



Bearwood Community Centre Association

Registered Charity No. 1118753

Annual Report for 2020

Management Committee:

Chair	Vacant
Vice Chair	Marcelino Scott-Farnell
Treasurer	Vacant
Secretary	Vacant
Membership Secretary	Vacant

Les Fountain
Pip James
Lois Taylor
Celia Mitchener
Roger Luffman
David Brown

BCP Council Rep.	Cllr Richard Burton
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Centre Manager	Lynn Rowe
Acting Secretary	Lynn Rowe
Acting Membership Secretary	Lynn Rowe
Minutes Secretary	Lesley Scotter

Bearwood Community Centre Association (BCCA)

Registered Charity No. 1118753

Annual Report for 2020

The Bearwood Community Centre Association Management Committee is responsible for the Community Centre building under the terms of a lease with BCP Council (Formerly - Poole Borough Council). This entails:

- the day to day running of the centre
- managing the Association's finances and administration
- a continuing programme of works to maintain and improve the physical condition of the premises
- continuing to make the Centre more accessible and engaged with the local community

In 2020, despite the loss of 3 out of 9 of the Trustees, the Association continued to manage the growing activities effectively and efficiently in the Centre and to develop what can be offered to the local community.

In January & February the Bearwood Community Centre maintained the continuation of regular activities, with the existing groups and the number of visitors coming to the centre every week. Functions such as children's parties and family celebrations had a record number of bookings for the coming months and because of this, the Association's operating income was predicted healthy and continuing its steady increase, providing more funds to re-invest in improving the facilities and equipment available to groups and individuals using the Centre.

COVID caused the centre to be closed in March, then, in line with Government restrictions and recommendations from April through to December was a mixed period of activities, with a further shutdown at the end of 2020.

The Centre's staff are a Centre Manager, responsible for bookings and the general management of the centre as well as the relationships with all the groups using the premises and a cleaner, both are part-time roles.

The following pages of this report detail the main areas of activity during 2020. The major achievements in 2020 have been to:

- continue the high standard of maintenance and improvements on the premises
- invest further in the equipment within the Centre.
- continue to work in partnership with the Bearwood Social Club (BSC)

There is still potential for the Centre to grow and develop further and a lot of desire and need within the area for even better facilities, activities, and events to meet the needs of the Community, whose ages range from Toddlers to the Senior members.

The vision of creating a vibrant and active Community Centre of which the residents of Bearwood can be proud becomes more of a reality each year and is now well on the way to achieving this aim.

The Association still set their sights higher and continue to consider how to expand and what can be done for more people to benefit from a first-class centre.

Administration of the Association and the Community Centre

A key part of this activity is to efficiently manage the administration of the centre to support its continuing growth and to meet the various demands placed on the Centre as a public venue and as a Registered Charity.

Management Committee & Trustees

The Management Committee also act as the Trustees of the Association.

Honorary Officers and other committee positions

Due to the absence of Chair, Secretary and Treasurer it fell upon the Centre Manager to perform essential functions during the pandemic to maintain the running of the Centre.

Meetings

Due to a National Lockdown, there was no AGM in 2020.

There were 3 meetings of the Management Committee during 2020, (January, February & August) the proceedings of which have been recorded by the Minutes Secretary in signed minutes.

The sub committees did not meet in 2020.

Membership

The annual membership was separated from the Social Club. The annual membership fee for 2020 is £5 and comprises mainly of members who hire facilities at the Centre. Whilst the Social Club now has a separate membership, they continue to contribute £5 per member to the Community Centre. This contribution was waived for 2020.

Organisation Structure and Constitution

The Association is an unincorporated association and Registered Charity no. 1118753 as of April 2007. The Association operates in accordance with our revised Constitution which was approved by members at the AGM in April 2006.

