



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **1 Sept 2020** To **31 August 2021**

**Charity name: Southwold Community Association**

**Charity registration number: 1028761**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of Southwold Community Association are:</p> <p>a) to promote the benefit of the inhabitant on Southwold (edged in red on the plan annexed) and the neighbourhood (hereinafter called 'the area of benefit') without distinction of sex or of political, religious and other opinions, by associating the local authorities, voluntary organisations and inhabitants 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;</p> <p>b) to establish or to secure the establishment of a Community Centre (hereinafter called 'the Centre') and to maintain and manage, or to cooperate with any local statutory authority in the maintenance and management of such a Centre for activities promoted by the Association and its constituent bodies in furtherance of the above objects.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>i. Bring together in conference, representatives of voluntary organisations, Government departments, statutory authorities and individuals.</p> <p>ii. Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings, lectures, classes, seminars and training courses, and other leisure-time activities.</p> <p>iii. Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects whether in this country or overseas.</p>

		<ul style="list-style-type: none"> <li>iv. Procure to be written and print, publish, issue and circulate either gratuitously or otherwise, such papers, books, periodicals, pamphlets or other documents or films or recorded tapes as shall further the said objects.</li> <li>v. Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter any building or erections necessary for the work of the Association.</li> <li>vi. Make regulations for any property which may so be acquired.</li> <li>vii. Subject to such consents as may be required by law, sell, let, mortgage, dispose of or turn to account all or any of the property or assets of the Association.</li> <li>viii. Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise provided that the Association shall not undertake any permanent trading activities in raising funds for its primary charitable objects.</li> <li>ix. Receive money on deposit or loan and borrow or raise money in such a manner as the Association shall think fit subject to such consents as required by law.</li> <li>x. Invest the moneys of the Association not immediately required for the said objects in or upon such investments, securities or property as may for the time being be imposed or required by law.</li> <li>xi. Do all such other lawful things as are necessary for the attainment of the said objects.</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>N/A</b>

Policy on social investment including program related investment	Para 1.38	<b>N/A</b>
Contribution made by volunteers	Para 1.38	<b>N/A</b>
Other		<b>N/A</b>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>Progress has been made getting the hall back up and running, well maintained and with procedures in place to bring the hall back into the heart of Southwold community.</p> <p>We have engaged several contractors to complete works including Electrical systems, Emergency Lighting, Legal requirements, I.e. New Fire Risk Assessment &amp; Music Licence, Boiler and Heating works, Mechanical Testing, Roof and Gutter Works and Welfare facility works.</p> <p>The hall is currently used by several long-term user groups:  Monday-Friday daytime - Bubbles  Preschool  Monday evenings - 1st Southwold Scout Group  Tuesday evenings - Southwold and Spartans Explorer Scouts  Wednesday evenings - Bicester Baptist Church  Thursday evenings - Line dancing classes</p> <p>Saturday mornings - Bicester Ukrainian Community Support session in conjunction with Cherwell District Council.</p> <p>Sunday mornings - Bicester Baptist Church</p> <p>The hall is then available for private hire on Friday evenings and Saturday and Sunday afternoons.</p>

		<p>The SCA now has its own Facebook page which includes lots of photos of the hall for prospective hirers unfamiliar with the hall. We also have our own website now too.</p>
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### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<b>N/A</b>
Performance of fundraising activities against objectives set	Para 1.41	<b>N/A</b>
Investment performance against objectives	Para 1.41	<b>N/A</b>
Other		<b>N/A</b>

### Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>Excluding government grants, our income exceeded our expenditure by just under £1.8K. This compares to a loss of £2.3K in the previous year.</p> <p>Our income from hire of the Community Hall was £14K; a small improvement over last year, but still £5K down on pre-Covid-19 takings. All hire payments were received promptly throughout the year.</p>
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		<p>There are no outstanding maintenance, service or utility debts.</p> <p>Cherwell District Council provided £18.7K in grants to cover loss of income during two years of Covid-19. This money also covered the salaries of our cleaners, who were kept on at full pay during the hall closure periods.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We maintain a reserve of £15K which is the typical running cost of the Community Hall for one year.
Amount of reserves held	Para 1.22	Currently we have a balance of £20K in excess of our minimum reserve.
Reasons for holding zero reserves	Para 1.22	<b>N/A</b>
Details of fund materially in deficit	Para 1.24	<b>N/A</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>N/A</b>

#### **Additional information (optional)**

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fund come via hire of the community centre to long-term regular community user groups, as well as private hire to residents in the wider community.
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>N/A</b>
A description of the principal risks facing the charity	Para 1.46	<b>N/A</b>
Other		<b>N/A</b>

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Trust – via constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	Unincorporated association
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election from membership

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The SCA manages the community centre on behalf of Cherwell District Council.
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	Southwold Community Association
Other name the charity uses	N/A
Registered charity number	1028761
Charity's principal address	Southwold Community Centre, Holm Way Bicester OX26 3UU

**Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Kevin Barker	Chairperson		
2	Ken Punter	Treasurer		
3	Janet Knox	Secretary		
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**Corporate trustees – names of the directors at the date the report was approved**

