

**TRUSTEES' ANNUAL REPORT FOR THE PERIOD**  
**FROM 1ST APRIL 2024 TO 31ST MARCH 2025**

**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	Part Year	Elected
Alan Jales	Vice Chair/Maintenance	Whole Year	Elected
Paddy Reeves	Maintenance	Whole Year	Elected
Michael Pugh	Maintenance	Part Year	Elected
Letitia McCall		Part 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 6<sup>th</sup> 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](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.

The Mead Social Club also uses our premises and is an anchor tenant of the. 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 2024 to MARCH 2025.**

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. Where we can, we have negotiated deals for our gas and electricity suppliers which have helped to get through this period of inflation. Our energy deal expired last year. Although it was renewed on favourable terms, we were forced to increase our hire charges by a modest amount in January 2025 to cover the increased cost. We are also grateful to Wiltshire Council for continuing to give us maximum relief on the business rates.

Work continues to keep the building condition in good order. The Committee manages many of the small maintenance items, but professional tradesmen are employed when needed.

One such example was the lighting replacement in the main hall which was carried out by Wheelers of Westbury.

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.

I would particularly like to thank all the officers for their time and effort over the past year. In September 2024, Karen Pugh had to resign as treasurer after a number of years of service to the Centre. Julie Adams kindly agreed to take over and has been doing an excellent job since.

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 grateful to David Cavill who joined us as a new committee member, but we are still under strength and would welcome some more volunteers.

Jonathan Hawkes. Tuesday 26<sup>th</sup> August 2025

**SECTION E****FINANCIAL REVIEW.**

As expected with the Community Centre now over 20 years old, most extra spending has covered building maintenance. The major item has been the replacement of the lighting in the large hall. Despite this expenses have resulted in a surplus for the year of £26.

**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

30/12/2025

# ***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 2025**

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 2025.

The Association has two bank accounts, both with CAF Bank (Charities Aid Foundation). The two accounts have combined funds of £47899.13.

The Association has assets in the form of equipment and furnishings with a cost value of £25,205.82. This value is the same as 2024 as there were no additions or disposals in this year. 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 £1675.90 made up of £1535.90 customer deposits held and £140.00 accountancy fees

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Date 2/7/2025

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 Jonathan Hawkes

Date 3rd Sept 2025

Signed  (Chairman)

PAXCROFT MEAD COMMUNITY CENTRE

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31st MARCH 2025

	<u>Notes</u>	<u>2025</u>	<u>2024</u>
		£	£
<b><u>RECEIPTS</u></b>			
Lettings		20883	22836
Deposits taken (refunded or still held)		3880	3051
Deposits taken (retained for damage)		0	0
The Mead Club		0	0
Donations/Grants received with restricted use		0	0
Gifts/donations (unrestricted use)		0	2228
Grants (unrestricted use)		0	0
Fundraising and misc' income		0	0
Sale of assets		0	0
Bank interest		1070	1013
		<u>25833</u>	<u>29128</u>
<b><u>PAYMENTS</u></b>			
Deposit refunds		3649	3403
Administration	1	1531	1570
Equipment	2	0	863
Building expenses	3	6714	7446
Cleaning and hygiene	4	6963	9150
Utilities	5	6679	6824
Advertising, website and fundraising	6	30	126
Accountancy		140	140
Bank charges		65	61
Other	7	35	0
		<u>25807</u>	<u>29583</u>
 <b>SURPLUS / DEFICIT FOR THE YEAR</b>			
		£ 26	-455

PAXCROFT MEAD COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2025

	2025	2024
	£	£
<b><u>PAYMENTS</u></b>		
<b>1 Administration</b>		
Mileage allowance	0	29
Use of home allowance	0	20
Postage, stationery and computer expenses	160	197
Licenses	314	314
Telephone	1057	1009
	<u>£ 1531</u>	<u>1570</u>
<b>2 Equipment</b>		
Ladders	0	65
Teapots	0	48
Defibrillator (50% of cost)	0	750
	<u>£ 0</u>	<u>863</u>
<b>3 Building Expenses</b>		
Insurance	1863	1784
Repairs, renewals and maintenance	2809	3616
Safety compliance (Fire/H & S)	834	1109
Security	1209	938
	<u>£ 6714</u>	<u>7446</u>



PAXCROFT MEAD COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31st MARCH 2025

	2025	2024
	£	£
<b>4 Cleaning</b>		
Contractors and materials	764	7540
Labour	4845	410
Waste disposal	1354	1201
	<u>£ 6963</u>	<u>9150</u>
	<u><u>          </u></u>	<u><u>          </u></u>
<b>5 Utilities</b>		
Electricity	3006	3069
Gas	2824	2917
Water	850	837
	<u>£ 6679</u>	<u>6824</u>
	<u><u>          </u></u>	<u><u>          </u></u>
<b>6 Advertising, website and fundraising</b>		
Website	30	126
	<u>£ 30</u>	<u>126</u>
	<u><u>          </u></u>	<u><u>          </u></u>
<b>7 Other</b>		
G Russell memorial plaque	35	0
	<u>£ 35</u>	<u>0</u>
	<u><u>          </u></u>	<u><u>          </u></u>

PAXCROFT MEAD COMMUNITY CENTRE

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Date 2/7/2025


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