WINTON HOUSE CENTRE

England & Wales · Charity number 1140306

Details

Status	Registered
Legal form	Charitable company
Company number	07517789
Registered	2011-02-09
Register	View on the Charity Commission register

Contact

Address	Winton House Centre Winton House 18 High Street Petersfield GU32 3JL
Phone	01730266046
Email	info@wintonhousecentre.org.uk
Website	www.wintonhousecentre.org.uk

Activities

Objects: (1) THE PROVISION OF FACILITIES IN THE AREA OF BENEFIT FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABLEMENT, FINANCIAL HARDSHIP OR SOCIAL AND ECONOMICCIRCUMSTANCES OR FOR THE PUBLIC AT LARGE IN THE INTERESTS OF SOCIAL WELFARE AND WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE OF THOSE INDIVIDUALSAND(2) THE PROMOTION OF THE VOLUNTARY SECTOR FOR THE PUBLIC BENEFIT IN THE AREA OF BENEFIT FOR THE PURPOSES OF THIS CLAUSE "THE VOLUNTARY SECTOR" MEANS CHARITIES AND VOLUNTARY ORGANISATIONS CHARITIES ARE ORGANISATIONS WHICH ARE ESTABLISHED EXCLUSIVELY FOR CHARITABLE PURPOSES IN ACCORDANCE WITH THE LAWS OF ENGLAND AND WALES AND "VOLUNTARY ORGANISATIONS" MEANS INDEPENDENT ORGANISATIONS WHICH ARE ESTABLISHED FOR PURPOSES THAT ADD VALUE TO THE COMMUNITY AS A WHOLE, OR A SIGNIFICANT SECTION OF THE COMMUNITY, AND WHICH ARE NOT PERMITTED BY THEIR CONSTITUTION TO MAKE A PROFIT FOR PRIVATE DISTRIBUTION, BUT DO NOT INCLUDE LOCAL GOVERNMENT OR OTHER STATUTORY AUTHORITIES.

Activities: Providing - a centre for the refreshment of the public, an information desk, a contact point for booking volunteer-provided transport for people in need, help and support to local voluntary groups and

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charities by - making available meeting rooms & an office desk, hiring equipment, photocopying and encapsulating facilities, and postbox facilities

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Accommodation/housing, Other Charitable Purposes
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Hampshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-09-30	£126,401	£139,952	-	-
2023-09-30	£254,553	£173,805	-	-
2022-09-30	£101,062	£105,719	-	-
2021-09-30	£97,131	£133,849	-	-
2020-09-30	£84,252	£214,613	-	-

Trustees

Name	Role	Appointed
Dr Richard Peter Phillips CMG	Chair	2023-07-11
Christopher Ronald Golding		2018-09-11
ELAINE DODDS		2025-09-10
JONATHAN WILDERSPIN		2025-07-08
Linda HATHAWAY		2023-09-12
MELANIE HUGHES		2025-11-11
Michael WADDINGTON		2024-03-12
Susan Jeanette Crawford		2022-01-11

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WINTON HOUSE CENTRE

England & Wales - Charity number 1140306

Accounts

WINTON HOUSE CENTRE

RUN BY THE COMMUNITY FOR THE COMMUNITY

Report of the Directors & Trustees

Unaudited Financial Statements

for the year ended

30 September 2024

18 High Street, Petersfield, Hampshire GU32 3JL

Registered Charity No: 1140306

Company Limited by Guarantee

Registered in England No: 07517789

WINTON HOUSE CENTRE

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2024

	Page
Company Information	1
Report of the Directors and Trustees	2
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12

