

MILTON VILLAGE COMMUNITY ASSOCIATION



**ANNUAL REPORT AND INDEPENDENTLY EXAMINED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022**

**ANNUAL GENERAL MEETING:
26TH JANUARY 2023**

MVCA is committed to providing social and recreational opportunities, without discrimination, for its friends and neighbours.



Supported by Portsmouth City Council

Registered Charity No. 1003706

Annual Report and Independently Examined Financial Statements of Milton Village Community Association for the year ended 31st March 2022

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2022

The trustees present their report with the financial statements of the charity for the year ended 31st March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1003706

Address

Milton Village Hall
182 Milton Road
Southsea
Hants
PO4 8PR

Contact Details

Telephone: 02392 873788

Email: miltonvillagehall@gmail.com

Website: www.miltonvillagehall.co.uk

Trustees

Chair: Bridget Tregoning
Vice-Chair: Valerie Peach
Secretary: Christine Hollis
Treasurer: Alan Gibbs
Valerie Peach
Steven MacFarlane
Bridget Tregoning
Leslie Eysers
Susan Heather
Angela Barnes
Steve Pitt

Staff

Centre Manager:	Allison Udy
Clerical Assistant:	Kimberly Barrett
Cleaner:	Jenny Barrow

PCC Members' Appointed Representative

Councillor Gerald Vernon-Jackson

Independent Examiner

Mr M Green CPFA
23 Glasgow Road
Southsea
Hants
PO9 8HR

Bank

Lloyds Bank
PO Box 99
BX1 1LT

STRUCTURE, GOVERNANCE AND MANAGEMENT

Background

Under the management of Milton Village Community Association, Milton Village Hall (the old library) opened as a community centre in 1993, having previously occupied a school hut in the grounds of Meon schools. The Association ran over both sites for some years until the preschool (Jack & Jill) at the Meon Road site began outgrowing the hall. It was agreed that the Community Association would relinquish Meon Road site to Jack & Jill Preschool for sole use and we would concentrate on extending and developing Milton Village Hall which was finally accomplished in 2012 when we celebrated the opening of an additional new hall, revamped foyer & entrance together with a wonderful new coffee shop, Pure Ground, run under licence by Langstone Church (www.pureground.co.uk)

Governing Document

The charity is controlled by its governing document, a constitution registered with the Charity Commission

Structure and Management

Although the building belongs to Portsmouth City Council, the Association is an independent community association and leases the building under a peppercorn rent. A Service Level Agreement is in place between Portsmouth City Council and the Association and states the terms and conditions of operation and who is responsible for what – for example the council maintain the building structure and provide support and advice to staff and volunteers and the Association maintains the interior and agrees to provide a broad and balanced programme to users.

The Association is managed by a volunteer management committee (trustees) that meets once a month and responsibilities include the health & safety of users, maintenance of the interior of the building, hiring policies, programme of activities, employment of staff and managing the finances. Trustees are elected following nomination and approval at the Annual General Meeting. A trustee induction pack has been produced and training is made available. At present, the Committee has 9 individuals made up of individual members and appointed representatives.

The Association currently employs a Centre Manager for 30 hours a week who is responsible for the day to day running of the centre together with a part-time clerical assistant (9 hours) and now just one cleaner who covers 7 days a week. The Association pays these staff, not Portsmouth City Council. Committee members and volunteers also help in the office and around the centre.

The Centre Office opens 9.30am to 12.30pm Monday to Friday.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have in place the necessary policies and procedures for the effective operation of the Association and have identified the following as potential risks to the long term sustainability:

- i) Introduction of rent payable for the building by the council
- ii) Increasing competition from nearby venues
- iii) Covid-19

OBJECTIVES AND ACTIVITIES

Public Benefit

The objects of the Association in accordance with the Constitution are:

- (a) to promote the benefit of the inhabitants of Milton and Neighbourhood (area of benefit) without distinction of sex, sexual orientation, age, 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 the interests of social welfare for recreations 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(s) and to maintain and manage the same (whether alone or in co-operation with any local authority or other person or body) in furtherance of these objects.

The Association is non-party in politics and non-sectarian in religion.