Engagement with supporting organisations

The BCCA is conscious that it will not be able to achieve the long term aims without the active involvement and support of a range of agencies that advise, guide, and facilitate any development. To this end the Association are actively engaged with various departments at BCP Council as well as Community Action Network (CAN). Membership of CAN has continued to access all the advice and support needed for the management of an active public building.

Licensing

Throughout the year the Centre has been licensed with the local authority to offer all forms of regulated entertainment in the Community Centre. The Community Centre does not hold an alcohol licence, feeling that it is sufficient for this to be restricted to the Social Club, however it is registered with the local authority as a food business able to serve tea, coffee, drinks and snacks in the refurbished lounge and youth centre.

Lease

BCCA agreed and signed a 35-year lease on the building in March 2007 and have a good working relationship with BCP Council to ensure both parties are abiding by the terms of the lease and fulfilling the necessary requirements for the maintenance and upkeep of the building.

Insurance cover

Insurance cover for the premises, contents and liabilities has been in effect throughout the year for both the Community Centre and Social Club parts of the building, including Public Liability cover of £10m as required by the Council's lease. Review of insurance cover was carried out and is in place until 2021, when it will go out to tender.

Policies

The Association currently has a Smoking Policy, Environmental Policy, Equal Opportunities Policy and Expenditure Policy. Further policies will be agreed as required.

Relationship with Bearwood Social Club

There were no meetings with the Social Club Committee during 2020. The Centre Manager worked in constant communication with the Social Club Secretary, Treasurer and Bar Manager throughout 2020 as restrictions and advice were changing constantly.

Meeting our legal obligations

The Management Committee are aware of their responsibilities in running the centre in compliance with the wide range of laws and regulations influencing the Association's activities, including Charity Law, Licensing Regulations, Health and Safety Law, Fire Safety, Environmental Health, building regulations, the Disability Discrimination Act and Data Protection Act. Compliance with these laws and regulations has influenced the Committee's discussions and decisions throughout the year and have sought assistance from CAN, the BCP Council and other bodies where necessary.

The committee is conscious that the need for legal advice and guidance will be ongoing and will take this up when required.

All these activities have been essential for ensuring the proper and transparent governance of the Association in support of their position as a registered charity.

Pandemic Activity

Disabled Access

Plans for building a disabled access/ramp from the car park to the main entrance continued in 2020 after planning permission was granted in January. A Funding application to Entrust was successful to the value of £25,000 towards the cost of building it.

BCP Council were contacted at the start of lockdown requesting permission to proceed with the building of the disabled ramp as the Centre was closed and funding was in the BCCA's account, however an amendment to the Lease was required to cover a metre of neglected shrubbery in the corner of the Council's car park. For whatever reason, permission was refused, which resulted in a very frustrating year trying to enhance a BCP Council property (at no cost to them) for the access of disabled users.

Virtually all of 2020 was taken up chasing both the BCP Council and BCCA solicitors. It soon became an overly protracted and prolonged procedure with both solicitor's blaming each other for not receiving the necessary information. Both Solicitors were asked to copy BCCA into all correspondence, which neither complied, so it was extremely difficult to establish exactly what was being done and by whom. COVID was continually used as the excuse for emails not being answered or received and whenever either were called the relevant parties were never available as everyone was working from home.

All Other Tasks Completed

Appointed Sharon Raymond to address the absence of a Treasurer.

Change of Bank Account and signatories.

Utility suppliers changed and all credits refunded to the Bank Account.

Main Hall floor resurfaced.

Main toilets, corridor & inner porch flooring replaced.

Deep cleaning of Centre.

Decorated the Bridge Youth Hall.

Decorated the Lounge.

Replaced Lounge light fittings with LED's.

Main men's toilets had all the plumbing in the urinals replaced.

Re upholster the armchairs in the Bridge Youth Hall.

Replaced the stolen sound system in the Bridge Youth Hall.

New cellar door in the Social Club.

New kitchen doors in the Social Club.

Two new manhole covers and repair of third in the cellar of the Social Club.