WINTON HOUSE CENTRE

COMPANY INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2024

PRESIDENT	Mrs J M Perry MBE	(died September 2024)
	R M C Venables	(from September 2024)
VICE PRESIDENT	R M C Venables	(to September 2024)
DIRECTORS & TRUSTEES	C J Bevan	(retired November 2024)
who have held office during the	S Brown	(appointed November 2023
	Mrs S J Crawford	
period from 1 October 2022 to	C R Golding	
the date of this Report	Mrs L Hathaway	
	D G Kidd	(appointed January 2024)
	Mrs J Mackarness	(retired July 2024)
	Dr R P Phillips CMG	
	Mrs J C Tickner	
	M Waddington	(appointed March 2024)
	Mrs N A Winter	
STAFF Centre Manager	Ms S E Moss	
Finance Administrator	Miss K A Hithersay	
Community Café Supervisor	Ms P Charlier	
Company Secretary	J W Cleverly ACIB	
Cleaners	G Wey & O Fedorova	
RETAINED BUILDING ADVISER	P Newman MRICS	
REGISTERED OFFICE & PRINCIPAL OFFICE	Winton House 18 High Street Petersfield Hampshire GU32 3JL	
REGISTERED NUMBER	07517789 (England and Wales)	
REGISTERED CHARITY NUMBER	1140306	
ACCOUNTANTS	Sheen Stickland 77 Station Road Petersfield Hampshire GU32 3FQ	

WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2023

The Directors present their Report with the Financial Statements of the Company for the year ended 30 September 2024

INCORPORATION

Winton House Centre is a Company Limited by Guarantee (No: 07517789) and the governing instrument is its Memorandum and Articles of Association. The Company was incorporated on 4 February 2011 and effectively began operations on 1 April 2011. The Trustees are Directors of the Company. It is also a Registered Charity No: 1140306.

PRINCIPAL ACTIVITY

Current structure

Winton House Centre currently has 9 Trustees.
Particulars of the Trustees who served during the year are given on Page 1.
Joyce Perry was the President until her death on 6 September 2024. Robert Venables, previously Vice President, accepted the Board's invitation to become President on 23 September 2024.
The Trustees met every other month as a Board of Trustees. The President, Vice President, Centre Manager and Company Secretary are invited, and the retained Building Adviser also attends as required. There is a Chairman and Hon. Treasurer. The Board has four committees: Buildings & Finance; Governance & Compliance; Personnel; Public Relations. Their meeting times are variable.

Recruitment of Trustees

From time to time, Winton House Centre needs new Trustees. Potential applicants receive an induction pack that includes the Charity Commission Guide for Trustees, the latest Annual Report and Accounts, our Memorandum and Articles of Association (governing document), The Board and Committee Structure, Our Values and Notes on the Role and Qualities required of Trustees. There is an informal interview and then a selection process including vetting as necessary; two references are required. If appropriate, a new Trustee will be allocated a mentor for his/her first six months.

Staff and Volunteers

Centre Manager (16 hours per week), Finance Administrator (20 hours), Community Café Supervisor (16 hours), Cleaners (11 hours), Company Secretary (as required). There are also some 80 volunteers from the town and surrounding area who give their time and their skills to help others, to staff the Community Café and the Office, to assist with the maintenance of the building and garden, and to support other activities undertaken by the Centre.

Charitable Objects

(1) The provision of facilities in the area of benefit for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of those individuals
and
(2) The promotion of the voluntary sector for the public benefit in the area of benefit. For the purposes of this clause "the voluntary sector" means charities and voluntary organisations. Charities are organisations which are established exclusively for charitable purposes in accordance with the laws of England and Wales and "voluntary organisations" means independent organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution, but do not include local government or other statutory authorities.

How do we achieve these?

- We run Winton's Community Café daily from 10:00 am to 1:30 pm Monday to Friday, staffed entirely by volunteers, that offers a safe and secure meeting place on the High Street where people can find friendship and support. We aim to provide good, wholesome food at low prices and we have many regular visitors. The Café holds an "Excellent" rating for Food Hygiene from East Hampshire District Council and all the volunteers receive accredited Food Hygiene training in house in order to keep costs down. It is used as the 'pick up' and 'drop off' point for the local Age Concern minibus each week. Groups also meet regularly in the Café.

- We maintain an Information Desk that is staffed by volunteers from 9:30 am to 3:30 pm Monday to Friday. We have a data bank of information for the use of members of the public and we can refer enquirers to other charities and voluntary organisations as their needs require.

