

**Putson Community Association Ltd**  
**Registered Charity : 1106422**  
**Registered Company : 4887631**

## **Trustees Annual Report 2024**

The primary function of the Putson Community Association is the operation of Saxon Hall as a community facility, available for regular and one-off hire.

The Trustees met bi-monthly to discuss matters relating to the operation of the hall, particularly in light of the potential for a sub-let of part of the premises, currently underused, for an NHS Dental Practice, serving the community of South Wye in general, and the Charity's area of benefit in particular.

In December 2023, the Chair of Trustees met with representatives of AMH Healthcare who considered the possibility of utilising the under-used 'small hall' at Saxon Hall as a dental practice, with the possibility of up to three surgeries and associated ancillary rooms for administration and sanitisation of medical equipment. An analysis of rental income for the small hall over a year or so, revealed that the highest income through hires (excluding the COVID vaccination period) was around £350 a month. The hire to AMH healthcare would provide three-times that income, so Trustees felt that it was an appropriate use of part of our premises, subject to the usual caveats and safeguards, which would be underwritten with a sub-lease. In summary, the Trustees felt that the use of this part of SH would:

- Provide a regular, stable income for a period of between 3 and 7 years [ with a possible extension to 10 years]
- Contribute to our targets for 'community benefit' as detailed in our governing document
- Improve security around the building with a permanent presence of surgery staff and visitors
- Encourage cross-referral to Saxon for hire of premises for events, parties etc

The Hall, being on a long lease from Herefordshire Council, required consent from the authority for the development, and a sub-lease to AMH, plus planning and building control consents. The administrative and legal hurdles were significant and protracted - AMH and PCA had agreed heads of terms early in 2024, but the local authority changed tack on certain areas of the initial agreement, which led to delay.

At time of writing (beyond the year end) the agreements successfully concluded, and work began in February 2025, with rental income of 50% of year 1 payments due until opening.

The large hall and all parts of the 'new-build' of Saxon Hall remain with PCA and are managed as before via our Administrator utilising the Hallmaster online booking system.

The hall continues to have 'core' hirers, who use the premises during the week, leaving the weekends clear for family parties and other one-off events.

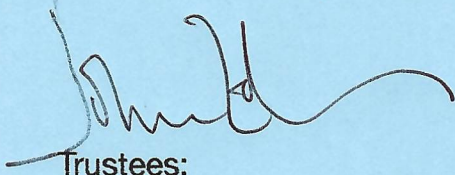
During the year, the maintenance of the grounds has been undertaken by trustees volunteers, although the amount of time required and the modest equipment available means that we are only able to completely control spring and summer growth by applying around 25 hours per fortnight to the task. The trustees have approached the Probation Service, who have assisted in the past. We await contact from them.



The project for the Community Fridge was suspended, and then relocated to Pomona Place in the north of the City. The Trustees regretted having to withdraw support and accommodation for this project, however, there were several episodes of anti-social behaviour, rough-sleeping and littering, which was a cause of concern to hall users. A number of reports of small-scale vandalism and anti-social activity reached the police, who visited Saxon on a fairly regular basis to ensure that the premises were being appropriately used.

The Trustees would like to thank all users for their support and consideration during the year, and for their cooperation in keeping the interior of the hall in the best condition possible.

John Eden  
Managing Director / Chair of Trustees  
Putson Community Association

A handwritten signature in dark ink, appearing to be 'John Eden', with a long, sweeping horizontal stroke at the end.

