

**TRUSTEES' ANNUAL REPORT FOR THE PERIOD**  
**FROM 1ST APRIL 2020 TO 31ST MARCH 2021**

**SECTION A**

**REFERENCE AND ADMINISTRATION DETAILS.**

**Charity Name** Paxcroft Mead Community Centre

**Registered Charity Number** 1123423

**Charity's Principal Address** 17, Hackett Place,  
Hilperton,  
Trowbridge,  
Wiltshire.  
BA14 7GW

**Names of the charity trustees who managed the charity.**

Jonathan Hawkes	Chairman/Bookings	Whole Year	Elected
Rosemary Hawkes	Secretary	Whole Year	Elected
Karen Pugh	Treasurer	Whole Year	Elected
Alan Jales	Vice Chair/Maintenance	Whole Year	Elected
Mark Gamble	Member	Whole Year	Elected
Paddy Reeves	Maintenance	Whole Year	Elected
Michael Pugh	Maintenance	Whole Year	Elected
Alan Thirlwell	Maintenance	Whole Year	Elected

**Names of Custodian Trustees.**

Hilperton Parish Council	Whole Year
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**SECTION B**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Description of Charity's Trusts.**

Type of governing document: Deed of Trust dated 22nd January 2008

How the charity is constituted: Trust

Trustee selection methods: Election, Appointment, and Co-option

**Additional Governance.**

Training of Trustees: Induction Pack

## **SECTION C**

## **OBJECTIVES AND ACTIVITIES.**

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

The Property and the trust fund and its income shall be applied for the purposes of a community centre for the use of the inhabitants of the area of Paxcroft Mead without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, including use of the property for meetings, lectures and classes or other forms of recreation and leisure time occupation in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants.

### **Summary of the main activities undertaken in relation to the above objects.**

We have: -

- Managed and maintained the Community Centre for the benefit of the residents of Paxcroft Mead, and the wider community of Hilperton and Trowbridge.
- Facilitated the use of the Centre by and for the local community.
- Generated income to manage and maintain the Centre, through publicising and promoting the use of the Centre by residents, community, and commercial organisations.
- Promoted the use of the Centre for events, such as family fun days, multi-cultural events, and performance arts projects, for the special benefit to the community.
- Promoted the community of Paxcroft Mead and its links with the wider local community through the Centre's website ([www.paxcroftmead.org.uk](http://www.paxcroftmead.org.uk)).
- Ensured adherence, within the Centre, to health and safety guidelines.
- Liaised with representatives of external organisations, and other key partners, to ensure that the local area of the Centre (i.e. Hackett Place), and indeed the estate itself, continues to be a safe and pleasant environment.

**Due to the COVID-19 lockdowns and limitations we have been unable to host our normal activities this year. However, much improvement work has gone on in the building making it better for when we can re-open.**

The Mead Social Club also uses our premises and is an anchor tenant of the Centre has also been unable to operate during the pandemic. We also act as an evacuation point for the Busy Bees Nursery which is located next to the Centre.

## **SECTION D**

## **ACHIEVEMENTS AND PERFORMANCES.**

These were covered by the Chairman's annual report, which is reproduced below: -

### **PAXCROFT MEAD COMMUNITY CENTRE. CHAIRMAN'S ANNUAL REPORT - APRIL 2020 to MARCH 2021.**

We started the year having been forced to close the Centre due to the COVID-19 outbreak and in consequence had to cancel all advanced party bookings along with our regular users. Initially this situation was quite worrying as we had no idea when we would be able to re-open fully. We had hoped to be able to re-open in July 2020, but this did not happen. With the building being closed, our utility costs substantially reduce and thanks to our charity status we do not pay business rates. The utilities are the main costs of running the building.

Although we were able to partially open for a few periods during 2020 it was only for small exercise type activities.

To help with the finances, our Treasurer applied for Government funding, and we were fortunate to receive a £10,000 grant (via Wiltshire Council) which helped enormously. This was followed by several other grants covering various aspects of running a business. We are also grateful to Wiltshire Council for giving us maximum relief on the business rates.

This has meant our end of year finances are in particularly good shape.

While the building was shut, it did make it easier to organise necessary maintenance tasks.

These were: -

- Fitting hand sanitizer stations and signage in each of the toilets, foyer, kitchen and both halls
- All toilet flush and fill valves were replaced
- Boiler repairs and leaking pressure valve replaced
- Decorate toilets
- Fit stainless steel panel below serving hatch to protect the wall

Now the building is over 20 years old, parts of the building are beginning to wear out. Over the coming months we will be reviewing what needs to be done and prioritise anything urgent.

One thing the past year has taught us is the value of technology that can be used to host meetings virtually. To this end I will be proposing an Amendment to the Deed of Trust to allow virtual management and general meetings. (Sections 12.9 and 14.10)

I would like to record a big thank you to the members of the committee who have assisted with running the building. Thanks also go to our cleaner Marie Clift who opens the Centre each weekday.

I would particularly like to thank all the officers for their time, support, and efforts over the past year.

We are fortunate to have such a strong team of volunteers willing to put in the time and effort to run the Centre so smoothly. We are still under strength and would welcome some new volunteers.

Jonathan Hawkes. Saturday, 3<sup>rd</sup> July 2021

## **SECTION E**

## **FINANCIAL REVIEW.**

We have continued to maintain our reserves at a healthy level and our financial position is sound. The audited account totals show a surplus of £13180 for the year. Although our hall hire income was almost nothing, the COVID related grant aid received together with the reduction in outgoings largely covered what we would have earned in hire fees.