- We host Petersfield Voluntary Care Group who arrange transport for people in need e.g. to take them to GP or hospital appointments. Our volunteers take details of all the requests for help and for transport and we act as a collection and delivery point for volunteer drivers. Behind each request there is a human story; many callers have particular concerns or worries, and our volunteers are trained to listen, respond with patience and give people the time they need. It is plain from the comments of callers that this service is seen as essential to many people and widely appreciated.

- We also host Age Concern, Petersfield and District. We let enquirers know about local Age Concern services and an Age Concern representative can always be contacted to provide further information.

- Up until November 2023, we provided an annual schedule of Outings for the Over 65s. Many older people in the town may not be able to get out to meet other people, socialise or even go shopping. This programme is designed for them, and we were able to take up to 10 people at a time, with support from our volunteers. It was agreed to merge our Outings with those being run by Age Concern, and to assist them with the increased responsibilities, a payment of £3,500 was made to Age Concern from our relevant Restricted Fund.

- We offer a central meeting place for use by individuals and local voluntary groups. They can meet together, hire rooms or a wide range of resources and use our facilities. We also host local charity Home-Start Butser which supports families with young children. Many voluntary groups hold their meetings here or hire rooms on an ad hoc basis. We also provide support in other ways: the Café is available for hire on Saturday mornings for fundraising events; groups can have a photocopying account with us, or purchase stationery in bulk at cost prices; we help some groups to set themselves up by providing reduced room hire rates for a period of time until they become established; we promote the work of groups by having their leaflets and posters on display; we offer a postal address. We really do believe that as we help other charities and voluntary groups to meet their aims, we are achieving our own.

- We continue to offer monthly bingo sessions through the year. We have to make a very small nominal charge for transport (provided by the Age Concern minibus) and the prizes are extremely modest, but the emphasis is on socialising and meeting friends. As one member said, 'it gets me out of the house especially on dark winter days and we have a good time'. We have continued to provide a monthly Rummikub session which is enjoyed by its regular participants.

- We offer a monthly "Memory Café" which welcomes those living with dementia and their carers to a friendly afternoon of activities which is enjoyed by all.

- We have provided a series of Men's Basic Cookery Classes with Age Concern and Petersfield Men's Shed.

- We aim to be a focal point for voluntary activity in the town, including giving youngsters over 16 experience of voluntary service (e.g. in the Café), and we support volunteers with learning disabilities.

- We work with voluntary groups in the town to encourage and provide information about services in the area. In addition to welcoming groups to use Winton House as a base on, say, their charity collection days, we try to play a full role in town activities during the year. We take part in the various Petersfield Town festivities by opening the Café and sometimes running an outside stall offering books, plants, toys and the like.

CHAIRMAN'S ANNUAL REPORT YEAR ENDING SEPTEMBER 2024

As in previous years there have been some changes to the WHC Board of Trustees. Jean Mackarness retired in July but remains as a volunteer. We welcomed Stephen Brown, David Kidd and Mike Waddington as new Trustees. I retired as Trustee and Chair of the Board in March having served two four-year terms. Dr Richard Phillips was appointed to take the chair. He was not immediately available. The chair was finally handed over to him in November 2024.
There were no staff changes during the year, but some tenants left which provided a long over-due chance to renovate some of the flats. The Board also began the process of securing planning permission to renovate the façade of the building that faces the High Street. Maintaining a listed building is a costly and never-ending task, but good progress has been made within budgetary limits.
Demand for Room hire has returned to pre covid levels. The Community Café continues to be very popular and has hosted a number of sessions of cooking lessons for young mothers and courses for men.
Sadly, Joyce Perry, one of the key founders of the Winton House Centre, died in September. There was a very good representation of Trustees and staff at her funeral in the United Reformed Church. Robert Venables has agreed to take the role of President of WHC. As a tribute to the charity's founders, Courtyard Room 1 is renamed the Perry Room, and Courtyard Room 2 is now the Venables Room.
Charles Bevan, Retired Chair WHC

CENTRE MANAGER'S ANNUAL REPORT YEAR ENDING SEPTEMBER 2024

Winton House Centre (WHC) has the responsibility of maintaining a grade 2 listed building with offices, flats and community rooms.
The office continued to deliver advice and support, services for Petersfield Voluntary Care Group, desk space for Age Concern Petersfield, WHC room bookings and activities.

