



Highworth Community Association

Annual Report

2024 to 2025

15th October 2025

I am pleased to be able to report that the community centre has had another very successful year despite the challenges faced by us all. Bookings continue to grow, with an increasing number from out of area which shows that our deserved reputation for value for money and quality of venue is spreading.

None of this would be possible without the dedicated support of our trustees and volunteers who give up much of their time to keep the centre running. You would not believe the number of things needed to be done to keep a centre of this size open. They keep the centre clean, provide a warm welcome and ensure we remain compliant regarding safety of all our clients and visitors. Special thanks must go to the following, who among other things, carry out these specific tasks. To Joan Webb, who turns out every week to process all the invoices for us, to Keith Smith, who has the unenviable task of keeping track of all the bookings and to Ken Saunders, who keeps track of all our finances.

Our success is also obviously down to our clients, both long and short term, whose continued support is very much appreciated. I am truly amazed at the diversity of the different groups that use the centre contributing to its busy and vibrant atmosphere and long may it continue.

It is with much sadness that I have to report the passing of our fellow trustee Ian Webb. Not only was he a trustee of the centre, but also a very long term friend and ex-work colleague of mine. His sense of humour was legendary and his commitment to the community centre was unquestioned. Thank you Ian for all you did for us, you will be sorely missed.

Finally, after many years I am standing down as a trustee, but hope to remain as a volunteer. I would like to say thank you to all the trustees and volunteers for their support, it has been a privilege to work with you all and I am proud to have played my small part in the opening and running of the centre. I wish you all good luck for the future and may the centre continue to flourish.

Paul Newton-Smith

Chair of Trustees

List of Trustees 2025

Paul Newton-Smith – Chairperson

Keith Smith – Vice Chair and Secretary

Ken Saunders – Treasurer

Tony Houghton – Trustee

Raj Sharma (Sunny) _ Trustee



Treasurers report 2024 to 2025 accounts and Bookings

As can be seen from the accounts, the past year has been somewhat exceptional.

This has been mainly due to our providing space to:

A company whilst they moved base from Highworth to their new project at near Reading.
Coventry City Council for providing space for their children services.

Expenditure

Our Utility costs have been exceptionally high due to the increase costs of both Gas and Electricity.

We have also invested in upgrading our Wi-Fi and internet systems as the original units were starting to fail. The new systems should hold us in good stead for several years to come.

The cost of insurance for the building and our public Liability requirements increased again this year in line with inflation and our PRS/PPL licences are quite costly.

Whilst our income over expenditure (not including projects) was £25,161.24 the majority of that was accounted for by our Hire of dedicated space to the company whilst they moved base, Public Service delivery, and Donations.

Our project expenditure of £6,285.83 has meant that our net profit for the year was £18,875.41. Which has boosted our reserves.

In the forthcoming year we are unlikely to repeat the success of the last financial year.

Utility bills will continue to be high and the recent announcement of the rising cost of our water rates will present a challenge.

Current predictions for the forthcoming year are, that we may well operate at a loss, however I am hopeful that as the year progresses, we will minimise any loss we are likely to make.

Bank Accounts & Investments:



Whilst our bank accounts are healthy there is a need for us to invest money in upgrades to the building. The double glazing is outdated and was in poor condition when we took on the lease. New units would improve insulation and help reduce costs as would replacing the current light fittings with modern LED units, upgrading furniture and persuading our landlords to clean the 100-panel solar array on the roofs of the building the cost of which we may well have to share, as we are experiencing little benefit from the current low level of electricity generation.

Whilst our current balances would allow some of our proposed improvements to take place investment would need to be phased over a period of time and is not appropriate at this stage.

Realistically until the outstanding scheduled works which are the responsibility of the landlord are completed it would be imprudent to invest the quite substantial sums required.

Conservative Approach:

Covid brought home the need to ensure we hold sufficient working capital to cover such an emergency should such arise in the future as it is unlikely that a future government would in the current financial crises be able to make a similar level of grants as were made during the covid crisis.

Finally, I must congratulate our Booking Secretary on yet another Sterling year of effort in retaining our core hirers and attracting more business. Without this effort that was substantial we would not be in the positive financial position we are currently in.

Going forward

We are unlikely to repeat the past years income; hirers come and go but we have managed to retain a core group of hirers.

St. Michaels hall which was temporarily closed appears unlikely to re-open due to costs and we are likely to pick up a few hirers from there who are looking to relocate.

Current projects indicate that the 2025 to 2026 accounts will show a deficit at the end of the forthcoming financial year however it is early stages and the past years have shown that as we pass the 6 months operating stage the gap between income and expenditure decreases month on month.

