

MILTON VILLAGE COMMUNITY ASSOCIATION



**ANNUAL REPORT AND INDEPENDENTLY EXAMINED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2024**

**ANNUAL GENERAL MEETING:
30th January 2025**

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 2024

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3. PROMOTIONAL LITERATURE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2024

The trustees present their report with the financial statements of the charity for the year ended 31st March 2024. 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: Paul Pritchard
Treasurer: Alan Gibbs
Valerie Peach
Bridget Tregoning
Leslie Eyers
Susan Heather
Angela Barnes
Steve Pitt
Sheila Porter
Julie Boulter
Marjorie Davies
Cllr Nicholas Donnington

Staff

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

PCC Members' Appointed Representative

Cllr Gerald Vernon-Jackson
Cllr Peter Candlish

PCC Liaison Officer

Chris Richards

Independent Examiner

Mr Paul Tallack

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.

In January 2023, the Association took over the management of Eastney Area Community Association (EACA) who had lost their experienced staff and trustees. There were three remaining trustees of EACA, one stepped down and the other two, agreed to stay as trustees. So, it was decided that the trustees running MVCA and the remaining trustees of EACA would amalgamate to all run both centres. For the time being, both centres continue to run independently with their own finances and charity status but it is the intention of the trustees to merge both Associations in to one registered charity.

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 16 individuals made up of individual members and appointed representatives.

The Association currently employs a Centre Manager for 40 hours a week who is responsible for the day to day running of both centres together with a clerical assistant for 20 hours a week (one day a week at Eastney) and two cleaners who cover 7 days a week. The additional salary remuneration is reimbursed from EACA. 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 and any other pandemics
- iv) Untenable costs

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.

Activities

Milton Village Hall has 2 halls for hire, an on-site coffee shop that can be used for hire space outside of opening hours and a large foyer that can be used for promotions & small sales; charities and not-for-profit organisations use the area for free and private sellers can hire for a nominal fee.

As well as private hire for birthdays, celebrations and meetings, the Association hires the halls out to various groups and teachers to offer the community a variety of social, educational, recreational and well being activities. We currently host the following groups and classes:

- | | | |
|------------------------|---------------------|-------------------------|
| * Music Mad | * 60+ Curling | * Women in Song |
| * Seated Keep Fit | * Iyengar Yoga | * Folk Band |
| * Dog & Puppy Training | * Pilates | * Home Ed Craft Classes |
| * Adult Ballet | * Brazilian JuJitsu | * Line Dancing |
| * Tap Dancing | * Weight Watchers | * Drop-in Improv Comedy |
| * Bereavement Support | * AA Support Group | * NA Support Group |
| * Learn to Sing | * Ukulele Group | * Barnardo's Youth Club |

We are also pleased to offer a year-round programme of trips including day trips, theatre trips, short breaks and holidays, home and abroad, which is well supported by our 500+ members plus the local community.

A sample newsletter of what has been on offer this year is included at the back of the report.

SECTION REPORTS

We currently have 4 regular Section groups:

Curling Club (weekly)
 Cribbage Club (twice weekly)
 Beetle Drive (monthly)
 Bingo n Brunch (monthly)

All Sections currently operate the traditional financial system of takings, less expenses, paid directly into the Association funds. Although not the main objective of the groups, their income provides a valuable contribution to the running of the centre; this year totalling more than £3500.

Brief individual reports on the Sections follow.

CURLING CLUB – Mondays 1330-1430

Our Curling Club is still running but we not yet got back to pre-pandemic numbers. New members are slowly coming along so we can keep going for the time being.

We have lost most of our menfolk so the club is predominantly ladies and we would welcome any brave gentlemen not intimidated by the overwhelming female membership!

We are playing two mats most of the time now, although sometimes one is enough. Our weekly fee of £2 has remained at that for many years now so inflation has not yet reached us. There aren't many places you can get an hour's activity with tea & biscuits and, more importantly, social interaction, for that amount, so it is good value for money. May be 2025 will enable us to grow a bit more.

