



HIGHWORTH COMMUNITY ASSOCIATION

**9th ANNUAL GENERAL MEETING
FOR YEAR
APRIL 2020 TO MARCH 2021**

MONDAY 24th JANUARY 2022

AT 7.30PM

HIGHWORTH COMMUNITY CENTRE

AGENDA

- 1. APOLOGIES**
- 2. MINUTES OF THE AGM 2019**
- 3. MATTERS ARISING**
- 4. CHAIRMAN'S REPORT**
- 5. TREASURER'S REPORT**
- 6. VICE CHAIR/SECRETARY'S REPORT**
- 7. ELECTION OF TRUSTEES**

Our trustees are:

Paul Newton- Smith	Chairperson
Keith Smith	Vice-Chair/Secretary
Ken Saunders	Treasurer
Ian Webb	
Vicki Stewart	



Highworth Community Association

Minutes

AGM held at the Community Centre 9.00am Monday 16th December 2019

Item		Action
Present	Keith Smith, Paul Newton Smith, Ken Saunders, Ian Webb	
Apologies	Vicki Stewart	
Minutes	Minutes of the last AGM were deemed a true record. Proposed a true record by PNS and seconded by KenS.	
Matters Arising	<ul style="list-style-type: none"> There were no matters arising 	
Chairman's report	<ul style="list-style-type: none"> The chairman presented his report. (copy attached) He emphasised that it had been another very successful year. He particularly thanks KenS and KS who do the brunt of the organisation including booking and keeping the premises well maintained As well we have our 'unsung heroes' who keep the wheels turning: Jane , our cleaner; Joan our administrator; Cindy, whose bookstall has raised over £2000, which is being used to refurbish room 12. As well our three receptionists Tom and Dennis and John 	PNS
Treasurer's report	<ul style="list-style-type: none"> The Treasurer gave the following report (copy attached). The accounts were duly approved. Proposed by IW, seconded by PNS 	
Election of Trustees	<ul style="list-style-type: none"> All the trustees agreed to stand again. 	
	The meeting closed at 9.30am	

Chair's Report.

Well, that year was certainly different! Covid has been a challenge for us all and here at the centre it has been no different. Although the centre was closed to the public for quite a few months the trustees and volunteers still had to maintain the building, keep it clean, heated, and secure and ensure that we were ready to resume business as soon as we were able. I must admit that I found it quite strange to walk around the centre with no-one else around, it was depressing to see all those empty rooms and not hear the classes taking place in the hall.

However, I am pleased to report that the centre is now once again open for business and the trustees have worked hard to ensure that we are Covid compliant' in all areas.

We have already seen a steady stream of clients returning to us and it is good to see and hear people enjoying the facilities we offer once again.

On that note, I would like to take this opportunity to thank our clients over this challenging period but hopefully the worst is behind us now and we can all move forward together.

Everyone should now take a look at our booking calendar where you will be amazed at the diversity of clubs, societies, groups, companies and individuals that use our facilities. They include everything from children's groups to company training sessions. We are also a polling station and a police touchdown point. We offer indoor and outdoor facilities for parties and weddings. We accommodate them all and more and I am proud to be a small part of the group that made all this possible.

I would also like to thank the group of trustees and volunteers who work away behind the scenes. They turn out in all weathers to lock and unlock on a daily basis, they man the office, keep the centre clean, work on the accounts, organise the bookings and other administration issues. One manages and sells books to raise funds for the centre and another manages the team that look after the grounds. The centre really cannot operate without you.

Much has been accomplished and much still needs to be done. This year, as well as maintaining the centre to its usual high standard, we are looking to build upon our commitment to the Sustainable Highworth project. The centre beehives are now well established, and we will soon be preparing the ground for this year's wildflower display. Finally, thank you from me for all your efforts. The comments we get from our clients show that all the effort and hard work is really appreciated.

Here's to a calmer, healthier year for all of us.

Paul Newton-Smith

Chairman

Treasurer's report

The 2020, 2021 financial year was a difficult one. With Covid the centre was closed for most of the year which presented us with major income problems.

Our hire income was only £6,073.80 whilst our expenditure was £20,279.15 leaving a deficit of £14,205.35.

Fortunately, we were eligible for Covid support payments and we received £32,571.57 in grants which allowed us to cover our losses and with COVID continuing carry forward a buffer into the 21/22 financial year.

Of those bookings we did receive, the income was divided 52% from community bookings and 48% from For Profit hire. This is fairly much in line with previous years.

It is apparent that our policy of HIRING space is sound and in a normal year we can expect to more than break even and so far except for this year which to be honest has been exceptional we have always made a profit.

Financially we are sound and have sufficient reserves to continue into the 2021/2022 - 2022/2023 financial years whilst we rebuild our bookings.

Hire costs. The trustees as part of their Annual Review will during the forthcoming year look at hire costs and if necessary, adjust them as seem appropriate.

Ken Saunders

Treasurer.