New hand dryer in the Disabled toilet.

Update internet, google maps, and hirer profiles on Website.

Full electrical check.

Legionnaire check completed.

Successful conviction of intruder that stole from & damaged the Bridge Youth Centre.

Community Involvement

The pandemic restricted developments of the Centre. However, it has offered the opportunity to help, advise and support members especially during the changing restrictions.

Looking ahead, with the new housing developments locally, the size of Bearwood is growing such that there is even more potential to increase visitors and activities so the future will be focussed on this aim.

Sadly, we have lost the Bearwood Community Centre and Social Club Magazine that ceased due to the reduced number of able Trustees.

The website has been updated to includes profiles of the groups offering the various activities at the Centre.

Vision for the future

Our vision is of creating a vibrant and active Community Centre of which the residents of Bearwood can be proud.

There is still great potential for delivering improved community facilities and activities which meet the needs of the people of Bearwood, but this has not stopped us setting our sights higher and we continue to consider how to expand what we do in order that more people can benefit from a first-class community facility.

The achievements over the past fifteen years have provided the basis for achieving this vision and combined with our plans for future development and the significant investment we are continuing to make, this will position Bearwood Community Centre to be a valuable and beneficial resource for the Bearwood community and a place of which we can all be proud.

Finances - Treasurer's Report for 2020

While the revenue income of the Association was decreased in 2020, expenditure on non-capital items remained roughly the same. this was due in part to wage costs.

Total Income of £71228.96 including a £25,000 Covid grant, £14,790 Youth Toilet Grant and £2,000 from the BCP Council in 2020.

Total Expenditure of £58,656. (£6,201 capital).

A deposit of £3,000 was made to improve the disabled access into the Centre (this has yet to be completed).

We have a policy to pay all our invoices promptly.

As the Centre has more groups using our facilities any problems with late payment of hire fees, results in steps being taken to collect these sums to prevent an accumulation of amounts outstanding.

We still have a reserve account of £31,000.

Most regular outgoings are paid by monthly direct debit to even out cash flow and any invoices for other items are paid promptly.

The Association is grateful to the BCP Council for the grant of full relief of business rates under their discretionary grant scheme. This is equivalent to a grant of some £10,000 and without this continuing assistance the Association's finances would be in considerable jeopardy.

BEARWOOD COMMUNITY CENTRE ASSOCIATION INCOME & EXPENDITURE

1 January 2020 to 31 December 2020

BALANCE BROUGHT FORWARD INCOME			£	39,033.07
		3,690.00		
Club Contribution	£	0		
Function	£	1944.50		
Membership Fees	£	5895.00		
		17039.4		
Rent Income	£	6		
Publicity	£	0.00		
		42660.0		
Other Income	£	0		
Transfer from Deposit	£			
				71228.96
TOTAL INCOME			£	

				--
				110262.03
			£	
EXPENDITURE				
Hand heater	£	210.00		
Sound Tec	£	609.00		
CCTV	£	110.40		
Exterior Door	£	1810.00		
Disabled Access	£	3000.00		
Down Lights	£	168.00		
Kitchen Units	£	294.00		
TOTAL Capital Expenditure	£		£	6201.40
				20,920.00
Centre Management Fee			£	0
Cleaning			£	9,420.00
Cleaning Materials			£	817.63
Contract Renewal			£	144.78
Insurance			£	3,234.49
Miscellaneous Expenses			£	1675.50
Mobile Top Up			£	683.84
Donations			£	670.00
Web Site			£	1914.00
Charity			£	
Petty Cash Disbursements			£	400.00
Repairs and Maintenance				
Others	1,736.75			
Plumbing	55.00			
Electrical	770.92			
Floor Maintenance	2,412.00			