Trustees:

John Eden  
Lisa Digings [retired 2024]  
Tony Pinwell  
Aubrey Oliver  
Anne Rodger



FOR THE YEAR ENDED 30th SEPTEMBER 2024



THE PUTSON COMMUNITY ASSOCIATION LTD

( A Company limited by Guarantee)

ACCOUNTS

YEAR ENDED 30TH SEPTEMBER 2024

Charity Reg No: 1106422  
Reg. Company No: 4887631

**THE PUTSON COMMUNITY ASSOCIATION LIMITED**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30th SEPTEMBER 2024**

**The Putson Community Association Ltd is a registered charity and a company limited by guarantee incorporated in England and Wales. The charitable company is governed by its memorandum and articles of Association dated 04/09/2003.**

**COMPANY NUMBER:** 04887631

**CHARITY NUMBER:** 1106422

**REGISTERED OFFICE:** SAXON HALL  
HOARWITHY ROAD  
HEREFORD  
HR2 6HE

**BANKERS:** NATIONAL WESTMINSTER BANK LTD  
12 BROAD STREET  
HEREFORD  
HR2 9AH

**TRUSTEES DIRECTORS:** MR. J. EDEN (Chairman)

MR. A. T. OLIVER

MRS. A. Rodger


Mr. A. Pinwell

Ms. K. Hornsey

**SECRETARY:**

**THE PUTSON COMMUNITY ASSOCIATION LTD**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 30th SEPTEMBER 2024**

	2024	2023
	£	£
<b>INCOME:</b>		
Grants and Donations	0	2450
Hall Bookings	36634	30346
Fundraising Events	0	135
Refunds	0	0
Feed in Tariff receipts	399	2411
Interest received	68	74
	<u>37101</u>	<u>35416</u>
<b>EXPENDITURE:</b>		
Staff & Training Costs	19584	18847
Building & Other Insurances	1750	0
Public Liability Insurance	1210	1090
Light and Heat	7819	5495
Water Rates and Rent	1432	1066
Telephone and Broadband	1188	868
Repairs and Renewals	835	3188
Security	181	21
Cleaning Expenses	2807	2700
Fundraising Events	0	672
Sundry Expenses	0	93
Refunds	0	0
Legal	0	0
Printing, Stationery, Postage	134	136
Equipment Hire	0	51
Small equipment	0	940
Accountancy Charges	402	402
Bank Charges		0
Public Performing & Software Licences	2070	2437
Fixtures & Fittings	0	3310
Community Garden	499	884
Matching funds transferred	0	0
Depreciation	3248	3901
Loan interest paid	0	0
	<u>43159</u>	<u>46101</u>
<b>Profit/(Loss) for the year</b>	<u>-6058</u>	<u>-10685</u>
<b>Restricted Funds:</b>		
Grants Received	11600	1519
Matching funds received	0	0
Fundraising & Refunds	0	0
Restricted Funds Income	<u>11600</u>	<u>1519</u>
Restricted Funds Expenditure	182	4382
Donations from Restricted Funds	0	0
<b>Net Restricted Funds</b>	<u>11418</u>	<u>-2863</u>
<b>NET Income Resources</b>	<u>5360</u>	<u>-13548</u>
Funds Brought Forward	<u>39940</u>	<u>53488</u>
Accumulated Funds c/fwd	<u>45300</u>	<u>39940</u>

  
Managing Director.

