



Front Lane Community Association

Registered Charity No. 1055451

ANNUAL ACCOUNTS & TRUSTEE'S REPORT

FOR THE FINANCIAL YEAR ENDED

MARCH 2022



Trustees' Annual Report for the period

	Period start date		Period end date
From	01 April 2021	To	31 March 2022

Section A Reference and administration details

Charity name	Front Lane Community Association
Other names charity is known by	Cranham Social Hall
Registered charity number (if any)	1055451
Charity's principal address	103 Front Lane Cranham, Upminster Essex Postcode RM14 1XN

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	Mr Brian Print	Chair		
2	Mrs Valerie Morris			
3	Mr Robert Langstone	Treasurer		
4	Mr Alan Jee	Secretary		
5				
6				
7				
8				
9				
10				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
Helene Carter (Trustee on lease)	
Joyce White (Trustee on lease)	
Pamela Purdy (Trustee on lease)	

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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Section B

Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution – adopted 27 January 2012
How the charity is constituted (eg. trust, association, company)	Association consisting of 7 management committee members.
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed or reappointed annually at the Annual General Meeting.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All trustees give their time voluntary and receive no remuneration or other benefits.

Support is provided to the Committee by the London Borough of Havering's community engagement team.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The association serves to benefit the inhabitants of Cranham and Upminster (and the wider Havering area) without distinction of sex, sexual orientation, nationality, age, disability, race or 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.

Secure the establishment of a community centre 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; Promote such other Charitable purposes as may from time to time be determined.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Cranham Social Hall provides a meeting place for the local community to take part in various activities both Social and Recreational. The Hall has a number of regular user groups, which benefit a wide range of members of the local community from young (mothers and toddlers' group) to the older generation.

In addition, the Hall is available to hire for occasional lettings and is used for a wide variety of activities which range from children's parties to fund raising activities on behalf of other Charities.

We also provide a venue for all elections, Parliamentary and Local Authority. The hall is also registered with the local authority as an emergency rest centre.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A significant contribution is made by the volunteers, who give up their time freely to manage the day to day running of the Hall, as well as assist with maintenance and refurbishment.

All Volunteers work without any remuneration for the benefit of local residents.

Summary of the main achievements of the charity during the year

We have continued to provide a first-class venue for all residents at low cost. The regular user group sessions continue to be popular, with all available weekday slots now regularly occupied.

The hall was closed to most groups for periods of time throughout the financial year due to Coronavirus restrictions. The hall was allowed to open for certain user group activities (mothers and toddlers' group) following changes in Coronavirus restrictions with most other user groups returning from August 2021.

We were able to allow occasional hires from September 2021 following changes in Coronavirus restrictions. Occasional hires continue to be stable with the hall being used every available weekend for these bookings.

The Hall continues to be maintained to a high standard and attracts compliments from the Users on its condition.

Brief statement of the charity's policy on reserves

The reserves policy relates to our current assets held in reserves, comprising of the current account with Lloyds Bank and the deposit account held at Cambridge and Counties Bank. No designated, restricted or endowment funds are held by the Association.

The Association aims to holds reserves between £75,000 to £90,000 as a contingency for future building repairs and maintenance.

The Association's lease is a fully repairing lease which makes the Association responsible for the maintenance of the building. The lease also specifies that the exterior must be decorated every fifth year, and the interior every seventh year, from the commencement of the lease (December 2009).

The exterior is due for redecoration in 2024, and the interior in 2023, and funds are required to ensure that compliance with the lease redecoration terms are complied with. An estimate of £7,500 is required for the external and £5,250 for the internal redecoration.

An extensive refurbishment programme has been undertaken since the commencement of the lease in 2009. However, there are still major works that may be required at a future date. A contingency reserve to cover these expenses is therefore being built.

Specific works that may need to be undertaken are:

Repairs to the roof – estimated cost of £35,000

Repairs/replacement of the lift car – estimated cost of £50,000

As at the end of the last financial year - 31 March 2022, reserves totalled £100,207.12 (an increase on the prior year). Reserves continue to be within our target range. It is the committee's aim to increase the reserves by continuing to control expenditure.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The primary source of income for the Association is lettings income from both our regular user groups and occasional hires.

Lettings income needs to cover the expenses incurred from operating the Hall, primarily utilities expenditure, cleaning costs and maintenance. As noted above a reserve needs to be kept to cover the maintenance and refurbishment of the Hall under the terms of the lease.

Hourly hiring fees for the regular user groups and our occasional lettings were reduced with effect from January 2022.

The Association had a surplus of income over expenditure for the financial year 2021/2022 of £17,037.15.

Section F

Other optional information

Future Plans

To ensure the continued operation of the social Hall for the benefit of the local community. Maintaining it to a high standard to ensure optimum usage.

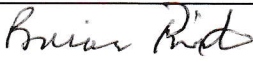
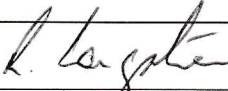
In addition to extend the number of events put on by the committee, i.e. quiz nights, tea dances etc. as desired by the local community.

