

Dalton Community Association (DCA) AGM Report 2020/21

Dalton Community Centre (Drill Hall)

Introduction

This Annual Report 2020/21 reflects the development in this last financial year. A year which has been difficult for everyone because of the pandemic COVID 19. Nevertheless, progress has been made with the help of the various Government schemes/initiatives during COVID 19.

Our grateful thanks must go to the user groups and funders who have had to adjust to these unprecedented circumstances. All interested and helpful parties have contributed greatly to the retention of this community facility. I am grateful to all the Trustee who have joined our monthly meetings online thanks particularly to one of our trustees Steve Nott who has allowed us to use his zoom account for our monthly meetings.

Other notable organisation and funders named below have contributed either financially or with guidance and support during this difficult year.

- Barrow Borough Council
- Cumbria County Council
- Dalton Town Council
- ACTion Cumbria
- ACE
- The Hadfield Trust
- Cooperative Community Funding sources
- FCSCT
- AGE UK Barrow Branch
- Individual Trustees

Much has been achieved at the centre this year despite COVID and the difficulty has enabled the Trustee Board to review and act upon issues in the building to make it as safe as possible for users during the relaxation of COVID as well as building works that could be carried out using the Governments Business Retention Grant.

Correspondence was sent to user groups regarding a return to the centre as and when government relaxations were announced. At times this was difficult for some user groups as the guidance changed often.

Unfortunately, during the year Dance Tazia one of our regular users bringing in regular income, decided not to return and in fact closed their Dance troop for good. A sad loss to the association but understandable in the circumstances. They had had more than 20 years association with the centre.

Fortuitously we negotiated through the year a service level agreement with the Cumbria County Council regarding the use of the East Wing by Family Action on behalf of the County Council and once COVID restrictions are lifted they will reside and provide a service for a minimum of three days per week on an agreed monthly contract paid for by the County Council

We continue to be solvent thanks to the support from Government and being prudent on our part. This has included Business Rate Suspension and Furlough for our three members of staff (80% most of the time and 60% for a three-month period during the pandemic). In addition, we received business retention funding from government via the Borough Council. All these processes were simple to apply for and to be executed which was a welcome exercise for myself and the Trustees. Without that help it would have proved to be very difficult for the association. The general financial statement of income and expenditure can be seen on the charity commission website and a comparison can be made during previous years when the association was self-sufficient.

Minutes of all our meetings are uploaded onto the Dalton Community Association Website for scrutiny.

In preparedness to make sure the centre is as risk adverse as possible and ready for groups returning to the centre, I took advice following an expensive (in my opinion) defogging of all surfaces and equipment such as chairs tables etc. In the end I sought advice and with the government retention funds had Ultraviolet (UV) units installed in seven areas of the building. They operate on time switches, were professionally installed, and claim to kill all known germs on surfaces including COVID viruses.

Sanitiser stations were set up around the building and a COVID 19 First Aid Kit was created including PPE equipment, coveralls, I X temperature gun, hand wipes gloves etc. User groups were informed to help them make decisions when they felt able to return to using the centre. Signs and instruction notices were distributed throughout the building including NHS QR codes for reporting and links to the Government's Track and Trace system.

Some notable funding sources this year has been a grant from Northwest Electricity and Bay Winds Trust both helping us to reduce our Carbon footprint and ensured further measures to reduce fuel wastage. A video was produced by Signal Films and Media a local community-based organisation. This is now available Highlighting the work of the association regarding energy saving and is a valuable resource in reducing our carbon footprint. The Video has been uploaded onto our website.

We still raise all our funds locally through rent, donations, and grants. We do not receive local council regular revenue grants all monies raised is through our own endeavours.

A pleasing and welcome addition this year was the completion, with the help of the Heritage Lottery funding, which has enabled us to reflect upon the 'Drill Hall Identity' from a Drill Hall to a 'centre for all'. We had hoped to have a major launch but the restrictions of COVID 19 have meant a postponement. However, we do now have a booklet, a website, displays and presentation material which, enables us to have a historical and heritage record of the centre from 1928 to the present day.

The impetus of the above has given us the wherewithal to consider a further booklet with a working title of 'Reflections of Dalton'. Some preliminary work has been carried out to seek funding to complete this task.

Much is still achieved through voluntary help, and during the pandemic and at times when the rules were relaxed, we were able to carry out some maintenance work.

As Trustees we have had a few problems with the maintenance especially in terms of ingress of water. We have tried various recommended solutions suggested by builders and seem to be alleviating these problems gradually but not easy with the ingress of water on sloping and flat roofs of which there are many.