**THE PUTSON COMMUNITY ASSOCIATION LTD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 30th SEPTEMBER 2024**

	Un Restrict Funds £	Restricted Funds £	Total 2024 £	Un Restrict Funds £	Restricted Funds £	Total 2023 £
<b>INCOMING RESOURCES</b>						
Grants & Donations Received	0	11600	11600	2450	1519	3969
Interest Received	68	0	68	74	0	74
Funds for Capital Projects	0	0	0	0	0	0
Refunds	0	0	0	0	0	0
Feed in tariff receipts	399	0	399	2411	0	2411
<b>FUNDRAISING ACTIVITIES</b>						
Hall Bookings	36634	0	36634	30346	0	30346
Fundraising Events	0	0	0	135	0	135
<b>LONG TERM LOANS</b>						
Solar generating system	0	0	0	0	0	0
<b>YEAR ENDED 30TH SEPTEMBER 2023</b>	<b>37101</b>	<b>11600</b>	<b>48701</b>	<b>35416</b>	<b>1519</b>	<b>36935</b>
<b>OUTGOING RESOURCES</b>						
Administration Expenses	39010	0	39010	36932	0	36932
Fundraising and Event Expenses	0	0	0	672	0	672
Donations made	0	0	0	0	0	0
Matching funds transferred	0	0	0	0	0	0
Garden & Community Projects & Equip	499	182	681	4194	4382	8576
Governance Charges	402	0	402	402	0	402
Depreciation	3248	355	3603	3901	428	4329
Solar Generating system	0	0	0	0	0	0
Loan repayments	0	0	0	0	0	0
Loan interest paid	0	0	0	0	0	0
<b>TOTAL OUTGOING RESOURCES</b>	<b>43159</b>	<b>537</b>	<b>43696</b>	<b>46101</b>	<b>4810</b>	<b>50911</b>
<b>NET MOVEMENT IN FUNDS</b>	<b>-6058</b>	<b>11063</b>	<b>5005</b>	<b>-10685</b>	<b>-3291</b>	<b>-13976</b>
<b>ADD FUNDS BROUGHT FORWARD</b>	<b>30080</b>	<b>6920</b>	<b>37000</b>	<b>40765</b>	<b>10211</b>	<b>50976</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>24022</b>	<b>17983</b>	<b>42005</b>	<b>30080</b>	<b>6920</b>	<b>37000</b>

All incoming resources and resources expended derive from continuing activities:

*John Edrington*  
 Managing Director.



**THE PUTSON COMMUNITY ASSOCIATION LTD**  
**BALANCE SHEET AS AT 30th SEPTEMBER 2024**

2024 JK

2023

**FIXED ASSETS**

Tangible Assets	4	20240	23843
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**CURRENT ASSETS**

Debtors	5	3379	833
Cash at Bank and in hand	6	<u>21640</u>	<u>12452</u>
		25019	13285

**CURRENT LIABILITIES**

Creditors falling due within one year	7	3271	292
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**NET CURRENT ASSETS (LIABILITIES)**

	21748	12993
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**TOTAL ASSETS less CURRENT LIABILITIES**

	<u>41988</u>	<u>36836</u>
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**YEAR ENDED 30TH SEPTEMBER 2022**

**LONG TERM LIABILITIES**

	0	0
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**TOTAL NET ASSETS (LIABILITIES)**

	<u><u>41988</u></u>	<u><u>36836</u></u>
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**CAPITAL AND RESERVES**

**Funds carried forward**

Restricted Funds	24022	6920
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General Funds	<u>17983</u>	<u>30080</u>
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	<u><u>42005</u></u>	<u><u>37000</u></u>
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The Directors statements required by sections 475 (2) and (3) are shown on the following page which forms part of the balance sheet.

4.

John D  
 Managing Director  
 20 June 2025

**THE PUTSON COMMUNITY ASSOCIATION LTD**  
**Balance Sheet (continued)**  
**FOR THE YEAR ENDED 30th SEPTEMBER 2024**

In approving these financial statements as directors of the company we hereby confirm:

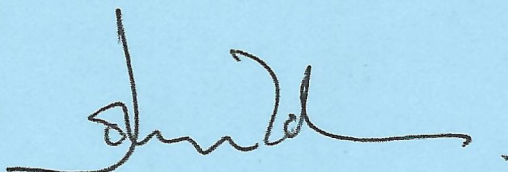
- ( a ) That for the year stated above the company was entitled to exemption conferred by section 477 of the Companies Act 2006;
- ( b ) That no notice has been deposited at the registered office of the company pursuant to section 476 requesting that an audit be conducted for the year ended September the 30th 2015.
- ( c ) That we acknowledge our responsibilities for:
  - 1. Ensuring that the company keeps accounting records which comply with section 386; and
  - 2. Preparing financial statements which give true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395 and which otherwise comply with the provision of the Companies Act relating to financial statements, so far as applicable to the company.

