Cox

Charity Trustees

The Charity Trustees (at 31 July 23) are:
Mr K Lawrence
Mr J Lambourne
Mr C Nunn

Committees and Sub-Committees

The Board of Trustees (executive committee) is composed of all Charity Trustees; and exofficio Trustees (currently limited to the Designated Premises Supervisor). The meeting is also attended by a representative of the South Gloucestershire Council or local Parish Council. The Board meets on a monthly basis. Additional meetings and sub-committees are held as needed to support particular activities – such as the Budget.

HANHAM COMMUNITY CENTRE INDEPENDENT EXAMINERS REPORT YEAR ENDING 31 MARCH 2023

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES

I report on the unaudited accounts of the charity for the year ending 31 March 2023 set out on pages 8 – 14.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

As the Charity Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of the procedures specified in the General Directions given by the Charities Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINERS REPORT

My examination was carried out in accordance with the general directions given by the Charities Commissioner. An independent examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINERS STATEMENT

In connection with my examination, no matter has come to our attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - a. to keep accounting records in accordance with section 41 of the Act; and
 - b. to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the act

have 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.

28 Brunel Close Bridgeyate Bristol BS30 5BB Victoria Hicks LLB(Hons), CPFA, CiLCA Independent Examiner

Nov 2023

HANHAM COMMUNITY CENTRE STATEMENT OF FINANCIAL ACTIVITY YEAR ENDED 31 MARCH 2023

	Notes	2023 £	2022 £
INCOME RESOURCES		~	1 ~
Donations		-	34,434.97
Income from charitable trading activities Income from non-charitable trading activities		156,311.78 49.98	106,517.55 1.14
· ·			
TOTAL INCOMING RESOURCES		156,361.76	140,953.66
RESOURCES EXPENDED	1		
Direct charitable expenditure	2	143,369.54	148,812.87
Fundraising and publicity Management and administration	3	1,166.25 10,418.60	831.90 7,063.57
·	_		
TOTAL RESOURCES EXPENDED	4	154,954.39	156,708.34
NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR		1,407.37	-15,754.68
Allocated in the Year			
General Fund		-889.81	-15,995.02
Development Fund		2,297.18	240.34
		1,407.37	-15,754.68
MOVEMENT IN FUNDS			
General Fund:- Balance b/fwd		547,876.73	563,871.75
Surplus for the year		-889.81	-15,995.02
Balance c/fwd		546,986.92	547,876.73
Balance Criwd		546,966.92	547,676.73
Development Fund:-			
Balance b/fwd		26,300.62	26,060.28
Surplus for the year		2,297.18	240.34
Balance c/fwd		28,597.80	26,300.62
Total Unrestricted Fund Balance c/fwd	14/15	575,584.72	<i>574,177.35</i>

All movements are in Unrestricted Funds

HANHAM COMMUNITY CENTRE BALANCE SHEET YEAR ENDED 31 MARCH 2023

	Notes	2023		2022
		£	£	£
FIXED ASSETS Tangible assets	5		425,623.86	419,484.22
CURRENT ASSETS Stocks Debtors Cash at bank and in hand	6 7 8	1,410.07 2,504.50 15 <u>3,590.70</u> 157,505.27		1,329.23 3,712.25 15 <u>7,484.44</u> 162,525.92
CREDITORS: Amounts falling due within one year	9	(7,375.19)		(7,832.79)
NET CURRENT LIABILITIES			150,130.08	154,693.13
TOTAL ASSETS LESS CURRENT LIABILITIES			575,753.94	574,177.35
CREDITORS: Amounts falling due after more than one year	10		0.00	0.00
NET ASSETS			575,753.94	574,177.35
UNRESTRICTED FUNDS General Fund Development Fund			547,156.14 28,597.80	547,876.73 26,300.62
TOTAL FUNDS			575,753.94	574,177.35 ————

These financial statements were approved and signed by the members of the committee in Oct 2022

Mr K M Lawrence

Signed on behalf of the Trustees

HANHAM COMMUNITY CENTRE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2023

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities (SORP 2005).

Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Property

The premises are shown at their 1995 professional valuation as instigated by the Centre's bank for the purpose of providing security against borrowings

Office Equipment, Furniture and Fitting and Sports Field Equipment

These are shown at their written down value as estimated by the Centre's Treasurer and are subject to depreciation on a straight-line basis over the expected useful life of the particular asset.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Slow moving nems.				2023 £	2022 £
2. DIRECT CHARTIABLE EXPENDITUR	E			~	~
Provision of Charitable Services				143,369.54	148,813
3. MANAGEMENT AND ADMINISTRATIO	ON				
Office costs Accountancy fees Personnel fees Legal and professional Interest payable (inc Bank charges) Depreciation				3,966.71 100.00 0.00 1,623.61 959.68 3,768.60 10,418.60	3,502 0 0 0 685 2,877 7,064
4. TOTAL RESOURCES EXPENDED	Staff				Total
	costs	Depreciation £	Other costs	Total 2023	2022 £
Direct charitable expenditure Fundraising and publicity Management and administration	100,948.85 - -	3,768.60	42,420.69 1,166.25 6,650.00	1,166.25	148,813 832 7.064
	100,948.85	3,768.60	50,236.94		156,708
The aggregate payroll costs were: Wages and salaries Social security Costs (NIC)				97,773.48 3, <u>175.37</u> 100,948.85	86,778 3,175 89,953
Other Costs: Premises Professional Fees				41,045.05 1,723.61	37,503 0
Other				7,468.28 50,236.94	26,376 ————————————————————————————————————
Particulars of employees:					
The average number of staff employed during the financial year amounted to:	by the charity			No 7	No 7

5. TANGIBLE ASSETS

	Community Centre Buildings £	Sports Ground £	Equipment £	Total £	
COST At 1 April 2022 Additions Disposals	300,000.00	57,000.00 - -	201,680.00 9,908.65	558,680.00 9,908.65 0.00	
At 31 March 2023	300,000.00	57,000.00	211,588.65	568,588.65	
DEPRECIATION Depreciation At 1 April 2022 Depreciation Charge	-	-	139,196.19 3,768.60	139,196.19 3,768.60	
At 31 March 2023	0	0	142,964.79	142,964.79	
NET BOOK VALUE At 31 March 2023	300,000.00	57,000.00	68,623.86	425,623.86	
At 31 March 2022	300,000.00	57,000.00	62,484.00	419,484.00	
6. STOCK				2023 £	2022 £
Stock				1410.07	1329
7. DEBTORS					
Trade debtors Prepayments and accrued income				2939.50 -4 <u>35.00</u>	3712 0
8. CASH AT BANK AND IN HAND				2504.50	3712
Current Account Cash in Hand (HCC) Cash in Hand (Sections) Development Fund Reserve Account				53462.09 2112.40 58007.47 28597.80 11410.94 153590.70	71439 2145 46239 26301 11361 157484
9. CREDITORS Amounts falling due v	within one year				
Bank loans and overdrafts Letting deposits Social Security Creditor Trade Creditors Accruals Other Creditors				0.00 3715.00 0.00 1089.92 418.75 2151.52 7375.19	0 4067 11192 2857 419 -10703 7833
10. CREDITORS Amounts falling due a	after more than o	ne year			
Bank loans and overdrafts				0.00	0

11. SECTION ACCOUNTS*					
	Income 2023	Expenditure 2023	Funds Held 2023	Contribution 2023*	Contribution 2022
Bridge Club	1,969.00	1,715.05	883.14	1,525.00	1,350.00
Brush strokes Art Club	1,685.00	1,595.59	144.41	1,528.00	905.00
Chess Club	234.00	410.00	422.27	380.00	150.00
Cricket Club	21,481.37	17,445.67	15,328.02	2,650.00	4,886.00
Drama Club (Hanham Players)	10,255.39	8,159.82	26,353.95	2,940.00	1,500.00
Snooker Club	3,619.60	2,989.09	1,188.27	2,971.00	1,795.00
Tennis Club	17,750.36	13,618.49	13,687.41	2,520.00	2,400.00
Other				0.00	0.00
Funds held 2022	56,994.72	45,933.71	58,007.47 46,239.00	14,514.00	12,986.00
	* Taken from sect	tion accounts 21/22			
		Fund Change	11,768.47		
	Income	Expenditure	Funds Held	Projects Funded	
Development Fund	4,272.66	1,975.48	28,597.80	0.00	
Funds held 2022			26,301.00		
12. TRADING FUNDS					
	Total Income 2023	Expenditure 2023 (inc COGS)	Funds Held 2023 (NCA)	Contribution 2023	Contribution 2022
HCC Bar and Trading Svr Ltd Funds held 2022	114,985.68	104,475.58	21,291.71 <i>24,452.00</i>	30,068.43	24,000.00
13. CHARITABLE GRANTS (Paid directly	from Grant B	ody)		2023	2022
None				0	0
				0	
				0	0
14. ANALYSIS OF NET ASSETS IN UNRE	STRICTED EI	INDS			
14. ANALISIS OF NET ASSETS IN UNRE	STRICTED FC	JNDS	£	£	£
			Tangible fixed assets	Other net assets	Total
Unrestricted funds (31/3/23) Unrestricted funds (31/3/22)			425,623.86 419,484.00	150,130.08 <i>154,693.00</i>	575,753.94 574,177.00