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Brian Print	Robert Langstone
Position (eg. Secretary, Chair, etc)	Chair	Treasurer
Date	23rd September 2022	



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Front Lane Community Association

On accounts for the
year ended

31 March 2022

Charity
no (if any)

1055451

Set out on pages

9 & 10

**Respective
responsibilities of
trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

**Basis of independent
examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent
examiner's statement**

In connection with my examination, no matter has come to my attention ~~(other than that disclosed below *)~~

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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.

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

Signed:

Date:

23/9/22

Name:

JOHN EVETTS

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

GRAD ICSA

Address:

85 KENILWORTH GARDENS

HORNCHURCH

RM12 4SG

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

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

N/A

FRONT LANE COMMUNITY ASSOCIATION

INCOME & EXPENDITURE ACCOUNT FOR APRIL 1st 2021 to MARCH 31st 2022

<u>INCOME</u>	<u>2022</u>		<u>2021</u>	
	£	£	£	£
Lettings:				
Regular User Groups	17,824.00		2,235.25	
Occasional Hires	3,022.00		(25.00)	
LB of Havering	286.00		0.00	
Coffee Mornings	230.00		0.00	
Misc	0.00		0.00	
Covid-19 Grant	10,667.00		20,386.00	
Bank Interest	824.74		1,015.19	
TOTAL INCOME		32,853.74		23,611.44
 <u>EXPENDITURE</u>				
Utilities/Phone	2,393.36		2,140.36	
Rent	4,270.47		3,205.00	
Maintenance	4,123.41		2,271.37	
Refurbishment	0.00		0.00	
Cleaning	3,431.34		1,863.79	
Legal, Insurance and Subs	640.45		634.31	
Other Expenditure	957.56		494.51	
TOTAL EXPENDITURE		15,816.59		10,609.34
 EXCESS OF INCOME OVER EXPENDITURE		 17,037.15		 13,002.10

BALANCE SHEET AS AT MARCH 31st 2022

<u>CURRENT ASSETS as at March 31st 2022</u>	<u>2022</u>		<u>2021</u>	
	£	£	£	£
Lloyds Bank Current Account	10,207.12		13,169.97	
Cambridge & Counties Bank Deposit Account	90,000.00		70,000.00	
TOTAL ASSETS		100,207.12		83,169.97
 <u>Represented by:</u>				
Income and Expenditure Account	17,037.15		13,002.10	
Lloyds Current Account at March 31st 2021	13,169.97		2,667.87	
Cambridge & Counties Bank Deposit Account at March 31st 2021	70,000.00		67,500.00	
TOTAL ASSETS		100,207.12		83,169.97

Notes to the Accounts

1. Accounts are prepared using the receipts and payments methodology.
2. Income for the year was £32,853.74 up from £23,611.44 the prior year.

The majority of the income received during the previous year was due to Covid-19 grants received from London Borough of Havering totalling £20,386.00. The grants were made due to the closure of the hall for prolonged periods of time throughout the financial year. There were some limited periods of time during the financial year when the hall was allowed to open for particular user group activities.

During the current year further Covid-19 grants were received from London Borough of Havering totalling £10,667.00

Other income for the year is predominantly driven by hall lettings - £20,846.00 – comprising of £17,824.00 from our regular user groups and £3,022.00 from our occasional lettings. Hourly hiring fees for the regular user groups and our occasional lettings were reduced with effect from January 2022. Income was also received from the regular Friday coffee mornings - £230.00, Bank interest- £824.74, London Borough of Havering for use of the Hall on polling days - £286.00.

3. Expenditure for the year was £15,816.59 up from £10,609.34 the prior year.

Expenditure covers the running costs of the Hall and includes:

- Utilities and phone costs increased this year to £2,393.36 from £2,140.36 the prior year. This was due to the hall being able to open for a greater period of time during the year, following the changes in Coronavirus restrictions, resulting in increased electricity, gas and water costs.
 - Rent increased this year to £4,270.47 from £3,205.00. The annual rent was increased to £3,627.60 from £3,205.00 effective 17 December 2019 resulting in further rent due of £642.87 for the previous two years. The next five-year period rent review is due 17 December 2024.
 - Maintenance charges increased this year to £4,123.41 from £2,271.37 the prior year. There was no major maintenance carried out during this year or during the prior year.
 - Cleaning costs increased this year to £3,431.34 from £1,863.79 the prior year. This was due to the hall being able to open for a greater period of time during the year and increased cleaning being carried out due to Coronavirus.
 - Insurance and subscriptions increased to £640.45 from £634.31 the prior year. This was due to a marginal increase in the insurance renewal premium.
 - Other expenditure increased to £957.56 from £494.51 the prior year. These expenses include the general running costs of the hall – i.e. postage, stationery etc., but also included purchases of miscellaneous items that are used to refurbish the Hall.
4. For the financial year, the Association had a surplus of income over expenditure of £17,037.15 which has increased the reserves, shown in the total assets of the Association of £100,207.12 which consists entirely of cash assets with £10,207.12 held in the current account and £90,000.00 held in an interest-bearing deposit account.