

TRUSTEES' ANNUAL REPORT FOR THE PERIOD
FROM 1ST APRIL 2021 TO 31ST MARCH 2022

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 (revised 6th July 2021)

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).
- 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: -

CHAIRMAN'S ANNUAL REPORT - APRIL 2021 to MARCH 2022.

We have had another good year at the Community Centre, maintaining a variety of regular users, party, and commercial bookings. Our occupancy rate remains at good levels with several new regular hirers having started in recent months.

We have continued to attract hirers from all over Trowbridge as well as from the surrounding towns in part due to the recommendation of the various activity providers such as About-a-Bounce, Bouncearoo and Active Trowbridge etc.

The Community Centre continues to operate on a very sound economic footing.

We continue to keep our hire rates low. We managed to keep our rates at the same level throughout the year, but they will be increased from 1st April 2023 to keep up with the rise of the fixed costs of running the Centre. Where we can, we have negotiated deals for our gas and electricity supplies which have helped. We are also grateful to Wiltshire Council for giving us maximum relief on the business rates.

We were fortunate to be able to obtain government grants to assist us through the COVID closures which meant we finished the year in quite a healthy situation.

Work continues to keep the building condition to a good standard. A building condition survey was commissioned in February 2022 to give us a professional view of what needs to be done to maintain the building in the coming years. This proved to be a very useful exercise.

During the year we spent just under £10000 to replace both the high- and low-level plastic guttering with continuous aluminium guttering. The downpipes were also changed to metal. This will reduce the maintenance overhead for many years and provides a far more robust installation.

After experiencing several niggling problems, a decision was made to replace the building burglar alarm over the summer. The existing system used BT Redcare to signal any alarms to the Chubb monitoring centre. The new system uses a dual GPRS communications over the mobile network to send the alarms. This means we can look at an alternative broadband supplier as we are no longer tied to a Redcar line. The new system was also supplied with 10 fobs so the system can be set and unset by simply touching the keypad with the fob. This alone has decreased the number of "panic" calls to Chubb.

We suffered some vandalism at the rear of the building where the handrail and retaining wall beside the steps leading up to the Meeting Room fire exit was demolished. This was repaired by a local contractor at a cost of just under £1500.

I would like to record a big thank you to the members of the committee who have assisted with running the building and managing the booking meet and greets.

Alan Thirlwell continues to take the lion's share of welcoming visitors to the Centre along with the rest of the Management Committee

I would particularly like to thank all the officers for their time and effort 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. Monday 4th July 2022

SECTION E**FINANCIAL REVIEW.**

After a turbulent start to the year with COVID keeping us restricted until the middle of 2021, when we finally started to see some income. Albeit slow to start, we still received further COVID grants for the start of the year totalling £10667 which helped. We did spend £16612 on repairs and maintenance including replacing all the external guttering and downpipes.

These expenses have resulted in a deficit for the year of £2545.

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

06/07/2022

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

PAXCROFT MEAD COMMUNITY CENTRE

REGISTERED CHARITY No. 1123423

ACCOUNTS AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31st MARCH 2022

PAXCROFT MEAD COMMUNITY CENTRE

REPORT OF THE ACCOUNTANT

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 2022.

The Association received COVID support grants totalling £10667 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 £51005.43.

The Association has assets in the form of equipment and furnishings with a cost value of £19709.44. 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 £1477.00 made up of £1337.00 customer deposits held and £140.00 accountancy fees

Date5/7/22.....

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

Date5/7/2022.....

Signed..... (Chairman)

PAXCROFT MEAD COMMUNITY CENTRE

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31st MARCH 2022

	<u>Notes</u>	<u>2022</u>	<u>2021</u>
		£	£
<u>RECEIPTS</u>			
Lettings		14536	5294
Deposits taken (refunded or still held)		3148	40
Deposits taken (retained for damage)		52	0
The Mead Club		2200	1000
Donations/Grants received with restricted use		0	0
Gifts/donations (unrestricted use)		899	0
Grants (unrestricted use)		10667	19598
Fundraising and misc' income		0	75
Sale of assets		0	0
Bank interest		9	18
		<u>31510</u>	<u>26024</u>
<u>PAYMENTS</u>			
Deposit refunds		3284	360
Administration	1	1498	1012
Equipment	2	17	19
Building expenses	3	16612	6138
Cleaning and hygiene	4	7207	2284
Utilities	5	4960	2845
Advertising, website and fundraising	6	100	110
Accountancy		280	0
Bank charges		98	69
Other	7	0	8
		<u>34055</u>	<u>12844</u>
SURPLUS / DEFICIT FOR THE YEAR		£ -2545	13180

PAXCROFT MEAD COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2022

	2022	2021
	£	£
<u>PAYMENTS</u>		
1 Administration		
Mileage allowance	123	12
Use of home allowance	25	10
Postage, stationery and computer expenses	106	168
Subscriptions	0	0
Licenses	438	80
Telephone	806	742
	<u>£ 1498</u>	<u>1012</u>
2 Equipment		
Power supply for CCTV	17	0
Rubbish bins	0	19
	<u>£ 17</u>	<u>19</u>
3 Building Expenses		
Insurance	1412	1565
Repairs, renewals and maintenance	11591	3568
Safety compliance (Fire/H & S)	734	308
Security	2874	697
	<u>£ 16612</u>	<u>6138</u>

PAXCROFT MEAD COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2022

	2022	2021
	£	£
4 Cleaning		
Contractors and materials	6313	1933
Labour	167	0
Waste disposal	727	351
	<u>£ 7207</u>	<u>2284</u>
	<u><u>£ 7207</u></u>	<u><u>2284</u></u>
5 Utilities		
Electricity	2598	1355
Gas	2430	1080
Water	-68	410
	<u>£ 4960</u>	<u>2845</u>
	<u><u>£ 4960</u></u>	<u><u>2845</u></u>
6 Advertising, website and fundraising		
Website	100	110
	<u>£ 100</u>	<u>110</u>
	<u><u>£ 100</u></u>	<u><u>110</u></u>
7 Other		
Display flowers for ladies WC	0	8
	<u>£ 0</u>	<u>8</u>
	<u><u>£ 0</u></u>	<u><u>8</u></u>

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Date 5/7/22

Signed 

26, Orchard Way
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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 5/7/2022

Signed  (Chairman)

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Fundraising and misc' income		0	75
Sale of assets		0	0
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