Governance Charles Bevan completed his second term as a Trustee in March. Dr Richard Phillips was appointed as Chair, but he was unable to take up the role until November 2024. Charles remained Chair for this period.
A proposal was made for a deputy chair/vice chair to be appointed. A change may be required to Memorandum and Articles of Association.
Sub committees were reassessed: Building and Finance were combined, Public Relations reviewed with promotion of WHC to be its objective, using social media.
Trustee Awayday was organised and subsequently booked for 17 October 2024
Policies are being updated on SharePoint

Volunteers
We recruited 15 volunteers this year.
Once again, we thank our front desk volunteers without whom we would not be able to provide services to the community of Petersfield.
Advice and support on a daily basis are provided. It is accessible on the internet, however, much of our client base do not have access or skills to obtain information.
We continue to take the transport requests for Petersfield Voluntary Care Group.
Linda Dicker took over the office rota and training for office volunteers.
Winton Community Café provides a safe environment in our community. The commitment by our café volunteers is amazing, they deal with food hygiene regulations, food preparation, cooking, taking payments, and in addition the many special needs of our customers and volunteers.
From April 2024 Pippa Charlier, café administrator, added to her responsibilities the recruitment, and management of all volunteers.
Christmas Tea Party 2023 took place on 13 December. Chair, Charles Bevan thanked everyone for their commitment to Winton House Centre. An excellent tea was provided and a quiz.
Strawberry Tea Party July 2024 was a volunteer celebration tea party. Catlin and Will, local students, provided musical entertainment with Love Song to Linden Lea. Pimm's and cream tea were enjoyed and also the regular quiz. Chair, Charles Bevan, presented long service certificates to volunteers and thanked all volunteers for their dedication to Winton House Centre.

Staff
My report thanks volunteers, without whom we could not deliver the café and services. Behind the scenes and enabling this to happen are our employees. WHC has six paid staff, all of whom volunteer extra hours.
Alice, Finance Officer, took on the finance role from Jim. She has managed the transfer of accounts from Sage to XERO. A considerable task which she has mastered skilfully.
Pippa, Winton Café Administrator, added managing all volunteer applications and training to her role. Pippa not only manages volunteers, but ensures their roles are meaningly full.
Jim continues as Company Secretary, supporting Alice. His knowledge of the accounts and building is invaluable.
Graham and Ohla keep the rooms clean and help set up for activities.

Property/Building management

Property valuations - reinstatement and commercial valuations were undertaken.
Building survey - This resulted in an update of previous reports identifying a number of areas requiring works, e.g. buildings front façade, flat windows and ventilation.
Further tests of the existing mortar mix were undertaken and consultation carried out with the Conservation Officer.
Tenders for the works were received from four contractors. Concerns regarding the requirement for these works meant further investigations were needed.
Fire Alarms – currently managed by Churches Fire Security, a number of issues currently under review.
Sale of land (off Folly Lane) was completed.

Room renaming
Sadly, Joyce Perry our President and a founder of Winton House Trust passed away in September 2024. Robert Venables who facilitated the forming of the current Winton House Centre has accepted the role of President.
In memory of Joyce Perry Courtyard Room 1 has been renamed Perry Room and in acknowledgement for all the work and commitment from Robert Venables, Courtyard Room 2 has been renamed Venables Room.

Management of flats
Williams of Petersfield commenced the contract to manage the flats in October 2023.
The handover from the previous agent was not smooth but managed well.
Surveys of the flats were undertaken and issues identified, which are planned to be resolved.
Incremental increases in rents have been introduced.
Flats 7 and 9 became vacant, they required considerable update and improvements have been made and both flats subsequently let.
Flat 3 provided challenging management. The tenant requested be served with a Section 21 notice, enabling him to be a priority for rehousing in more suitable accommodation.