Redecoration/BW	3,308.00		
TOTAL Repairs and Maintenance		£	8282.67
Subscription		£	
Stationery		£	118.15
Utilities			
Electricity	£	-206.20	
Gas	£	2310.00	
Telephone	£	744.00	
Water	£	1326.00	
TOTAL Utilities			4173.80
<i>Transfer to Deposit</i>			
			58656.2
TOTAL EXPENDITURE		£	6
BALANCE CARRIED FORWARD			51605.7
		£	7
RESERVE BANK ACCOUNT	31,194		
Held in Petty Cash	57.95		

Acknowledgements

BCCA would like to record their grateful thanks to the very able Centre Manager, Lynn Rowe, who has continued to ensure the smooth running of the centre and

makes sure the maintenance of good relationships with the groups using the centre as well as with the members and visitors, while at the same time working towards the future development of the activities. Our extra appreciation to her during this pandemic year for the added pressure and commitment she has taken on in ensuring that government guidelines were in place, advising hirers and reading endless Risk assessments to enable a safe environment for all. Also, fulfilling the role of Secretary & for taking over the invoicing for the year.

We would also not be able to carry on with our continuing success without the quiet, consistent, and excellent standard of work of our cleaner, Mark Hope, and we are very grateful to him for maintaining a clean and pleasant facility for all our visitors and coping with the increasing cleaning procedures of the centre.

The committee have worked with various organisations during the year, and we should like to record our thanks to them for their support.

- **CAN** for their substantial support in providing advice, guidance, and encouragement.
- **All our numerous suppliers and contractors** during our ongoing developments.
- **Amanda Nicholls - BCP Council Community Liaison Officer** for her continued support to our Centre Manager.

There are several people we would like to thank for their support in the last year:

- **Sharon Raymond** for stepping in and rescuing our accounts at a difficult time.
- **Alan Hart** as our Auditor for taking the time to study and report on our financial position.
- **Leslie Legg** is consistently available to advise our Centre Manager.
- **Lesley Scotter** who has ably performed the role of Minutes Secretary throughout the year.
- **Bearwood Social Club committee and members** for their cooperation with the Association.
- **Bearwood Social Club bar manager (Jody), cleaner (Carol) and bar staff** for supporting and being there for our Centre Manager.
- **All the groups using the centre, their leaders, and members** for their continuing support.
- **All the volunteers** who have given their time to the Community Centre in so many ways.

Bearwood Community Centre Association

Large Print requirements

If you would like copies of this Annual Report in large print, please contact the Secretary who will be happy to arrange this for you.

Bearwood Community Centre Association.

Telephone: 07975627515



**Bearwood Community Centre
King John Avenue
Bearwood
Bournemouth
Dorset
BH11 9TF**

bearwoodcca@hotmail.co.uk

www.bearwoodcommunitycentre.co.uk

	Money in	Money Out	Total held in PC
11/20/2020 Withdrawn	400.00		
11/04/2020 Vodafone		51.49 Mobile	
11/04/2020 The Range		11.98 cleaning & batteries	
11/17/2020 HP Ink		7.99 Ink	
11/17/2020 Timpson		10.50 Key cut	
11/17/2020 HP Ink		7.99 Ink	
	400.00	89.95	310.05
12/04/2020 Vodafone		64.74 Mobile	
12/05/2020 Bearcross		125.00 5 gifts	
12/16/2020 HP Ink		9.99 Ink	
12/18/2020 S C Cleaner		50.00 cash gift	
12/20/2020 I cloud		2.37 Oct-Dec	
	310.05	252.10	57.95