Significant Events this year

- Flat roof problems over the East Wing mainly solved with a few minor problems being solved gradually.
- Heritage Lottery fund Project completed launch postponed had to cancel because of COVID
- Benefits of the Solar Panels! With the possibility of more on the flat roof area
- Renewal and appraisals of our policies constantly being reviewed as changes occur. All Trustees given USB 'Flash Drive' with all the policies and the Treasurer working on other policies including a financial reserve policy
- Active and positive assertion of our Fire procedure including risk assessment notices and fire alarm testing partly carried out but still needs work doing and records kept up to date.
- Creation of the new storage area has been a great success.
- True Life Church contributed full amount for extra storage space in the East wing.
- Special thanks to Ian Maddox and Dave Ward for continued help with maintenance tasks.

- Ian has also produced a useful inventory of all assets listed for each room
- We have bought five laptops and five iPads for future computer activity especially for older people in conjunction with AGE UK when COVID relaxation allows.
- Investment of funds which have been in our current account and banking issues still being sought by our treasurer considering a number of options.
- Other Grant applications on going.

Dalton Youthy

This year saw the revival of the Dalton Youth provision an active group previously had waned as participants moved on to college, work, and other avenues. The LGBT group now meet in Barrow and are part of a larger group. Progress has been curtailed for the present because of COVID but monies from Francis C Scott Trust has so far been used to create a community garden made up of raised beds and a living walled garden in our outside courtyard. Thanks to Ann Thurlow for supervising this project which we trust will develop in future years.

Solar Panels

The success of the solar panels is amazing with a reduction in fuel bills, and we continue to receive payments from the governments tariff monitors to the tune of approximately £1K a year.

Trustees

Trustees continue to offer great support to the governance of the association. Our monthly meetings albeit they have been on 'Zoom' have proved to be very useful, supportive and practical in the governance of the organisation.

Policies

Progress indicated earlier in this report.

Investment/management of funds

The Treasurer continues to seek appropriate ways to invest/deposit some of our funds and look at the problems associated with having no local bank. Several alternatives are still being considered to assist with the governance of the DCA account.

Grants

Cooperative Society Community Fund £3,000 (possibly) towards holiday playschemes delivered by Dalton Youthy. The full figure not known until the end of the year in Oct/Nov time but part of the funding almost £1K already received.

Summary

A strange year to be quite honest and apart from Dance Tazia all other groups have been very supportive and understanding during this financial year. We as Trustees are very grateful to government COVID funding for small businesses such as ours especially the help for our staff with the furlough scheme. We need to consider and am negotiating with Cumbria County Council regarding the contract with the Library Service for their use of the centre. We still have a great partnership with the Town Council who are always supportive.

Present Users

- Army Cadets,
- Cumbria County Council Library service 9am 7pm Monday- Friday
- Various reading groups and activities for different ages,
- Cumbria Police - permanent office space with 24hour access with some facilities to meet their needs
- Private birthday/party events for local residents not held during the pandemic.
- Youth provision has been through Detached work.
- East wing now agreed to be a base for Family Action possible starting late March or early in the next financial year.
- And other various groups.
- Spiritualist and healing group,
- True Life Church in abeyance until Sept 2021 probably,
- University of the third Age (U3A) stopped started and stopped again.
- Rhythm time - Early learning through music
- HartBeeps-early years learning through music and play
- Film Club ready to start every month when able.
- Parkinson's and dementia self-help support groups awaiting the go ahead to start up again.
- The local surgery has made bookings for administering the flu jabs for several days and this might be a feature annually.
- SOS a health and Safety local firm have booked the centre for H&S courses on behalf of BAE Systems

Our web site and Facebook are getting to be well used and anyone looking at our calendar on the website cannot but be amazed at the number of activities taking place each week, even though, curtailed this year.

Vision Achievements and Plans

Reduce CO2 emissions further, friendly lighting in other areas of the building not currently covered especially adjacent rooms to the main hall.

Continue the work completed regarding the reduction of electricity use through the advent of creating our own energy through further solar panels and prudent management.

We would like to see continued and expanded the luncheon clubs, drop-in sessions for computer and IT skills for older people.

Conclusion

Yet again we continue to make sure these facilities, are available and 'fit for purpose' and up to a high standard required for a functional community venue catering for all ages.

Barry Doughty

Chairman Dalton Community Association

March 2021

The following are further bullet points listing further progress since March 2021 up to the time of the submission to the Charity Commission

Buildings works

- More energy sensitive lights installed
- Flat roof covering Cadets Storeroom and DCA boiler house replaced
- Residual repairs to roof where there was ingress of water rectified
- Storeroom for Family Action installed by Cumbria County Council no cost to DCA
- Awning for the Children's outside area imminent (Cost to County Council)
- New doors fitted to the car park and outside yard
- Possibility of more solar panels
- More sponsorship boards installed in the entrance to the centre.