Garden
Petersfield in Bloom Awards, we are delighted to receive the Gold Award for our garden. Thank you to our volunteer gardeners
The Judas Tree has fungal decay and will require removal, application has been made to EHDC.

Winton Community Café
New signage on the windows and entrance doors launched another busy year.
Sale of the dresser enabled additional tables and seating to be added. Other improvements included black board for cakes and specials. Purchase of a coffee machine allows us to offer a variety of coffees from cappuccino to espresso.
Food waste via Neighbourly the food charity. We now receive weekly free food from Aldi and Lidl.
An additional fridge freezer and a food storage cupboard on the ground floor have provided easier access to stores food.
Once again, we thank our wonderful volunteers who enable the provision of this excellent Community Café. It is not just a café, it is an important community support provision for Petersfield.

Social media
WHC web site and Facebook. We have continued to update both these with news and information. The appointment of Mike Waddington as Trustee and volunteer with Shine Radio has increased our presence on our local radio station.

Training
Trustee Training Day WHC facilitated in partnership with Community First Wessex.
Charities that WHC engage with were invited to send delegates. John Goodyear, Petersfield Counselling Services, Petersfield Men's Shed and Willow Almshouses all participated.
Food Hygiene Three new volunteers completed Food Hygiene level 1. Ten new volunteers and eighteen current volunteers undertook Food Hygiene Level 2.
NHS Online Dr Richard Kershaw GP Swan Surgery delivered a session on how to access NHS information online in partnership with Age Concern Petersfield and Petersfield Voluntary Care Group. It was attended by Sarah Moss and WHC office volunteers.

Networks
The Chair and Manager attended Community First Wessex Annual General Meeting.
A trustee/ staff member attends the monthly Petersfield Agencies Working Together.

Fundraising
Bridge lunch was held July 2024. It was organised by trustee David Kidd. The excellent lunch was prepared by Jenny Tickner and volunteer cooks. Raffle supported funds raised £550 to purchase multimedia equipment. This is now installed.
100 Club The fund has continued to provide a source of income to Winton House Centre.
A Christmas Hamper provided by Janet Coninx. John Leete provided a quiz.

Partnership/ Collaboration projects:
Petersfield Voluntary Care Group (PVCG)
Hosted at Winton House Centre, PVCG provides volunteer drivers to take people to medical appointments, hospitals, doctors' surgeries, dentists, and ophthalmologists. Also available is shopping for the housebound, prescription collection and delivery.
WHC volunteers take 30 plus requests per week passing onto the co-ordinator.
Petersfield Climate Action Group (PeCan)
Christmas Present Exchange January 2024
173 unwanted Christmas gifts were left in exchange for a token, 80% were exchanged for a wanted gift. The remaining items were donated to Home-Start Butser.
Petersfield Toy Swop June 2024
24 families donated, over 50 toys were exchanged as parents and children took part in a toy swap. The remaining toys were sold and proceeds donated to Home-Start Butser.
Home - Start Butser
Nourish to Flourish
Following a pilot day in the Winton Community Café, family cooking from scratch on a budget. Very successful sessions commenced throughout the year.
Petersfield Christmas Festival
Winton Community Cafe opened for Home-Start Butser to provide activities. Toys remaining from the Toy Swap were sold.
Petersfield Area Churches Together (PACT)
We collected booking forms for PACT Christmas Day lunch.
Petersfield Arts and Crafts Society (PACS)
WHC formed a partnership in January 2022.
PACS have provide an art display to the café. Artwork would be ideally representative of, or inspired by, some aspect of Petersfield. Currently there is coffee related wall hangings, which we love and have become fixtures.
Macmillan Coffee Morning
Once again, we opened the Winton Community Café for the coffee morning in partnership with Age Concern Petersfield. Funds raised £320
Sarah Moss, Manager December 2024