Performance & Achievements – Chair's Report

The initial 5 months of this year were still feeling the affects of covid-19 with restrictions on numbers and space for both hall and off-site activities, so hall revenue was below par for the first half of the year. However, the Association was most grateful that covid grants of around £18k were still received to help with wages and expenditure. Unfortunately, since covid, we haven't been able to replace all the groups that were lost and some groups have struggled with numbers and a couple more have even closed. Staff continue to proactively encourage new groups and clubs and help existing groups to promote their activities.

However, private hire including meetings and functions (mainly children's parties) have increased and we are receiving an upturn in enquiries for NHS meetings, various training sessions and are currently hosting, on average, 4 parties a week! All bringing in more revenue.

The social programme, especially with initial restrictions, has been more restrained while it gets back on track, but the coming year promises to be a more productive year, both in number and variety of activities as well as provide more financial support to the Association.

Obviously, any centre improvements and developments have been on hold with covid-19, but it is now hoped that we can start to move forward again with such projects, including improved heating and lighting, improvement of gents' toilets and garden development. It may be that the Association will have the opportunity to manage a second site on the grounds of St James'; the former chapel, which would offer a larger space that would help attract and retain more children's groups, as well as offer a more suitable, more economical venue for functions organised by the Association. Watch this space!

This past year has also seen big changes to how our coffee shop, Pure Ground, is being managed. More information is available in a separate report.

Although it was still a difficult year, we are now optimistic that we are moving in the right direction and the feedback from members and local residents are that they're keen to enjoy our groups and clubs, and activities, both on and off-site, which is showing in our membership. This is proving very popular, with our target for the coming year almost already reached (@ Nov 22) and a waiting list for out-of-area residents to join if we extend boundaries for new membership applications.

Sadly, this year saw three valued committee members step down; Jill Scott (Chair), Alma Woodcock and Jill Archer. Our huge thanks to them all for their long and helpful service, they will be missed, but we send them our love and good wishes for the future.

My thanks to Allison and Kimberly in the office for their continued hard work to keep the Association ticking over and also my fellow committee members, especially Alan, for an excellent job keeping on top of the finances! Our thanks also to Chris Richards and Councillors Steve Pitt and Ben Dowling for their support, as always.

We look forward to a more rewarding, happy and healthy 2022-2023!

Bridget Tregoning (Chair)

FINANCIAL REVIEW

Introduction

The day to day recording of income, the invoicing and the payment of bills is carried out on site by the office staff and all records are passed to the treasurer who produces the monthly finance reports for the Committee. The treasurer also prepares the books for the year end Independent Examination and production of accounts in the form required by the Charity Commission. These accounts are on the following pages and have been independently examined, and the certificate to confirm this is attached.

Outside of covid-19, the Charity usually has an agreed Reserves Policy and following Charity Commission recommendations has allocated within the Reserves a sum the equivalent of three months' operational costs. The trustees are also aware that provision should be made for redundancy costs, although there are no plans for redundancies at this time. The trustees also monitor the general condition of the premises to enable plans to be made for hall redecorations, garden improvements etc.

Performance & Achievements – Treasurer's Report

Please see the Financial Report.

Alan Gibbs
Honorary Treasurer

REPORT OF THE TRUSTEES AGREED AND SIGNED ON THEIR BEHALF

.....
Signed

.....
Dated

.....
Name

.....
Position

Milton Village Community Association

SECTION REPORTS 2022

We have 4 regular Section groups:

Curling Club
Beetle Drive
Cribbage Club
Bingo n Brunch

Beetle and Cribbage run on the traditional system of takings (less expenses) are paid into the centre funds.

Bingo operates more autonomously and retains some monies for floats and tickets, otherwise funds are paid into the centre every so often.

Pre-covid, the Curling Club were paying the small hall rate for the main hall and had delegated autonomy over the running and remaining finances of the club, although their assets remained the property of the Association. However, since covid, all the funds are currently being paid into the centre, less expenses, to help with revenue for the centre. It is hoped that at some point we can revert to the original payment system for the Curling Club.

All together, the sections have raised over £2000 and, although not the main objective of the groups, their income has proved a valuable contribution to the running of the centre.

Individual reports on the Sections follow.