User Groups

- Groups starting to return
- New groups
 - o SOS local Health and Safety company for exams and safety procedure in conjunction with BAE
 - o Dowdales for a short period one to one working with pupils
 - o U3A Rummy card group

- o Market Street Medical practice – Flu Vaccine
- o Wedding reception
- o Tabletop ‘war games’ during Christmas period
- o Family Action
- o Return of open access to the library
- Existing group gradually returning some as late as September 2021

New booklet commissioned ‘Reflections of Dalton’ as a follow up to the booklet From ‘Drill Hall to Centre for All’.

Governance

- Renewal of Licence for the library
- Further recruitment of Trustees
- Pat Wilson retirement Brenda Walker taking over Centre management role
- Added Policies
 - o Bribery
 - o Whistle Blowing
 - o Reserves policy
- New booking systems electronic and hard copies designed and executed by Ian Maddox

Visits

- High Sheriff of Cumbria
- New Chief Executive of Cumbria County Council
- Barrow Borough Council Regarding possibility to use centre as polling station

Dalton Community Association

Charity No. 1076322

Financial Statements

for the year ended

31 March 2021

Dalton Community Association

Charity No. 1076322

Financial Statements

for the year ended

31 March 2021

Statement of Financial Activities

(incorporating the Income & Expenditure Account)

for the year ended 31 March 2021

				2021	2021	2021	2020	2020	2020
				Restricted	Unrestricted	Total Funds	Restricted	Unrestricted	Total Funds
				Funds	Funds	Funds	Funds	Funds	Funds
				£	£	£	£	£	£
				Note					
Charity Operations									
Income									
		Sundry Income			3,197	3,197		14,725	14,725
		Development Posts Funding		1,727	1,727	1,727	9,099		9,099
		Grants for Projects		6,413		6,413	20,388		20,388
		Dance Group				0		5,280	5,280
		Fund Raising				0	1,148	864	2,012
		Donations				0		1,362	1,362
		Cadets			5,796	5,796		5,796	5,796
		Police			4,404	4,404		4,404	4,404
		Youth Work				0		840	840
		Library			5,004	5,004		5,004	5,004
		Covid 19 Grants	4		37,867	37,867			0
				8,140	56,268	64,408	30,635	38,275	68,910
Expenditure									
		Broadband & Telephone			1,020	1,020		1,002	1,002
		Repairs			2,221	2,221		0	0
		Cleaning incl Materials & Equipment			943	943		1,215	1,215
		Salaries		1,727	15,206	16,933	9,966	6,108	16,074
		Insurance			2,034	2,034		2,343	2,343
		Water			996	996		559	559
		Gas			1,428	1,428		2,479	2,479
		Electricity			1,119	1,119		1,007	1,007
		Projects		3,761		3,761	6,356	1,681	8,037
		Roof Repair			1,020	1,020	13,165		13,165
		Lighting, Building, F&F, Equipment		2,495	6,681	9,176	0		0
		Miscellaneous		157	1,805	1,962	1,148	9,641	10,789
				8,140	34,474	42,614	30,635	26,037	56,672
Excess Income / (Deficit)				0	21,794	21,794	0	12,238	12,238
Refurbishment									
Income									
		Grants				0			0
Expenditure									
		Refurbishment Costs				0		500	500
Excess Income / (Deficit)				0	0	0	0	-500	-500
TOTAL INCOME				8,140	56,268	64,408	30,635	38,275	68,910
TOTAL EXPENDITURE				8,140	34,474	42,614	30,635	26,537	57,172
TOTAL SURPLUS for the YEAR				0	21,794	21,794	0	11,738	11,738

Dalton Community Association
Charity No. 1076322
Financial Statements
for the year ended

31 March 2021

Balance Sheet

as at	31 March 2021	Note	2021	2020
ASSETS				
Fixed Assets				
	Building	2	0	0
Current Assets				
	Accounts Receivable		5,592	4,725
			5,592	4,725
	Petty Cash		32	78
	Current A/c - Unrestricted		45,443	31,064
	Current A/c - Restricted		20,752	17,354
			66,227	48,496
TOTAL ASSETS			71,820	53,221
LIABILITIES				
	Restricted Funds Received in Advance	3	20,752	17,354
	Un-Restricted Funds Received in Advance		12,338	18,384
	Creditors		1,227	1,774
			34,317	37,512
RESERVES				
	Restricted	1	0	0
	Unrestricted	1	37,503	15,708
			37,503	15,708
TOTAL FUNDS & LIABILITIES			71,820	53,221

These financial statements were approved by the Trustees and authorised for issue on 30/09/2021 and are signed on their behalf by:

Chair **B. Doughty**

Independent Examiner's Statement

In my opinion and based on the information provided, the above Income and Expenditure account gives a fair view of the affairs of the Dalton Community Association for the period 1 April 2020 to 31 March 2021, as shown by the accounting records; in addition the bank balance is confirmed.