REPORTS FROM WINTON HOUSE CENTRE ACTIVITIES
Active Dementia
Monthly, a friendly exercise group for those with dementia and their partners/support workers. This group provides benefits for physical and mental wellbeing and can improve quality of life for people in all stages of dementia. Sessions have between 8 and 16 attendees. Tutor Beth Svarovska delivers the sessions supported by Trustee Sue Crawford.
Sarah Moss

Memory Café
The Memory Café continues to meet on the third Wednesday of each month and has brought pleasure to people living with dementia and their carers. In January we said goodbye to Trevor, a regular attendee from when we first started who loved to sing, but his widow Margaret is now one of our volunteers. We have been joined by volunteer Christine Day.
A highlight of the year has been our participation in the Dementia Festival. Originally planned for June it was rescheduled for October.
Our monthly meetings have a theme and this year they have ranged from School Days to Sheep, from France to the Seaside. Sometimes we have made use of the garden and Jenny has made cakes that reflect our theme. Thanks go to Richard Barnes who leads our singing on his guitar and Phil Russell, who produces a quiz every month.
Amanda Greenlee, Volunteer

Men's Cookery Classes
Held in partnership with Age Concern Petersfield and Petersfield Men's Shed
Blocks of four monthly classes have proved very successful. Supported by volunteer cooks Jenny Tickner (trustee) and Marion Litchfield (volunteer), the men prepare dishes such as spaghetti bolognese or a stir fry. Participants are taken through the recipe steps stage by stage, resulting in a delicious meal. This is then enjoyed with a well earned glass of wine or taken home.
Sarah Moss

Bingo monthly
The afternoons are social occasions, there is always a friendly and appreciative atmosphere.
Bingo sessions take place on the last Friday of the month. Booklets for six games remained at £1 each.
The sessions are run as follows:
Six games are played and at each game a prize is given for 'a line' and for a full house. Prizes are inexpensive items - mostly less than £2 each.
Halfway through the afternoon there is always a break for cake and drinks to be purchased and there is time for conversation.
Thanks must go to all the volunteers, John Leete, Bernard Seaburg, Christine Day, Margaret Stothard and Amanda Greenlee.
Jenny Tickner, Volunteer/Trustee

Rummikub held monthly in Winton Room enables skilled players and leaners to enjoy an afternoon. A popular game, with 106 tiles and jokers. Thanks to volunteers Keith and Dot who are always on hand to help and support new members and to Viv Galvin who volunteers to support the activity
Sarah Moss

Garden Report
A difficult start to the year as we lost the whole of March for gardening due to the bad weather. However, after a year's sabbatical we were able to enter Petersfield in Bloom again and managed to get a gold in our category. Petersfield in Bloom Gold Award
There has been much publicity in the press and on the television about the benefits of gardening for both physical and mental health. This has led to the gardening team gaining several new volunteers to help and enjoy the walled garden. Our thanks to the volunteers: Penny Evans, Mike Fowler, Ann Johnson, Tom King, Denis Lee and Jenny Tickner who have been working hard when the weather permitted to make the garden a pleasant place to visit.
The replanting of the border by the wall which came down last year has flourished and will continue to improve as the shrubs become more established. It is difficult to believe it looked like a building site early last year.
The latest project is the revamping of the compost area. 2 compost bins were donated to us which means the garden refuse can be more contained.
The public like to sit in the garden and seem to enjoy talking to the volunteers and asking questions about the plants which we all try to answer.
Many then enjoy buying the plants which they have seen growing in the garden and sometimes it is difficult to keep up with the demand.
Janet Coninx, Volunteer

Sarah Moss, Manager December 2024

FINANCE

Treasurer's Annual Report year ending September 2024

The period covered by the financial accounts ended 30 September 2024 evidences a mixed picture, with income from the Community Café continuing to improve, with pre-Covid levels of 2019 exceeded for the first time. Our thanks to Pippa Charlier and her Team. Room hire income was broadly in line with 2023 whereas rental income from our flats fell as two units were vacant whilst a complete refurbishment was undertaken.

Expenditure associated with the flats exceeded the annual budget, albeit refurbishment of the two vacant units had not been anticipated when the budget was set.