Milton Village Community Association
Section Reports

CURLING CLUB ANNUAL REPORT

15/11/21 – 10/10/22

The last year has been quite difficult for the Curling Club. We have lost a few of our older members and others have become too unwell to continue playing. We have recruited a couple of new members but more will be required if the club is to survive. The minimum we have attend and still be able to play is 6 and, fortunately, we can usually do a lot better than that.

May be, when everyone is finally back to normal, whatever that is, we shall get some new members and the club's future will be assured.

Due to the loss of income for the centre during covid, all our fees are now paid in to the centre, only taking out expenses for refreshments and a Christmas Buffet.

We still have £1348.77 in funds from previous years but the following is this year's accounts:

Takings	904.00
Less Expenses	<u>36.58</u>
 Paid to Centre	 <u>867.42</u>
 Balance Retained	 NIL

Kay Akehurst

Milton Village Community Association
SECTION REPORT

BEETLE DRIVE CLUB

Third Tuesday Monthly 2-4pm

ANNUAL REPORT 2021-2022

Beetle Drive reopened after covid in June 2021, 3rd month of the financial year.

However, numbers dipped slightly on reopening and, although have increased fairly steadily, they're still not quite back to what they were pre-covid. Sadly, we have lost some members and some, through ill health, are not able to return. Those who can, are thrilled that it's restarted and Les has done a good job of not only running the club but also recruiting new participants! The club is also very grateful to Fred Gustar who helps clear up and put the chairs and tables away after every session and he's in his 90's!!!

Subs are £2 per person and a raffle is held. Small prizes are awarded to the winner of each game with a more substantial prize for the overall winner.

Finance Summary December 2021 – November 2022

		£
Income	Fees	346.00
	Raffle	+ 49.00
		<hr/>
		395.00
Expenditure	Refreshments & Prizes	- 72.77
		<hr/>
Surplus		322.23

Milton Village Community Association
Section Report

CRIBBAGE CLUB

Fridays 10am-12pm & Tuesdays 2pm-4pm

ANNUAL REPORT FOR 2021-2022

All levels from beginners to advanced are welcome to the Friday morning session with the more experienced kindly teaching the 'newbies'. The session on Tuesdays is for the more advanced players.

Numbers had been quite low for a while post covid but we are pleased to say that both sessions' numbers are increasing and, in fact, Tuesday afternoon numbers are the highest they've ever been with at least 10 regularly attending, and 10-13 regularly attending on Fridays.

The group is very friendly and well run by one of our lovely trustees, Les.

The fee is £2 per session including tea or coffee which they can help themselves to.

Finances November 2021 to October 2022

	£
Income (Subs @ £2pp)	832.00
Expenditure (Refreshments)	<u>36.11</u>
	795.89 Surplus

Milton Village Community Association
SECTION REPORT

BINGO N BRUNCH ANNUAL REPORT

Nov 2021 – Oct 2022

The monthly club fully reopened towards the end of 2021 but numbers were low for a few months and didn't really pick up til the Spring of 2022. But since then, there have been a steady following with an average of 20-25 turning up most months.

Participants pay £3 (went up to £3.50 October 2022) for the brunch which the coffee shop provides, and anyone who doesn't want brunch pays £1 towards tea/coffee. The Association usually makes a small surplus from the bingo games which goes towards providing tea/coffee for everyone, buying the tickets and use of the hall.

B/F 100.00

Add Net Takings 249.50
349.50

Less Expenses 64.96
284.54

Banked 200.00

Cash in Hand 84.54 C/F

PURE GROUND ANNUAL REPORT

MVCA AGM – JANUARY 2023

The coffee shop continues to be a busy hub for both the centre and the Milton community. Friends, dog walkers, park users, families, meetings, hall users and regular groups all benefit from the coffee shop so we are very pleased that it continues to serve the local community so well.

There have been some major changes over the past twelve months to both management and staff. With the closure of Langstone Church and merger with Christ Central Church, the 'new' church decided to step down from being involved with the coffee shop so Steve Macfarlane and Mary Blatt stepped down as directors, as did Ben Dowling who moved out of the area. Allison Udy (MVCA) remained as a director and has been joined by Claire Callanan (Pure Ground Manager) and Steve Pitt (MVCA) and there is potentially a 4th director interested. Claire has been made Managing Director and it is hoped that she will be able to run the coffee shop with support from the other directors, as and when needed, and from MVCA, as the allocated asset locked body of Pure Ground as a C.I.C. This new arrangement will run for a trial year when all involved can then review if it should continue as is or other options such as new structure or cessation etc. be considered. The directors are very grateful to Steve and Mary for their ongoing help and support with this transition.

