

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2021		31	12	2021

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:

- a) bring together in conference representatives of voluntary organisations, Government departments, statutory authorities and individuals;
- b) 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;
- c) 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. Due to frequently changing rules and guidance, Covid risk assessments were kept under review throughout the year and procedures were adapted accordingly.

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. As a result most regular users have returned and there is signs of recovery from losses and a return to break even.

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. In addition, an air quality monitoring system has been installed throughout the building which will optimise energy and automatically control heat and ventilation.

Any projects which were being discussed prior to the pandemic are still on hold but will be reviewed during the coming year.

The review of the HCA policies and procedures has been completed and they are stored as hard copies and electronically.

The Trustees and members of the General Committee have resumed face to face meetings.

There were some Constitution amendments proposed at the 2021 AGM which were subsequently approved at the following HCA meeting. The amendments were submitted to the Charity Commission who gave approval and the Constitution has been updated accordingly.

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)	Via email	
Full name(s)	Doreen Mary Riches	
Position (eg Secretary, Chair, etc)	Secretary	
Date	11 May 2022	15/05/2022



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Hiltingbury Community Association

**On accounts for the year
ended**

31 December 2021

**Charity no
(if any)**

1089482

Set out on pages

1 and 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31/12/2021**.

**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 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:

Date:

19 May 2022

Name:

FJ Wilde

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

FCCA DChA

Address:

4 Marigold Drive

Bisley

Woking GU23 9SF

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/01/2021

To

Period end date
31/12/2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Lettings Income	63,207	-	-	63,207	39,056
Fundraising/Social/Grants	-	-	-	-	1,875
Interest on Building Reserve	2	-	-	2	24
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	63,209	-	-	63,209	40,955
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	63,209	-	-	63,209	40,955
A3 Payments					
Accountancy Services and Payroll	2,185	-	-	2,185	991
Building Costs	31,477	-	-	31,477	34,272
Employee Costs	20,780	-	-	20,780	16,019
Equipment	1,426	-	-	1,426	196
Insurances	3,472	-	-	3,472	3,532
IT Costs	1,501	-	-	1,501	2,050
Office costs and Other Expenditure	821	-	-	821	1,972
Utilities	7,549	-	-	7,549	7,679
	-	-	-	-	-
Sub total	69,212	-	-	69,212	66,711
A4 Asset and investment purchases, (see table)					
Building Costs Repairs & Maint.	-	-	-	-	4,958
	-	-	-	-	-
Sub total	-	-	-	-	4,958
Total payments	69,212	-	-	69,212	71,669
Net of receipts/(payments)	- 6,002	-	-	- 6,002	- 30,714
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	90,479	-	-	90,479	121,193
Cash funds this year end	84,477	-	-	84,477	90,479

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	22,793	-	-
	HSBC General	22,698		
	HSBC Projects	38,000		
	HSBC Social	980	-	-
	HSBC Redundant	6	-	-
	Total cash funds	84,477	-	-
	(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 (Purchased 2020)		2,340	-
	Commercial Grade Aluminium Door (Purchased 2020)		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	15/05/2022