Winton House Centre is in the fortunate position of having liquid asset reserves that enable us to cover periods when expenditure exceeds income. That said, although reserves currently cover planned property maintenance costs in 2025 and still meet the charity's 'Reserves Policy', Trustees are to focus their attention in 2025 to identify additional sources of income.

Chris Golding, Treasurer December 2024

Winton House Centre Investment Policy Statement

In accordance with the Articles of Association, Winton House Centre (WHC) has the power to deposit or invest funds. The purpose of this Investment Policy is to yield the best financial return on our investments which can then be used to further WHC's Charitable Objects, while doing so at a level of risk agreed by the majority of Trustees.

The investment policy is to be managed by the Buildings & Finance Sub-committee (B&FC) which is accountable to the Board of Trustees. The B&FC will meet at least twice a year to consider whether the investment policy remains appropriate to the requirements of WHC.

Periodically, the B&FC should consider whether an independent / professional review is apposite.

Investment Objectives

For the short term, as defined as less than one rolling year, to be invested in a bank deposit account. This form of investment provides instant access to meet the daily needs of WHC albeit at a relative low rate of interest.

For the medium term, to invest in an Investment Fund that offers two elements:

Distribution/Income which pays out quarterly payments and is key for the normal operation of WHC

Capital Appreciation/Growth which aims to ensure that the value of the investment is maintained and enhanced.

Investment decisions may be taken at any time of year and must be taken collectively and minuted.

Winton House Centre Reserves Policy Statement

Having taken account of the increasing costs associated with maintaining a Grade II listed property, the Trustee Board has determined that the Charity will maintain reserves as follows:

- Emergency Property Reserve: £100,000 to cover significant repairs, e.g. the roof.
- General property reserve: £50,000 to accommodate ongoing repairs and refurbishment.
- General Operational Reserve: £60,000 to cover 6 months' operational expenditure together with unexpected day-to-day costs, e.g. long-term staff sickness, insurance policy excesses or to fulfil contractual obligations.

The Buildings & Finance Sub Committee, reporting to the Board of Trustees, will be responsible for monitoring the reserves policy and for ensuring that the reserves are maintained at the agreed level. The Board of Trustees will review the policy annually.

This Report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 11 March 2025 and signed on its behalf by:

Dr R P Phillips
Director and Chairman

C R Golding
Director and Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WINTON HOUSE CENTRE

I report on the accounts of the company for the year ended 30 September 2024 that are set out on pages 9 to 15.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

Basis of the Independent Examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view", and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

David Sanders BA(Hons) FCA BFP
Chartered Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
Hampshire
GU32 3FQ

Date 29th April 2025

WINTON HOUSE CENTRE

COMBINED STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2024

	Notes	2023/24			2022/23		
		Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
INCOME		£	£	£	£	£	£
Donations	6	834		834	1,645		1,645
Legacies	7	6,210		6,210	140,051		140,051
Income from Charitable Activities	8	48,906	236	49,142	41,911	856	42,767
Income from Activities for Generating Funds -							
i) Rent from letting of Flats		55,488		55,488	55,730		55,730
ii) Fundraising Events and Coffee Mornings		970		970	1,495		1,495
iii) 100 Club		1,030		1,030	1,157		1,157
Investment Income	9	12,727		12,727	11,709		11,709
TOTAL INCOME		126,165	236	126,401	253,698	856	254,554
EXPENDITURE							
Costs of Charitable Activities	10	110,433	3,738	114,171	167,453	252	167,705
Costs of Generating Funds -							
i) Expenditure on Flats to let		24,778		24,778	4,961		4,961
ii) Fundraising Events and Coffee Mornings		403		403	540		540
iii) 100 Club		600		600	600		600
TOTAL EXPENDITURE		136,214	3,738	139,952	173,554	252	173,806
NET INCOME/(EXPENDITURE)		-10,049	-3,502	-13,551	80,144	604	80,748
Unrealised gain on Charitable Property					95,000		95,000
Unrealised gain on Investment Property					75,000		75,000
Unrealised gain on Unlisted Investment		39,656		39,656	3,666		3,666
NET MOVEMENT IN FUNDS		29,607	-3502	26,105	253,810	604	254,414
FUND BALANCES BROUGHT FORWARD		1,427,128	8,631	1,435,759	1,173,316	8,028	1,181,344
TOTAL FUNDS		1,456,735	5,129	1,461,864	1,427,128	8,631	1,435,759

The notes on pages 12 to 16 form part of these financial statements.