We were very sad to lose Eloise and Dan, who have gone off to pursue their chosen careers and we wish them every luck for the future. The staff team now consists of Claire (manager), Jo, Faye, Trish, Lynne, Nikki, Michala and the latest recruit, Jan.

A new and welcome addition, is a large marquee on the patio, seating around 14, with walls and windows, and pitched roof. It provides shade in the summer, and with blankets, pretty greenery and fairy lights, provides cover and some warmth for the colder months.

Two very successful MVCA events were held; Dessert Challenge and Christmas Lunch. Claire and the team did exceptionally well in providing top quality, freshly made food. The feedback was excellent and more similar events are planned. Claire is also investigating more evening events, perhaps demonstrations and outside dining in the summer months. Local groups have also hired the coffee shop for delicious afternoon teas, again with excellent feedback.

The directors are currently concentrating on bringing accounts up to date and reintroducing monthly reports. However, with this being the first year without covid grants, it does look as though the coffee shop is trading at a deficit, but the directors are confident that there are sufficient reserves to meet obligations, if needed, but, more importantly, much potential for Claire and the team to continue to develop and create a thriving, buzzing and welcoming hub for Milton.

Milton Village Community Association

Registered Charity 1003706

Financial Report 2021/22

Introduction

The Association runs many activities which are either based at the Milton Village Hall or are trips to a variety of destinations.

In the following paragraphs the previous year's figures are in brackets for comparison

The Hall based activities

These are accounted for within the Main bank account of the Association

The fee income from hirers and memberships are used to pay for the various running costs of the hall which also includes staff costs.

The Association made a Deficit in the year of £6.9k (£3.6k Surplus) which reduces the total accumulated funds at the end of the year for the main account to £12.2k (£19.1k). The balance in the Deposit Account remained at £1k (£1k) throughout the financial year.

This has arisen because of a £10k transfer that was made from the Main account to the Social Account during the year for Cashflow purposes. Had this not been done then the Main Account would have shown a surplus of £3.1k. These accounts are still partially Covid affected as the restrictions on the activities were only lifted during 2021.

The excursions or trips

These are accounted for within the Social bank account of the Association

The Association made a Surplus in the year of £10.4k (£175 deficit). The balance of the Social Account rose as a result from £19.4k to £29.8k. Again, had the Cashflow Transfer not taken place then the Social Account would have remained virtually the same.

This year saw the continued unwinding of Covid Affected trips, and the subsequent issuing of refunds to members as appropriate. Where applicable Members were offered the opportunity to opt to transfer their refunds onto trips in the future, as a way a protecting the Centres cash balances, and a number of members chose to do this.

However, despite this in order to kick start the trips again in 22/23 a number of trips were set up which required advanced payments, hence the reason for the £10k transfer of cash.

Independent Examination

The above accounts have been independently examined or audited, and the certificate to confirm this is attached.

Conclusion

The finances of the Association have increased from £38.5k as at March 2021 to £42k as at March 2022; an increase of £3.5k.

The effects of Covid-19 have continued into 2021/22, with a consequent effect of the Centres finances. However, the Centre continued to receive Government Grants for furlough and business support during 2021/22.

Thanks are due to Portsmouth City Council for its continued support of the Association; and my personal thanks go to Allison; her staff; and my fellow Committee members for all their help and support during the year

Alan Gibbs

Honorary Treasurer MVCA

Milton Village Community Association
Income and Expenditure Account for the year ended 31 March 2022

