

Hanborough Community Association
Registered Charity No: 1051642

Trustees and Chairpersons Report

2020-2021 COVID-19

Lockdown 1 began on Monday 23rd March 2020.

In accordance with Government guidelines, the Recreation Hall closed.

No one knew how long things would be closed for, but it was hoped that it wouldn't be for long! During this time the decorating of the kitchen and main hall was completed, and the refurbishment of the toilets went ahead, all with COVID-19 protocols in place.

New curtains, PPE equipment, new signage for hall and car park and new mats were purchased and fitted. All paperwork was updated to accommodate the new rules and restrictions.

It was decided that the heavier chairs would not be used as they are more difficult to sanitise, and the plastic chairs and tables were cleaned and sanitised. The chair store was locked to minimise the risk of anything being used and not cleaned. The kitchen was also locked, as this would be used as an 'Emergency First Aid' station should anyone become ill while at the hall. The plastic chairs and tables would be stored in the main hall, along with cleaning materials to enable each group to clean the equipment before and after they had used it. Committee meetings continued, every two months, via phone calls, and plans were put in place for the re-opening.

The hall was checked regularly to ensure all was in order.

Hoping that we be able to re-open very soon, all groups were contacted about their plans on whether they would be returning or not. Strict rules would be in place, which would have to be adhered to by everyone to ensure their safety. All groups were told that when they return, no matter when, their regular sessions would be held for them.

The Hall remained closed.

Lockdown 1 ended on 14th June. Some groups did return but with very restricted numbers. A lot were not happy to return, but again their places were still being held for them. A couple of new groups did start to use the hall, but not on a regular basis.

In August, hoping that some more groups might return after the summer break, a deep clean was carried out a professional cleaning company.

Lockdown 2 began on the 05th November and once again the Hall was closed and checked regularly.

Lockdown 2 ended on the 02nd December with a **strict three tier system** in place. Restrictions in place, and again the groups that could restart did so.

A **Strict four tier system** was put in place on the 20th December 2020, to allow everyone to celebrate Christmas. The Hall which would have been a quiet time, was once again closed.

Lockdown 3 came into effect on the 06th January 2021. Once again, the Hall was closed and regularly checked.

Lockdown 3 ended on the 07th March 2021 and the Government brought in a **4 Step Roadmap**.

During the spring months, the planters were placed under the notice board and planted up with bulbs received from Blenheim Estate Palace.

The side gate and post were repaired/replaced, and the ivy removed from the wall.

The builders have damaged our boundary fence. They have been made aware of this and will repair the damage when the building work has been completed.

4 Step Roadmap

Step 1 - 08th March 2021. Some groups returned with restrictions in place. The doctors surgery started to use the Car Park, as there was congestion at their premises due to the roll out of Vaccinations.

Step 2 - 12th April 2021. Scouts returned. Ballet looked at the restrictions still in place and decided that they could only safely use the hall once a week, compared to their normal four times a week.

Step 3 – 17th May 2021. Pilates returned for double sessions. Keep Fit returned for double sessions.

Step 4 – 21st June 2021. All restrictions were lifted by the Government.

However, as a committee, and several of the groups Governing bodies, we have decided that for the time being numbers will still be restricted and all cleaning before and after events, hand washing, fresh air and one way system will remain in place. The garage is now the 'Emergency First Aid' station.

Committee meetings have resumed, and Hall life is slowly returning to normal.

We may have lost a few groups temporarily, we may have lost some groups permanently, but we will continue to be available for the groups that wish to meet at the Recreation Hall, and any new groups/individuals that might need the space.

The Management Committee would like to thank Community First Oxfordshire/ACRE, especially Tessa Hall, for their wealth of knowledge and the clear way it was explained to us and the rapidity in how it was delivered to us, especially as in the early days of the pandemic the information was coming in thick and fast. For West Oxfordshire District Council for their support, to all the Groups that have taken on all the new regulations and restrictions and the Committee and Trustees for their continuing support.

HANBOROUGH COMMUNITY ASSOCIATION

Registered Charity No. 1051642

RECEIPTS & PAYMENT ACCOUNT

01 April 2020 to 31 March 2021

2019-2020		Payments		2020-2021		2019-2020		Receipts		2020-2021
	£252.00	Rates		NIL			£9,891.50	Rents		£791.00
	£381.50	Refuse		£342.68			£250.00	Parties		NIL
£1,091.23	£457.73	Water		£660.24	£1,002.92		£1,500.00	Car Parking		£1,500.00
						£11,722.50	£81.00	Chair Maintenance		NIL
	£630.00	Gas		£528.00						
	£660.00	Electric		£442.30				Fund Raising		
£1,677.60	£387.60	British Gas Care Plan		£399.23	£1,369.53	£1,160.50		Quiz		NIL
£3,600.00		Wages		NIL		£180.00		Donations		£15.00
£701.72		BT		759.62						
£8.99		Post/Stationery		102.79						
								Bank Interest		
£151.33		Cleaning		£238.49		£3.52		No 2 A/C		£1.84
		PPE		£430.53	£669.02					
£318.75		Club Functions		NIL				Grants		
		Miscellaneous Items						WODC/COVID-19 GRANT		£10,000.00
	£1,239.53	Insurance		£1,312.54				Hanborough Parish Council		£14,832.00
	£290.14	Music Licence/Premises Licence		NIL				WODC/COVID-19 GRANT		£9,907.42
	£50.00	Community First Oxfordshire		£50.00						
£1,932.02	£352.35	Miscellaneous Items		£460.55	£1,823.09					
		Capital Items								
		Toilets		£16,303.20						
		Decorating		£1,440.28						
		Curtains		£310.00						
		Electric repairs/PAT		£149.50						
		Water Heater		£130.00						
£7,079.80		Miscellaneous Items		£265.59						
		Mats		£278.40						
		Signage		£132.39						
		Churches Fire Security		£51.24	£19,060.60					
£16,561.44		Total Payments		£24,787.57		£13,066.52		Total Receipts		£37,047.26
£3,494.92		Total receipts difference +/-		£12,259.69						
£13,066.52		Total		£37,047.26						

Balance Sheet As at 01 April 2021

Liabilities				
Capital Account 01 April 2020				£12,670.80
Total receipts difference +/-				£12,259.69
Total				£24,930.49

Assets				
Current Account				£17,846.58
Deposit Account				£7,071.14
Cash in Hand				£12.77
Total				£24,930.49

These Accounts are in accordance with books and vouchers of the Hanborough Community Association and explanations given to me.

Signed

Independent Examiner.....

Chairperson.....

Mrs L Ashton

Date.....

Hon Secretary.....

Mrs S McDonough

Hon Treasurer.....

Mr R Ashton

Independent Examiner's Report to the Trustees of Hanborough Community Association

Registered Charity Number: 1051642

I report on the accounts of the Charity for the year ended 31st March 2021 as attached.

Respective responsibilities of Trustees and Examiner.

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

Basis of Independent Examiner's Report:

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An 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 Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by accounts.

Independent Examiner's Statement.

In connection with my examination, no matter came to my attention.

1. Which gives me reasonable cause to believe that in any material aspect the requirements
 - To keep accounting records in accordance with Section 41 of the Act; and
 - 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 to enable a proper understanding of the accounts to be reached.

Signed: Barbara Kingston

Name: B A Kingston

Date: May 2021