VICE CHAIR/SECRETARY'S REPORT

The past year has been the most challenging for the Community Centre. With virtually three lockdowns over the period, any reliability of bookings went out of the window. There was no business between March and July. A number of groups tentatively booked from September. With a further lockdown at the end of October, followed by two or three groups putting a toe in the water in December followed by another lockdown in January, it has been almost impossible to keep track of the needs of the many groups we work with.

The most heartening news is that all of our regular groups have stayed loyal and returned to the fold once they considered it was safe to do so. Plus, we have been approached by new groups, who have recognised that we can offer a safe environment for their activities. Although it has been the most difficult year in managing the use of the premises in the safest way possible, our stringent system has proved to be a vote winner for the Highworth residents. I am sure this will pay dividends for the future.

Keith Smith
Vice Chair

Balance sheet for period 01/04/2019 to 31/03/2020

HCA Summary of accounts for period 01/04/2020 to 31/03/2021

		Opening Bal	Closing Bal	Difference	
Assets C/Fd	£0.00				
		Nat West No 1 Acc	£34,528.46	£52,894.68	£18,366.22
		Nat West No 2Acc	£25,653.83	£25,653.83	£0.00
		Cash Book receipts	£0.00	£0.00	£0.00
		Petty Cash Acc	£1.56	£1.56	£0.00
		Totals	£60,183.85	£78,550.07	£18,366.22

Expenditure			Income	Room Hire	For Profit	
Advertising	£0.00				Casual Bookings	£2,916.00
Other Expenditure	£0.00				NotForProfit	£19.80
Housekeeping	-£473.90	3				£3,138.00
Cleaning services	-£7,500.00	1			Donation	£6,073.80
Sanitary disposal	-£196.56	2			Covid Payments	£0.00
Grounds & Maintenance	-£990.46	5			Grants	£32,571.57
Phones	-£894.75	7				£0.00
Insurances/ licences	-£3,282.52	6				£38,645.37
Stationary	-£2.48					
Utilities	-£5,469.20	7				
Refund	-£500.40	4				
water	-£968.88	7				
Donations	£0.00					
Marketing	£0.00					
Furniture	£0.00					
Expenditure	-£20,279.15		Difference	£0.00		
Total Expenditure	-£20,279.15				Total Income	£38,645.37
Outstanding cheques	£0.00					
	-£20,279.15				Income over Expenditure current year	£18,366.22
			2019/20 Income over Expenditure brought forward			£60,183.85
			Total Income over Expenditure			£78,550.07

Represented by

Nat West No 1 Acc	£52,894.68
Nat West No 2Acc	£25,653.83
Petty Cash	£1.56
Cash book	£0.00
Assets	£0.00
Total	£78,550.07



CHARITY COMMISSION
FOR ENGLAND AND WALES

Receipts and payments accounts

CC16a

For the period
from

01/04/2020

To

31/03/2021

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Room Hire	6,074	-	-	6,074	28,610
Donations	-	-	-	-	1,120
other	-	-	-	-	4,195
Covid payments	32,571	-	-	32,571	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	38,645	-	-	38,645	33,925
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	38,645	-	-	38,645	33,925
A3 Payments					
Advertising	-	-	-	-	30
Cleaning services	7,500	-	-	7,500	7,642
sanitary Services	197	-	-	197	365
Housekeeping	474	-	-	474	334
Refunds	500	-	-	500	-
Maintenance	990	-	-	990	8,128
Insurance /Licences	3,283	-	-	3,283	3,593
Utilities	7,333	-	-	7,333	10,643
Other	2	-	-	2	4,616
Equipment	-	-	-	-	770
Donations	-	-	-	-	12,000
Sub total	20,279	-	-	20,279	48,121
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	20,279	-	-	20,279	48,121
Net of receipts/(payments)	18,366	-	-	18,366	- 14,196
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	60,184	-	-	60,184	-
Cash funds this year end	78,550	-	-	78,550	- 14,196

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Nat West No 1 A/c	52,895	-	-
	Nat West No 2 Ac	25,653	-	-
	Petty Cash	2	-	-
	Total cash funds	78,550	-	-
	(agree balances with receipts and payments account(s))			
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets		Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use		Fund to which asset belongs	Cost (optional)	Current value (optional)
	Tables		-	-
	Chairs		-	-
	Computers		-	-
	Heaters		-	-
	Crockery		-	-
	Chair Movers		-	-
	WiFi		-	-
	CCTV		-	-
	Misc		-	-
B5 Liabilities		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		Kenneth Saunders	28/03/2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

Highworth Community Associiion

On accounts for the year
ended

31st March 2021

Charity no
(if any)

1139727

Set out on pages

1 & 2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31

Responsibilities and
basis of report

As the charity's trustees, 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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

** Please delete the words in the brackets if they do not apply.*

Signed:

Joan A Webb

Date:

21/1/2022

Name:

Joan Webb

Relevant professional
qualification(s) or body
(if any):

Address:	26 Lismore Road
	HIGHWORTH
	Swindon SN6 7HU

Section B	Disclosure
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Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

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