Finances

Brought Forward (Old System)	Cash in Safe	£1300.00
	Cash in Hand	<u>£ 48.77</u>
		£1348.77
Income	Admission Fees (16/10/23-13/1/25)	£2109.90
Expenses	Refreshments/Equipment	<u>£ 177.44</u>
Paid Direct To Centre		1932.46

Kay Akehurst (Volunteer)

SECTION REPORTS CONTINUED

CRIBBAGE – Fridays 0930-1130 & Tuesdays 1400-1600

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.

Both sessions' numbers are now well attended with around 10-15 at each and so the contribution to the centre remains steady and similar to that of last year.

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

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

Finances November 2023 to October 2024

	£
Income (Subs @ £2pp)	1710.23
Expenditure (Refreshments)	- <u>121.47</u>
	1588.76 surplus

BEETLE DRIVE – SECOND TUESDAY MONTHLY 1400-1600

Les continues to do a great job running the club and continues to attract more players looking for a fun way to spend an afternoon. Numbers have dropped slightly but Les is encouraging more from other clubs to give it a go!

Subs are still £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 November 2023 – October 2024

			£
Income	Fees		264.00
	Raffle	+	61.50
			<hr/>
			325.50
Expenditure	Refreshments & Prizes	-	117.65
			<hr/>
	Surplus		207.85

SECTION REPORTS CONTINUED

BINGO N BRUNCH – THIRD WEDNESDAY MONTHLY 1045-1300

Bingo n Brunch continues to thrive and, in fact, most months seeing regular attendance of 30+.

Participants pay £3.50 for the brunch which the coffee shop provides and tea/coffee, 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.

Thanks go to Kay Akehurst (volunteer) and her helpers, Pat Leclercq & Alma Woodcock, for taking over the running of the club in the last year.

Finance Summary November 2024 to October 2025

	£		£	
B/F	141.19			
Add Net Takings	<u>325.40</u>			
	466.59			
Less Expenses	<u>68.85</u>			
	397.74	Banked	<u>300.00</u>	
		Cash in Hand	97.74	C/F

PURE GROUND COFFEE SHOP REPORT

Pure Ground are very pleased with the progress of both sites at Milton and Bransbury Park. The facilities are more limited at Bransbury Park so the menu is not as extensive, but it is still busy with a good following from both group users and local residents/park visitors.

We are pleased that one of our goals for this year has been achieved with installing a lovely, semi-permanent pergola structure on the patio at Milton. With its twinkling lights and cosy blankets, it offers a warm welcome to visitors in the cooler months while extending the trade opportunities either side of the warmer months.

The interior décor of Milton has been updated with new colours on the walls and new accessories, which has gone down very well with both old and new visitors. We still need a repaint on the exterior so, again, hopefully, this can be done this coming year. New uniforms are in the offing.

We catered for two very successful Christmas Lunches at Milton in the main hall, with entertainment provided by Janet Ayers' Tea for Two ensemble. Feedback was excellent! In addition, we catered at two of the Eastney events – Shanty Men and Skittles & Scampi. We supplied tea & cake at the Shanty Men which went down very well. However, there was a fault with the oven, only discovered on the day of the Skittles event and, unfortunately, the scampi dish was not as good as it should have been. Thankfully, the oven has now been repaired and serviced. We are keen to cater for more events here to show off our true talents.

Sadly, we had two regular staff leave this year – Nikki and Lynne, but we have taken on a promising new member of staff, Jade, and are also looking to take on Zoe, who has been volunteering with us recently. We look forward to them both being part of the team.

I will be spending less time in the kitchen now that we have Jade, with a view to expanding outside catering. Links have recently been made with the Square Tower and the possibility of me buying a property to restore and use as a holiday let with Pure Ground providing catering, could also be an opportunity.

It is hard work running both sites but both I and the team are enjoying the challenge and pleased that we are providing a great service to the local community and beyond!