Auditor **Keith Jackson**
CMIIA

Date 27/09/2021

Dalton Community Association**Charity No. 1076322****Financial Statements****for the year ended****31 March 2021****Notes to the Financial Statements****1 Accounting Policies****Income**

Income including donations, gifts and trading income is credited to the Statement of Financial Activities when the charity is legally entitled to the funds after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Expenditure

All expenditure is accounted for on an accruals basis and recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Fund Accounting**Unrestricted funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Restricted funds

Restricted funds arise where the donor specifies the use of the funds, or the funds have arisen in response to an appeal or application for a specified purpose. Until the performance conditions have been met, the income is treated as Received in Advance.

Taxation

HM Revenue & Customs considers Dalton Community Association to be a charity and therefore entitled to exemption from tax afforded by Sections 478 - 489 of the Corporation Taxes Act 2010 to the extent that income is applied exclusively for charitable purposes.

2 Building

Dalton Drill Hall, 21 Nelson Street, Dalton in Furness, LA15 8AF - acquired 8 May 2013 by Community Asset Transfer. Valuation 23 March 2019 by an Independent Estate Agent - £375,000 (£345,000 - valuation 28 February 2018 by a different Independent Estate Agent). An updated valuation has not been obtained in 2020 or 2021 yet due to Covid 19 Pandemic.

3 Restricted Funds**Development Posts**

	2021	2020
Balance brought forward	2,018	10,617
Received in Advance		500
Utilised during the year	-1,466	-9,099
Balance carried forward	552	2,018

History Project

Balance brought forward	4,218	7,464
Received in Advance		0
Utilised during the year	-3,715	-3,246
Balance carried forward	503	4,218

Lunch Club

Balance brought forward	1,305	953
Received in Advance	4,549	1,500
Utilised during the year	-108	-1,148
Balance carried forward	5,746	1,305

Peoples Project

Balance brought forward	1,020	0
Received in Advance		5,000
Utilised during the year	-361	-3,980
Balance carried forward	659	1,020

Training

Balance brought forward	1,800	0
Received in Advance		1,800
Utilised during the year		
Balance carried forward	1,800	1,800

Computer Training

Balance brought forward	1,493	0
Received in Advance	7	1,493
Utilised during the year		
Balance carried forward	1,500	1,493

Youth Worker

Balance brought forward	5,500	0
Received in Advance		5,500
Utilised during the year		
Balance carried forward	5,500	5,500

Roof Repairs

Balance brought forward	0	0
Received in Advance		13,164
Utilised during the year		-13,164
Balance carried forward	0	0

Lighting and Video

Balance brought forward	0	0
Received in Advance	6,060	
Utilised during the year	-2,495	
Balance carried forward	3,565	0

Dalton Community Association

Charity No. 1076322

Financial Statements

for the year ended

31 March 2021

Notes to the Financial Statements (continued)

3 Restricted Funds (contd)

Holiday Club

Balance brought forward

0 0

Received in Advance

963

Utilised during the year

Balance carried forward

963 0

Total Restricted Funds

20,788 17,354

4 Covid Grants Received

Barrow Borough Council Covid-19 Grant

10,000

Barrow Borough Council - Govt Business Retention Scheme

9,669

Cumbria County Council - DEFRA

5,000

Furlough Funding

13,198

37,867 0

5 Subsequent Events

The 2019/20 year-end coincided with the Covid-19 Pandemic lockdown that commenced in the UK in the last week of March 2020 and resulted in the closure of the hall.

The resumption of the use of facilities commenced in May 2021 with a few users returning then, that increased in the following months until signature of these accounts when use of the hall had returned to "normal".

6 Reserves

The DCA Reserve Policy makes provision for six months operating costs, redundancy and non-major building repairs totalling £29,000.

Dalton Community Association

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		Sundry Income			3,197	3,197		14,725	14,725
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		Grants for Projects		6,413		6,413	20,388		20,388
		Dance Group				0		5,280	5,280
		Fund Raising				0	1,148	864	2,012
		Donations				0		1,362	1,362
		Cadets			5,796	5,796		5,796	5,796
		Police			4,404	4,404		4,404	4,404
		Youth Work				0		840	840
		Library			5,004	5,004		5,004	5,004
		Covid 19 Grants	4		37,867	37,867			0
				8,140	56,268	64,408	30,635	38,275	68,910
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		Broadband & Telephone			1,020	1,020		1,002	1,002
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