

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2020		31	12	2020

## Section A

## Reference and administration details

Charity name

Hiltingbury Community Association

Other names charity is known by

HCA

Registered charity number (if any)

1089482

Charity's principal address

The Hilt

Hiltingbury Recreation Ground, Hiltingbury Road

Chandlers Ford, Eastleigh, Hampshire

Postcode

SO53 5NP

### 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	Richard Lansdowne	Chairman		
2	Alex Pape	Treasurer		
3	Martin Housham			
4	Keith Hatch			
5	Michael Hughes			
6	Nicola MacBean			
7	David Shute	Vice-Chairman		
8	Pamela Holden-Brown			
9	Doreen Riches	Secretary		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

**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
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by General Committee

**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.

The Association shall have the power to:

- bring together in conference representatives of voluntary organisations, Government departments, statutory authorities and individuals;
- arrange and provide for, either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses, and all forms of recreational and other leisure-time activities;
- collect and disseminate information on all matters relating to its objects, and to exchange such information with other bodies having similar objects whether in the United Kingdom or elsewhere;

Write, print or publish, in whatever form, such papers, books, periodicals, pamphlets or other documents, including films and recorded material, as shall further its objects, and to issue or circulate the same whether for payment or otherwise;

## Section C Objectives and activities

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

Promote the benefit of the inhabitants of Hiltingbury and the neighbourhood together defined by Hiltingbury, 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 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

**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)**

To build, run and maintain a Community Centre providing a safe and secure environment for the inhabitants of Hiltingbury and the neighbourhood for social, recreational and educational activities. Provide an opportunity for volunteers to work in the development and provision of a range of activities for the local community. Organise and run a range of social and educational events for the local community. Support charity groups in their provision of activities in the Community Centre. Work with local authority and charity groups in the provision of a range of activities for disadvantaged groups in the local community.

**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.

**Summary of the main achievements of the charity during the year**

The Hilt Community Association operated in accordance with Covid Government guidelines throughout lockdown and continued to follow Government guidelines with regard to re-opening.

The Community Centre is managed by the Centre Manager and Assistant Centre Manager and a Bookings Officer supported by a team of volunteers all of whom changed their working practices to accommodate the very different circumstances they were faced with during the pandemic.

When the building was closed as per Government guidelines the opportunity was taken to carry out maintenance and repair work. A lot of the work is now complete. The running costs, such as, cleaning, wages and direct debits continued irrespective of whether hirers were using the building.

Any projects which were being discussed prior to the pandemic have been put on hold for the time being and the timeline for any projects which were going ahead will be re-visited in due course.

The review of the HCA policies and procedures continued to be carried out and are almost complete.

The Trustees and members of the General Committee kept in touch and held meetings online using Zoom.

## Section E Financial review

### Brief statement of the charity's policy on reserves

There is a designated Building and Equipment Reserve for the purposes of long term planned preventative maintenance and equipment replacement. Each year the financial resource transferred to the Reserve will be appropriate to a 10 year itemised financial forecast for such expenditure. In addition a Capital Reserve fund has been established to enable future capital project improvements to the Community Centre. Sources of income to these reserves include the surplus of Centre lettings over operational costs, fundraising, grants and donations. The amount of transfer to these Reserves, and this policy itself, will be reviewed annually at a meeting of Trustees.

### Details of any funds materially in deficit

### 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.

## Section F Other optional information

## 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)	Doreen Mary Riches	
Position (eg Secretary, Chair, etc)	Secretary	
Date	10 June 2021	



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name

Hiltingbury Community Association

**On accounts for the year  
ended**

31 December 2020

**Charity no  
(if any)**

1089482

**Set out on pages**

1 and 2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 December 2020.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

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

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*F J Wilde*

**Date:**

23 June 2021

**Name:**

F J Wilde

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

FCCA DChA

**Address:**

4 Marigold Drive

Bisley

Surrey GU24 9SF



## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/2020

To

Period end date  
31/12/2020

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Lettings Income	39,056	-	-	39,056	123,375
Fundraising/Social/Grants	1,875	-	-	1,875	21,910
Interest on Building Reserve	24	-	-	24	63
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>40,955</b>	<b>-</b>	<b>-</b>	<b>40,955</b>	<b>145,348</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>40,955</b>	<b>-</b>	<b>-</b>	<b>40,955</b>	<b>145,348</b>
<b>A3 Payments</b>					
Lettings Expenses	-	-	-	-	95,420
Fundraising/Social	-	-	-	-	20,934
Project - Extension	-	-	-	-	15,662
Accountancy Services and Payroll	991	-	-	991	-
Building Costs	34,272	-	-	34,272	-
Employee Costs	16,019	-	-	16,019	-
Equipment	196	-	-	196	-
Insurances	3,532	-	-	3,532	-
IT Costs	2,050	-	-	2,050	-
Office costs and Other Expenditure	1,972	-	-	1,972	-
Utilities	7,679	-	-	7,679	-
	-	-	-	-	-
<b>Sub total</b>	<b>66,711</b>	<b>-</b>	<b>-</b>	<b>66,711</b>	<b>132,016</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Building Costs Repairs & Maint.	4,958	-	-	4,958	-
	-	-	-	-	-
<b>Sub total</b>	<b>4,958</b>	<b>-</b>	<b>-</b>	<b>4,958</b>	<b>-</b>
<b>Total payments</b>	<b>71,669</b>	<b>-</b>	<b>-</b>	<b>71,669</b>	<b>132,016</b>
<b>Net of receipts/(payments)</b>	<b>- 30,714</b>	<b>-</b>	<b>-</b>	<b>- 30,714</b>	<b>13,332</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>121,193</b>	<b>-</b>	<b>-</b>	<b>121,193</b>	<b>107,861</b>
<b>Cash funds this year end</b>	<b>90,479</b>	<b>-</b>	<b>-</b>	<b>90,479</b>	<b>121,193</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	HSBC Building Reserve	22,790	-	-
	HSBC General	10,007		
	HSBC Projects	55,855		
	HSBC Social	1,821	-	-
	HSBC Redundant	6	-	-
	<b>Total cash funds</b>	<b>90,479</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK


	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Swing Door Operator & Control Switch		2,340	-
	Commerical Grade Aluminium Door		2,618	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Alex Pape	20/06/2021