A snapshot of finances shows a healthy profit so far this year:

Turnover	£52282.43
Less Cost of Sales	<u>£15435.96</u>
	£36846.47
Less Admin	<u>£26924.95</u>
Operating Profit	£ 9921.52

Claire Callanan
Managing Director

TRUSTEES REPORTS

Performance & Achievements – Chair's Report

The Association has had a very good year, thanks to the hard work of Alli, and not forgetting Kimberly, who moved on to a new job in Winchester in the latter part of 2024. We were very sorry to lose Kimberly but the job offer she had was one that couldn't be turned down! We wish her every success with her new adventure.

The membership take up has, again, been very good for this year plus we are still attracting new members which is, of course, good news.

The bookings for the halls have been good, particularly for birthday parties which are always popular. Our numbers for groups are down a bit and the office team are now focussing on attracting more regular hirers.

The trips and holidays have, again, been well supported and I must thank Alli for all her hard work in putting these trips together. The feedback on these holidays is always good. Once again, thank you Alli for all that you do.

We believe we will soon be in a position to merge both Milton and Eastney community associations into one organisation and hope that might be achieved this coming year.

A big thank you to the Committee Members who have helped out in the office when Alli had to take time out to look after her husband after a major operation. During this period, I must also thank Paul for covering the office at Eastney.

Finally, I would like to welcome Jennie, who has been appointed to work in the office alongside Alli. I'm so pleased to say that Jennie is settling in very nicely indeed and is a very hard worker. We are so lucky to have found her.

May 2025 be another successful year.

Bridget Tregoning
Chairperson

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 on to the Treasurer who produces the monthly finance reports for the Committee. The Treasurer also prepares the accounts for the year end Independent Examination, and the subsequent Charity Commission submissions. These accounts contained in this pack have been independently examined, and the certificate to confirm this is attached.

Reserves Policy

The trustees have determined that there should be sufficient free reserves to allow an orderly winding up of the Community Centre should it ever be required, plus 3 to 6 months core expenditure to allow time for the trustees to work through any short term financial shocks, such as loss of income or, if the loss is permanent, to identify new sources of income or to implement appropriate cost reductions

The trustees have established that the winding up costs (redundancies, lease commitments, dilapidations and professional fees) would be in the region of £21K. Based on the accounts for the year ended 31 March 2024, 3 months core cost would amount to £16.4K and therefore 6 months would be around £32.8K. The trustee's aim is therefore to have between £37.4K and £53.8K of free reserves.

As at 31 March 2024 the Community Centre had free reserves of £52.2K.

The level of free reserves is towards the top of the range needed and is therefore broadly sufficient comply with the reserves policy.

No further action is required other than the regular monitoring of the financial health of the Community centre in the normal way

Performance & Achievements – Treasurer's Report

Please see the Financial Report enclosed in this pack

Alan Gibbs

Honorary Treasurer

Report of the Trustees agreed and signed on their behalf

B Tregoning

Signed

28/01/2025

Dated

BUDGET TREGONING

Name

CHAIR

Position

Milton Village Community Association

Registered Charity 1003706

Financial Report 2023/24

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 small Deficit in the year of £2.4k (£10.6 Surplus) which decreases the total accumulated funds at the end of the year for the main account to £20.4k (£22.8k). The balance in the Deposit Account remained at £1k (£1k) throughout the financial year.

There was not a transfer from the Social Account to the Main account in the year. This was intentional to keep the Social Account at a slightly higher level in order to give the Social Account greater working capital to finance future trips.

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 £8.7k (£4.8k Surplus). The balance of the Social Account rose as a result from £23.1k to £31.8k.

Independent Examination

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

Conclusion

The finances of the Association have increased from £45.9k as at March 2023 to £52.2k as at March 2024; an increase of £6.3k.