With the Centre getting older, we expect to spend more on the renewal of various elements of the Centre. We continue our plan to become greener, continuing to install energy efficient lighting where practical and replacing the old and inefficient heaters. The ethos of establishing a substantial reserve will assist with this, although the Centre will apply for grant funding where possible.

## **SECTION G**

## **DECLARATION.**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees.**

**Signature 1**



**Full name**

**Jonathan Hawkes**

**Position**

**Chairman**

**Signature 2**



**Full name**

**Rosemary Anne Hawkes**

**Position**

**Secretary**

**Date**

**06/07/2021**

# ***Mike Denning Accountancy***

## ***Accountancy and Bookkeeping Services***

**26, Orchard Way, North Bradley, Trowbridge, Wiltshire, BA14 0SU**

**Tel' and fax (01225) 774371 Email : mikedenning61@gmail.com**

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**PAXCROFT MEAD COMMUNITY CENTRE**

**REGISTERED CHARITY No. 1123423**

**ACCOUNTS AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31st MARCH 2021**

PAXCROFT MEAD COMMUNITY CENTRE

REPORT OF THE ACCOUNTANT

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In accordance with instructions given, I have carried out an independent examination of the accounting records shown to me and can confirm that an accurate record of the financial activity of the Association has been kept. From these records, and other information supplied, I have prepared accounts on a receipts and payments basis for the year ended 31st March 2021.

The Association received COVID support grants totalling £19,598 from Wiltshire Council. These were provided with unrestricted use.

The Association has two bank accounts, both with CAF Bank (Charities Aid Foundation). The two accounts have combined funds of £53550.23.

The Association has assets in the form of equipment and furnishings with a cost value of £19759.44. This value comprises of both actual and estimated cost. The assets are a mixture of purchased and donated items.

The Association has known liabilities of £3620.40 made up of £1481.00 customer deposits held, £280.00 (2 years) accountancy fees and £1859.40 room hire fees paid in error by a user group which will be repaid to them.

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Date 6/7/2021

Signed 

26, Orchard Way  
North Bradley  
Trowbridge  
Wiltshire  
BA14 0SU

MICHAEL F DENNING

These accounts were approved by the committee and signed on their behalf by the Chairman, Mr Jonathon Hawkes

Date 6<sup>th</sup> July 2021

Signed  (Chairman)

**PAXCROFT MEAD COMMUNITY CENTRE**

**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31st MARCH 2021**

	<u>Notes</u>	<u>2021</u>	<u>2020</u>
		£	£
<b><u>RECEIPTS</u></b>			
Lettings		5294	21423
Deposits taken (refunded or still held)		40	4726
Deposits taken (retained for damage)		0	0
The Mead Club		1000	1400
Donations/Grants received with restricted use		0	1533
Gifts/donations (unrestricted use)		0	0
Grants (unrestricted use)		19598	0
Fundraising and misc' income		75	0
Payphone income		0	2
Sale of assets		0	0
Bank interest		18	56
		<u>26024</u>	<u>29140</u>
<b><u>PAYMENTS</u></b>			
Deposit refunds		360	5085
Administration	1	1012	1334
Equipment	2	19	399
Building expenses	3	6138	7810
Cleaning and hygiene	4	2284	8780
Utilities	5	2845	5062
Advertising, website and fundraising	6	110	140
Accountancy		0	135
Bank charges		69	65
Other	7	8	50
		<u>12844</u>	<u>28860</u>
<b>SURPLUS / DEFICIT FOR THE YEAR</b>		<b>£ 13180</b>	<b>279</b>

**PAXCROFT MEAD COMMUNITY CENTRE**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31st MARCH 2021**

	<u>2021</u>	<u>2020</u>
	£	£
<b><u>PAYMENTS</u></b>		
<b>1 Administration</b>		
Mileage allowance	12	69
Use of home allowance	10	35
Postage, stationery and computer expenses	168	193
Subscriptions	0	30
Licenses	80	252
Telephone	742	754
	<u>£ 1012</u>	<u>1334</u>
	<u><u>          </u></u>	<u><u>          </u></u>
<b>2 Equipment</b>		
Rubbish bins	19	0
Recycling bins	0	48
Easel and accessories	0	57
Kettles	0	90
Table trolley	0	65
Hoover	0	140
	<u>£ 19</u>	<u>399</u>
	<u><u>          </u></u>	<u><u>          </u></u>
<b>3 Building Expenses</b>		
Insurance	1565	1419
Repairs, renewals and maintenance	3568	4988
Safety compliance (Fire/H & S)	308	287
Security	697	1116
	<u>£ 6138</u>	<u>7810</u>
	<u><u>          </u></u>	<u><u>          </u></u>



**PAXCROFT MEAD COMMUNITY CENTRE**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31st MARCH 2021**

	<u>2021</u>	<u>2020</u>
	£	£
<b>4 Cleaning</b>		
Contractors and materials	1933	6735
Labour	0	1014
Waste disposal	351	1031
	<u>£ 2284</u>	<u>8780</u>
	<u><u>          </u></u>	<u><u>          </u></u>
<b>5 Utilities</b>		
Electricity	1355	2769
Gas	1080	1556
Water	410	738
	<u>£ 2845</u>	<u>5062</u>
	<u><u>          </u></u>	<u><u>          </u></u>
<b>6 Advertising, website and fundraising</b>		
Website	110	140
	<u>£ 110</u>	<u>140</u>
	<u><u>          </u></u>	<u><u>          </u></u>
<b>7 Other</b>		
Display flowers for ladies WC	8	0
Gifts	0	50
	<u>£ 8</u>	<u>50</u>
	<u><u>          </u></u>	<u><u>          </u></u>

PAXCROFT MEAD COMMUNITY CENTRE

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