Finally



Our balances are sound but future plans, as they come on line will inevitably deplete the reserves.

Whilst there is work mentioned above that we would like to carry out, the interior of the building is in good condition and frequent compliments are paid to how well it is kept

Our customer base is sound and our charges reasonable, and in line with other facilities in the area.

The Trustees regularly review the charges and our policy of renting SPACE, works.

Looking at other community facilities that run social clubs etc their income can exceed that of this centre but their running costs tend to show they operate at break even and often at a loss

Kenneth Saunders

Treasurer

Assets C/Fd £0.00

	Opening Bal	Closing Bal	Difference
Nat West No 1	£31,124.62	£48,810.51	£17,685.89
Nat West No 2	£40,000.00	£40,895.52	£895.52
Cash Book rece	£191.00	£485.00	£294.00
Petty Cash Acc	£1.56	£1.56	£0.00
Sum up	£0.00	£0.00	£0.00
Totals	£71,317.18	£90,192.59	£18,875.41

Expenditure

Utilities	£17,346.29
water	-£1,049.54
Phones	-£778.07
Cleaning services	-£6,419.71
Housekeeping	-£702.09
Sanitary disposal	-£224.92
Grounds & Maintenance	£2,749.60
Other Maintenance	-£452.28
Insurances/ licences	-£5,729.69
Inspections	£156.00
Donations	£0.00
IT	-£935.94
Stationary	£0.00
Advertising	£8.00
Refund	-£136.00
Furniture	£0.00

Projects -£36,688.13

Total Expenditure -£42,973.96

£0.00

-£42,973.96

Income

Room Hire	For Profit	£21,777.86
	Not-for-profit	£12,931.50
	Casual Bookings	£4,535.02
	Public Service elivery	£5,252.50
	Private Area	£16,582.49
	Donation	£770.00
	Fund raising	£0.00
	Refunds	£0.00
	Grants	£0.00
	Other	
		£61,849.37

Income/Loss

to date

excluding

projects

£25,161.24

Total Income £61,849.37

Balance Difference check £0.00

TOTAL Income over Expenditure current year £18,875.41

2022/23 Income over Expenditure B/Fd £71,317.18

Represented by total Income over Expenditure £90,192.59

Nat West No 1 Acc	£48,810.51
Nat West No 2Acc	£40,895.52
Petty Cash	£1.56
Cash book	£485.00
Assets	£0.00
Total	£90,192.59

Signed

Kenneth Saunders

Dated

03/11/2025



CHARITY COMMISSION
FOR ENGLAND AND WALES

Receipts and payments accounts

CC16a

For the period
from

01/04/2024

To

31/03/2025

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	61,079	-	-	61,079	35,465
Donations	770	-	-	770	854
other	-	-	-	-	33
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	61,849	-	-	61,849	36,352
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	61,849	-	-	61,849	36,352
A3 Payments					
Advertising	8	-	-	8	-
Cleaning services	6,420	-	-	6,420	5,970
sanitary Services	225	-	-	225	187
Housekeeping	702	-	-	702	882
Refunds	136	-	-	136	400
Maintenance	3,202	-	-	3,202	2,929
Insurance /Licences	5,730	-	-	5,730	4,030
Utilities	19,174	-	-	19,174	22,070
Other	6,441	-	-	6,441	13,263
IT	936	-	-	936	-
Donations	-	-	-	-	500
Sub total	42,974	-	-	42,974	50,231
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	42,974	-	-	42,974	50,231
Net of receipts/(payments)	18,875	-	-	18,875	- 13,879
A5 Transfers between funds		-	-		-
A6 Cash funds last year end	85,197	-	-	85,197	75,674
Cash funds this year end	71,317	-	-	71,317	61,795

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	48,811	-	-
	Nat West No 2 Ac	40,896	-	-
	Petty Cash	486	-	-
	Total cash funds	90,193	-	-
(agree balances with receipts and payments account(s))				

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Tables		-	-
	Chairs		-	-
	Computers		-	-
	Heaters		-	-
	Crockery		-	-
	Chair Movers		-	-
	WiFi		-	-
	CCTV		-	-
	Misc		-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Kenneth Saunders	03/11/2025



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Highworth Community Association

**On accounts for the year
ended**

31st March 2025

**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 .

**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 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

28/11/25

Name:

Joan Webb

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

Address:

26 Lismore Road

Highworth

Swindon SN6 7H

Only complete if the examiner needs to highlight 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.