BCCA CASH FLOW

Cash Book Balance b/fwd		Actual 39,033.07	Actual 39,048.90	Actual 41,856.93	Actual 42,127.21
EXPENDITURE		January	February	March	April
Direct Debits	DAY				
Pennon Water Services	1st	58.50	58.50	58.50	58.50
Wessex Water Sewage	1st				
BT Phone 581843	5th	62.00	62.00	62.00	62.00
Gas	15th	210.00	210.00	210.00	210.00
Electricity	15th	228.00	228.00	228.00	228.00
Insurance	26th	321.69	321.69	321.69	321.69
Cleaning		785.00	785.00	785.00	785.00
Web Site		18.00	18.00	378.00	18.00
Centre Management Fee		1,500.00	1,500.00	2,420.00	1,500.00
Miscellaneous		780.50			
Mobile Top-up		43.21	43.15	55.99	
Contract Renewals					
Repairs and Maintenance					
Plumbing					
Electrical		128.92			
Others				247.50	
Floor Maintenance				912.00	
Decoration BWS					
Donations/Subscription		520.00			
Cleaning Materials				103.20	
Stationery		16.98	69.88	7.99	
Contract Renewals					
Capital Expenditure					
Water Heater					
Sound Tech					
CCTV					
Exterior Door					
Disabled Access			3,000.00		
Down light					
Hall tables/Chairs/China					
Install Kitchen unit					
Petty Cash Disbursements					
Total Expenditure		4,672.80	6,296.22	5,789.87	3,183.19
INCOME					
Hire Income		1,997.63	2,695.75	4,400.15	945.50
Functions		1,171.00	623.50		
Publicity					
Social Club Contribution		700.00	700.00	850.00	850.00
Membership Fees Share			5,085.00	810.00	
Miscellaneous Income		300.00			
Odds		520.00			
Total Income		4,688.63	9,104.25	6,060.15	1,795.50

Cash Book Balance	39,048.90	41,856.93	42,127.21	40,739.52
Unpresented cheques		518.70	168.00	168.00
Current A/c Bank Balance	39,048.90	41,338.23	41,959.21	40,571.52
Deposit A/c Bank Balance	31,170.53	31,170.53	31,181.46	31,181.46

JANUARY TO DECEMBER 2020 Final version.

Actual 40,739.52 May	Actual 62,068.50 June	Actual 55,488.73 July	Actual 52,124.55 August	Actual 47,425.12 September	Actual 44,880.67 October	Actual 55,472.35 November
136.50	136.50	136.50	136.50	136.50	136.50	136.50
62.00	62.00	62.00	62.00	62.00	62.00	62.00
210.00	210.00	210.00	210.00	210.00	210.00	210.00
228.00	228.00	228.00	228.00	228.00	-	2,383.86
		324.68	324.61	324.61	324.61	324.61
785.00	785.00	785.00	785.00	785.00	785.00	785.00
18.00	18.00	18.00	378.00	18.00	36.00	418.00
1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	2,556.25	2,043.75
				150.00	370.00	
119.83					211.66	
144.78						
					55.00	
				642.00		
			1,162.32	45.00	150.00	131.93
1,500.00						
	3,308.00					
			150.00			
66.36	164.27	100.00			383.80	
23.30						
						210.00
					609.00	
						110.40
						1,810.00
	168.00					
					294.00	
						400.00
4,793.77	6,579.77	3,364.18	4,936.43	4,101.11	6,183.82	4,258.33
427.75			237.00	1,556.66	1,890.50	882.52
55.00					95.00	
590.00						
25,050.00					14,790.00	2,000.00
26,122.75	-	-	237.00	1,556.66	16,775.50	2,882.52

62,068.50	55,488.73	52,124.55	47,425.12	44,880.67	55,472.35	54,096.54
168.00	742.00	642.00	642.00	1,088.00	2,662.33	
61,900.50	54,746.73	51,482.55	46,783.12	43,792.67	52,810.02	54,096.54
31,181.46	31,189.83	31,189.83	31,189.83	31,194.15	31,194.15	31,194.15