These accounts have been prepared on accordance with the special provisions part 15 of the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective) April 2008) relating to small companies.

The financial statements were approved by the Board on:

30 April 2025

And signed on its behalf by



John Eden

Managing Director

Registration Number 04887631



**THE PUTSON COMMUNITY ASSOCIATION LTD**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30th SEPTEMBER 2024**

**1. ACCOUNTING POLICIES**

**( a ) Basis of Accounting**

The accounts have been prepared on a going concern basis and under the historical cost convention.

**( b ) Fixed Assets and Depreciation**

All non restricted fund assets over £500 are capitalised, depreciation is provided on Fixed Assets on the reducing balance basis at the following rates:-

Plant and Equipment	20%	20%
Kitchen Equipment	15%	15%
Hall Equipment	15%	15%
Office Equipment	25%	25%
Solar Equipment	10%	10%

**( c ) Incoming Resources**

**Grants**

Grants are recognised when the charity becomes unconditionally entitled to the grant.

**Fundraising Activities**

Income from room hire and fundraising activities are included when the services have been delivered.

**( d ) Resources Expended**

Expenditure is recognised on an accruals basis as liability is incurred.

**( e ) Accumulated Funds**

**Restricted Funds**

The charity's restricted funds are those where the donor has imposed restrictions on the use of funds.

**Unrestricted General Funds**

Unrestricted funds are those that can be used in accordance with the charitable objects of the company at the discretion of the trustees.

THE PUTSON COMMUNITY ASSOCIATION LTD  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th SEPTEMBER 2024

2. GRANTS RECEIVED/MADE

		2024					
		£					
	Activity	Grant	Grant	Matching	Total	Expenditure Remaining	
		2024	bfwd	Funds		2024	
Herefordshire Council	Solar Light	11600	0	0	11600	0	11600
CO-OP 1% (2019/20/21/22/23)	Various	0	1023	0	1023	0	1023
CO OP	Community Hub		2484	0	2484	0	2484
National Lottery	children swings project		0	0	0	0	0
Herefordshire Council	Community fund		959	0	959	182	777
Other			-83	0	-83	7	-90
		11600	4383	0	15983	189	15794



**THE PUTSON COMMUNITY ASSOCIATION LTD**  
**NOTES TO THE FINANCIAL STATEMENTS - Continued**  
**FOR THE YEAR ENDED 30th SEPTEMBER 2024**

	2024	2023
	£	£
Wages, NIC, Pensions	19584	18847

None of the Trustees/Directors received any remuneration during the year.

The number of people employed during the year was 3 (2022 3)

**4. FIXED ASSETS**

	Total £	General £	Restricted £	Total £	General £	Restricted £
Cost at 1 October	62082	50642	11440	53675	42235	11440
Additions at cost	0	0	0	8407	8407	0
Cost at 30th September	62082	50642	11440	62082	50642	11440
Depreciation at 1st October	38239	28888	9351	33910	24987	8923
Charge for prior year's assets	1747	1392	355	2010	1582	428
Charge for current year's assets	1856	1856	0	2319	2319	0
Total Charge for the year	3603	3248	355	4329	3901	428
Depreciation at 30th September	41842	32136	9706	38239	28888	9351
NET ASSETS AT 30-09-2024	20240	18506	1734	23843	21754	2089
NET ASSETS AT 30-09-2023	23843	21754	2089	19765	17248	2517

**5. DEBTORS AND Prepayments**

	£	£
Hall Bookings	3379	833
Donations	0	0
	3379	833

**6. CASH AT BANK AND IN HAND**

	£	£
Nat West - Reserve Account	1919	4362
Nat West - Current Account	3927	3714
NatWest - Restricted Funds Account	15774	4356
Cash in Hand	20	20
	21640	12452

**7. CREDITORS**

	£	£
Trade Creditors	3271	292
Income Tax, NIC,Pension	0	0
Finance repayments due in next 12 months	0	0
	3271	292