Director name		
N/A		

**Name of trustees holding title to property belonging to the charity**

Trustee name	Dates acted if not for whole year	
N/A		

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

N/A

## Other optional information

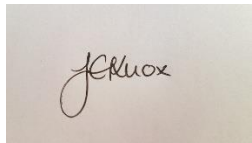
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Janet Knox	
Position (eg Secretary, Chair, etc)	Secretary	
Date	08/07/22	

#### CHARITY COMMISSION DATA

**TOTAL INCOME**  
(including Grants) **£ 33,013.45**

**TOTAL INCOME**  
(excluding Grants) **£ 14,305.62**

**TOTAL EXPENDITURE** **£ 12,536.27**

**GRANTS** **£ 18,707.83**

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Closing Balance - Opening Balance £ 20,477.18

Total Income - Total Expenditure £ 20,477.18

#### Income and Expenditure 2020 - 2021

##### Income

Hire		£ 13,994.21
Grants	Note 1	£ 18,707.83
Utilities		£ 14.40
Overpayment Refund	Note 2	£ 297.01
		<b>£ 33,013.45</b>

##### Expenditure

Utilities	£ 2,392.71
Wages	£ 4,929.63
Maintenance	£ 687.97
Admin	£ 275.98
Waste	£ 1,873.28
COVID-19 Cost	£ 297.01
HMRC	£ 535.80
CAPEX	£ 110.84
H&S Equipment	£ 24.98
Sundries	£ 165.53
IT	£ 88.80
Insurance	£ 1,153.74
	<b>£ 12,536.27</b>

Excess of Income over Expenditure **£ 20,477.18**

Note 1 Grants were provided by Cherwell District Council to cover Covid-19 costs and loss of income.

Note 2 Recovery of a duplicated payment (bank error).

#### Income and Expenditure 2019 - 2020

##### Income

Hire	£ 12,903.02
Grants	£ -
Utilities	£ -
Overpayment Refund	£ -
	<b>£ 12,903.02</b>

##### Expenditure

Utilities	£ 4,339.59
Wages	£ 4,497.63
Maintenance	£ 1,443.60
Admin	£ 352.00
Waste	£ 1,385.29
Miscellaneous	£ 351.91
HMRC	£ 494.60
CAPEX	£ -
H&S Equipment	£ 191.12
Sundries	£ 34.72
Uncategorised	£ 544.90
Insurance	£ 1,090.49
Music Licence	£ 482.16
	<b>£ 15,208.01</b>

Excess of Income over Expenditure **-£ 2,304.99**

SOUTHWOLD COMMUNITY ASSOCIATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31<sup>ST</sup> AUGUST 2021

STACK & JONES ACCOUNTANTS  
STRATTON AUDLEY  
OXON

**Southwold Community Association**

**Income & Expenditure Account**

**For Year Ended 31st August 2021**

	Note	2021	2020
<b>Income</b>			
Private Hire	2	13,994.21	12,903.02
Grants		18,707.83	0.00
		<u>32,702.04</u>	<u>12,903.02</u>
<b>Expenditure</b>			
Admin		275.98	352.00
Cleaning Wages & Tax	3	5,465.43	4,992.23
Equipment	1	24.98	191.12
Insurance		1,153.74	1,090.49
IT		88.80	0.00
Maintenance & Repairs		798.81	1,443.60
Miscellaneous Expenses		165.53	931.53
Music Licence		0.00	482.16
Utilities		2,378.31	4,339.59
Waste Collection		1,873.28	1,385.29
		<u>12,224.86</u>	<u>15,208.01</u>
<b>Excess of Expenditure over Income</b>		<u>20,477.18</u>	<u>-2,304.99</u>

## Southwold Community Association

### Balance Sheet

For Year Ended 31st August 2018

	2021	2020
<b>Current Assets</b>		
Current Account	37,725	17,247
Float for Cleaning Materials	0	0
Cash in Hand	0	0
	<u>37,725</u>	<u>17,247</u>
<b>Financed by:</b>		
Capital Account		
Balance brought forward	17,248	19,553
Less deficit/add surplus for the year	20,477	-2,305
	<u>37,725</u>	<u>17,248</u>

### CERTIFICATE OF APPROVAL

We approve the Financial Statements set out on these pages and confirm that we have made available all relevant records and information for their preparation.

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Chairperson  
on behalf of the Committee

Date: .....

## Southwold Community Association

### Notes forming part of the financial statements

#### Year ended 31st August 2021

- Note 1 It is the policy of Southwold Community Association to write off all expenditure on equipment in the year of purchase. The capital equipment is insured to the value of £13,000. No new equipment was purchased in this year. This has NOT been reviewed since 2015, and should be re-assessed
- Note 2 As at 31st August 2021 there were £172.52 user group invoices outstanding  
As at 31st August 2021 there were no unpaid private hire invoices outstanding
- Note 3 At 31st August 2021 PAYE payments outstanding were as follows:  
PAYE payable 147.00

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<http://www.virtualcabinetportal.com/WhatIsUTC>

## Signature 1

Signed by Kenneth Punter using authentication code JGVsZEJ0PzZsT0Jt at IP address 86.178.159.68, on 2022/07/01 08:05:28 Z.

Kenneth Punter's e-mail address is: [ken.punter44@gmail.com](mailto:ken.punter44@gmail.com).