Actual		
54,096.54		
December	Totals	
136.50	1,326.00	
	-	
62.00	744.00	
	2,310.00	
125.66 -	206.20	
324.61	3,234.49	
785.00	9,420.00	
578.00	1,914.00	
1,900.00	20,920.00	
375.00	1,675.50	
210.00	683.84	
	144.78	
	-	
	55.00	
	770.92	
	1,736.75	
	2,412.00	
	3,308.00	
	670.00	
	817.63	
	118.15	
	-	
	-	
	210.00	
	609.00	
	110.40	
	1,810.00	
	3,000.00	
	168.00	
	-	
	294.00	
	400.00	
<u>4,496.77</u>	58,656.26	Vertical total
	<u>58,656.26</u>	Horizontal total
	-	
2,006.00	17,039.46	
	1,944.50	
	-	
	3,690.00	
	5,895.00	
	42,140.00	
	520.00	
<u>2,006.00</u>	71,228.96	Vertical total
	<u>71,228.96</u>	Horizontal total
Balances c/fwd		

51,605.77

51,605.77

51,605.77

31,194.93

BEARWOOD COMMUNITY CENTRE ASSOCIATION
INCOME & EXPENDITURE
1 January 2020 to 31 December 2020

BALANCE BROUGHT FORWARD £ 39,033.07

INCOME

Club Contribution	£	3,690.00
Function	£	1944.50
Membership Fees	£	5895.00
Rent Income	£	###
Publicity	£	0.00
Other Income	£	###
Transfer from Deposit	£	

TOTAL INCOME £ 71228.96

£ 110262.03

EXPENDITURE

Hand heater	£	210.00
Sound Tec	£	609.00
CCTV	£	110.40
Exterior Door	£	1810.00
Disabled Access	£	3000.00
Down Lights	£	168.00
Kitchen Units	£	294.00

TOTAL Capital Expenditure £ 6201.40

Centre Management Fee	£	20,920.00
Cleaning	£	9,420.00
Cleaning Materials	£	817.63
Contract Renewal	£	144.78
Insurance	£	3,234.49
Miscellaneous Expenses	£	1675.50
Mobile Top Up	£	683.84
Donations	£	670.00
Web Site	£	1914.00
Charity	£	
Petty Cash Disbursements	£	400.00

Repairs and Maintenance

Others	1,736.75
Plumbing	55.00
Electrical	770.92
Floor Maintenance	2,412.00
Redecoration/BW	3,308.00

TOTAL Repairs and Maintenance £ 8282.67

Subscription

Stationery £ 118.15

Utilities

Electricity	£	-206.20
Gas	£	2310.00
Telephone	£	744.00

Water	£	1326.00
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<i>TOTAL Utilities</i>		4173.80
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<i>Transfer to Deposit</i>		
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TOTAL EXPENDITURE	£	58656.26
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BALANCE CARRIED FORWARD	£	51605.77
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RESERVE BANK ACCO	31,194
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Held in Petty Cash	57.95
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Independent Examination Checklist

Direction 1

Check whether the charity is eligible to have an independent examination.

Income is reported as £71,228.96 and so is above the threshold for external scrutiny, but well below the threshold for an audit. The aggregate value of the Charity's assets is £51,605.77 which also is less than the audit threshold. The governing document does not require an audit. There are no subsidiaries.

Direction 2

Check for any conflict of interest that prevents the examiner from carrying out their independent examination.

I have no personal or financial involvement in the Charity.

Direction 3

Record your independent examination.

See below.

Direction 4

Plan the independent examination.

I am familiar with the overall structure of the Charity and its accounting procedures, having examined the accounts for several years prior to this one. No significant changes have been made to the way it operates.

Direction 5

Check that accounting records are kept to the required standard.

I have checked the accounting records, and I believe that there are no significant matters of concern.

Independent examiner's report to the trustees of Bearcross Community Centre ('the Trust')

I report to the trustees on my examination of the attached accounts of the Bearcross Community Centre Trust (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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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

Signed:



Name: A R Hart, B.Sc London University

Address: Flat 10 St James Court, 26 The Avenue, Poole, Dorset. BH13 6BF.

Date: 12 November 2021.