Incoming Resources	Notes	31/03/21	31/03/21	31/03/22	31/03/22
Main Account					
Rental Income		8,643.44		27,552.65	
Membership Fees		234.00		3,030.00	
Sundry		0.00		0.00	
Net Social Account Transfers		0.00		0.00	
PG Service Charge & Donation		3,325.00		4,812.50	
Public Toilet Income from PCC		0.00		0.00	
Portsmouth Lottery		52.00		48.00	
Bank Interest		0.51		0.12	
Covid Grants		39,882.38		17,907.66	
Social Account					
Trip Income		0.00		118,995.98	
Total Income			52,137.33		172,346.91
Resources Expended					
Main Account					
Salaries etc		34,257.72		34,991.04	
Premises Costs					
Electricity		8,300.26		7,726.80	
Gas		295.04		75.55	
Services		25.00		432.01	
Southern Water		90.56		0.00	
Portsmouth Water		152.55		233.60	
PCC Rates		0.00		176.90	
Refuse & Cleaning costs					
Waste & Nappy Unit		2,434.07		2,120.97	
Cleaning materials		825.55		1,146.56	
Office Costs					
Broadband		496.51		801.44	
Postage		0.00		0.00	
Petty Cash		77.53		0.00	
Stationery /Publicity		33.12		455.80	
Photocopying		835.02		716.90	
Insurance		697.86		706.14	
Repairs & Renewals		0.00		172.52	
Miscellaneous		0.00		0.00	
Kitchen & Premises refurbishment		0.00		578.02	
Social Account					
Trip Expenditure		0.00		117,902.81	
Net Social Account Transfers		0.00		0.00	
Bank Charges etc		175.06		641.55	
Total Expenditure			48,695.85		168,878.61
Surplus/(Deficit) for the year			3,441.48		3,468.30

Milton Village Community Association
Balance Sheet as at 31 March 2022

	Notes	31/03/21	31/03/21	31/03/22	31/03/22
Non current assets			0.00		0.00
			0.00		0.00
Current assets					
Bank	2	47,269.90		41,276.95	
Petty Cash		0.00		0.00	
Debtors and Prepayments		28,235.50		39,123.03	
Accruals		0.00		0.00	
		75,505.40		80,399.98	
Current Liabilities					
Creditors		6,556.84		0.00	
Accruals		0.00		0.00	
Third Party income		0.00		0.00	
Receipts in advance		30,430.00		38,413.00	
		36,986.84		38,413.00	
Current Assets less Current Liabilities			38,518.56		41,986.98
Total Assets			38,518.56		41,986.98
Financed By:					
Unrestricted funds					
Accumulated Fund Main Account	3	15,554.08		19,170.62	
Surplus/(deficit)	3	3,616.54		-6,983.20	
Balance C/F	3	19,170.62		12,187.42	
Accumulated Fund Social Account	3	19,523.00		19,347.94	
Surplus/(deficit)	3	-175.06		10,451.62	
Balance C/F	3	19,347.94		29,799.56	
Total			38,518.56		41,986.98
			0.00		0.00

Milton Village Community Association
Notes to the Accounts

1 Accounting policies

These accounts have been prepared in accordance with the Statement of recommended practice (SORP) for Charities and the Charities Act 2011.

2 Finances

	31/03/21	31/03/22
Lloyds Bank Main Account	21,596.01	11,380.97
Lloyds Bank Deposit Account	806.45	806.45
Lloyds Bank Social Account	24,867.44	29,089.53
	<u>47,269.90</u>	<u>41,276.95</u>
	0.00	0.00

3 Statement of Movement in Reserves

	Main	Social	Total
Balance as at 1/4/20	15,554.08	19,523.00	35,077.08
Surplus/(deficit) for the year	3,616.54	-175.06	3,441.48
Balance as at 31/3/21	<u>19,170.62</u>	<u>19,347.94</u>	<u>38,518.56</u>
			0.00
Balance as at 1/4/21	19,170.62	19,347.94	38,518.56
Surplus/(deficit) for the year	-6,983.20	10,451.62	3,468.42
Balance as at 31/3/22	<u>12,187.42</u>	<u>29,799.56</u>	<u>41,986.98</u>
	0.00	0.00	0.00



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Milton Village Community Association

On accounts for the year
ended

31/03/22

Charity no
(if any) 1003706

Set out on pages

I report on the accounts of the community association for the year ended March 2022 which are set out in the annual reports pack.

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/22

Responsibilities and
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 24/09/2022

Name:

Matthew Green

Relevant professional
qualification(s) or body
(if any):

Chartered Institute of Public Finance and Accountancy

Address:

23 Glasgow Road

Portsmouth

PO4 8HR

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here details of any items that the examiner wishes to disclose.