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 2024

Incoming Resources	Notes	31/03/23	31/03/23	31/03/24	31/03/24
Main Account					
Rental Income		37,771.23		41,681.34	
Membership Fees		4,208.30		4,032.70	
Sundry		0.00		0.00	
Net Social Account Transfers		8,000.00		0.00	
PG Service Charge & Donation		4,950.00		4,500.00	
Public Toilet Income from PCC		0.00		1,500.00	
Portsmouth Lottery		53.50		47.50	
Eastney Management Fees		1,028.00		13,894.26	
Centre Events (Net Cost)		-841.52		0.00	
Bank Interest		0.00		10.46	
Covid Grants		0.00		0.00	
Social Account					
Trip Income		204,735.95		242,825.00	
Total Income			259,905.46		308,491.26
Resources Expended					
Main Account					
Salaries etc		39,059.79		51,360.59	
Premises Costs					
Electricity/Gas		7,891.23		7,485.40	
Services		175.00		210.00	
Southern Water		0.00		0.00	
Portsmouth Water		149.10		217.25	
PCC Rates		472.11		491.98	
Refuse & Cleaning costs					
Waste & Nappy Unit		1,566.75		1,277.38	
Cleaning materials		1,268.86		1,806.12	
Office Costs					
Broadband		842.68		882.96	
Stationery /Publicity		520.17		443.71	
Photocopying		1,081.45		787.40	
Insurance		123.09		1,079.70	
Repairs & Renewals		771.75		161.22	
Miscellaneous		400.00		582.41	
Centre Events Etc		257.18		1,279.53	
Social Account					
Trip Expenditure		181,055.13		233,408.12	
Net Social Account Transfers		8,000.00		0.00	
Bank Charges etc		883.98		736.90	
Total Expenditure			244,518.27		302,210.67
Surplus/(Deficit) for the year			15,387.19		6,280.59

Milton Village Community Association
Balance Sheet as at 31 March 2024

	Notes	31/03/23	31/03/23	31/03/24	31/03/24
Non current assets			0.00		0.00
			0.00		0.00
Current assets					
Bank	2	51,288.78		43,411.16	
Debtors and Prepayments		48,834.63		55,884.00	
Accruals		4,104.73		4,147.57	
		104,228.14		103,442.73	
Current Liabilities					
Creditors		0.00		0.00	
Accruals		1,028.00		0.00	
Third Party income		0.00		0.00	
Receipts in advance		57,291.00		51,253.00	
		58,319.00		51,253.00	
Current Assets less Current Liabilities			45,909.14		52,189.73
Total Assets			45,909.14		52,189.73
Financed By:					
Unrestricted funds					
Accumulated Fund Main Account	3		12,187.42		22,777.77
Surplus/(deficit)	3		10,590.35		-2,399.39
Balance C/F	3		22,777.77		20,378.38
Accumulated Fund Social Account	3		18,334.53		23,131.37
Surplus/(deficit)	3		4,796.84		8,679.98
Balance C/F	3		23,131.37		31,811.35
Total			45,909.14		52,189.73
			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

	31/03/23	31/03/24
Lloyds Bank Main Account	18,894.59	15,413.57
Lloyds Bank Deposit Account	806.45	817.24
Lloyds Bank Social Account	31,587.74	27,180.35
	<u>51,288.78</u>	<u>43,411.16</u>
	0.00	0.00

3 Statement of Movement in Reserves

	Main	Social	Total
Balance as at 1/4/22	12,187.42	18,334.53	30,521.95
Surplus/(deficit) for the year	10,590.35	4,796.84	15,387.19
Balance as at 31/3/23	<u>22,777.77</u>	<u>23,131.37</u>	<u>45,909.14</u>
			0.00
Balance as at 1/4/23	22,777.77	23,131.37	45,909.14
Surplus/(deficit) for the year	-2,399.39	8,679.98	6,280.59
Balance as at 31/3/24	<u>20,378.38</u>	<u>31,811.35</u>	<u>52,189.73</u>
	0.00	0.00	0.00



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees

MILTON VILLAGE COMMUNITY ASSOCIATION

On accounts for the year
ended

31/3/24

Charity no
(if any)

1003706

Set out on pages

CONTAINED WITHIN THE ACCOUNTS PACK.

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended .

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities 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.

** Please delete the words in the brackets if they do not apply.*

Signed:

PAUL TALLACK

Date:

17.1.25

Name:

PAUL TALLACK

Relevant professional
qualification(s) or body

(if any):

Address:

Section B

Disclosure

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

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

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