WINTON HOUSE CENTRE

BALANCE SHEET
30 SEPTEMBER 2024

	Notes	2023/2024		2022/2023	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	12		1,000,000		1,000,000
Investments	13		292,920		403,264
CURRENT ASSETS					
Debtors	14	2,993		6,615	
Cash at bank and in hand		170,395		30,245	
		173,388		36,859	
CREDITORS					
Amounts falling due within one year	15	4,445		4,365	
NET CURRENT ASSETS			168,943		32,495
TOTAL ASSETS LESS CURRENT LIABILITIES			1,461,863		1,435,759
TOTAL FUNDS					
Unrestricted General Fund	17		1,040,705		1,050,755
Restricted Fund	16/17		5,130		8,631
Unrestricted Fair Value Reserve	17		416,028		376,373
			1,461,863		1,435,759

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2024.

The members have not required the Company to obtain an audit of its financial statements for the year ended 30 September 2024 in accordance with Section 476 of the Companies Act 2006.

The Directors and Trustees acknowledge their responsibilities for:

a) ensuring that the Company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
b) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102 (effective January 2019).

The financial statements were approved by the Board of Directors and Trustees on 11 March 2025 and were signed on its behalf by:

Dr R P Phillips – Director and Chairman

C R Golding – Director and Treasurer

The notes on pages 12 to 16 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024

1. STATEMENT OF COMPLIANCE

Winton House Centre is a Company Limited by Guarantee, and is incorporated in England, company number 07517789. The registered office is Winton House, 18 High Street, Petersfield, Hampshire, GU32 3JL.
The financial statements are presented in sterling, which is the functional currency of the company, and rounded to the nearest pound.
The Charity is a Public Benefit Entity.
The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. ACCOUNTING POLICIES

Accounting convention and basis of preparing the financial statements

These accounts have been prepared using the accruals basis and in accordance with the provisions of the Companies Act 2006 and the Charities Act 2011.
The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard 102 and the relevant Statement of Recommended Practice: Accounting and Reporting of Charities (effective from 1 January 2019).
These accounts have been prepared on the basis that the Charity is a going concern and is likely to continue as such for a period of at least 12 months from the date these accounts were approved. The Trustees reached this conclusion, having carried out an assessment of the principal risks facing the Charity, including those that would threaten its future performance, solvency or liquidity.

Operating Policy

Resources expended are recognised in the period for which they are incurred and are shown inclusive of irrecoverable VAT.
Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.
Legacies are accounted for as income when the receipt of the legacy is probable and when the amount receivable can be reliably determined.
Grants for day-to-day running of the Charity are treated as income in the year in which they are received.
Expenditure on equipment, fixtures and fittings is written off in the year in which it is incurred.

Tangible assets

Freehold property is held at cost. No depreciation is charged in respect of this building as the Trustees consider any residual valuation is likely to be at least equal to its cost.

Investment Property

Investment property is included at its fair value. Any movement arising from changes in fair value is recognised in the Income and Expenditure Account.

Investments

Investments are stated at market value, with revaluation adjustments being taken to the Income and Expenditure Account.

Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement date.

Fund Accounting

The Charity maintains various types of funds as follows :-

a) Restricted Funds
Restricted Funds relate to the Outings for the Over 65s and Resilience Art

b) Unrestricted Funds
General unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 (Continued)

2. ACCOUNTING POLICIES (Continued)

Debtors - Basis of measurement

Room hire	Bookings to September 2024, invoiced but not paid
Other services provided	Usage to September 2024, invoiced but not paid
Rates/Alarm monitoring	Payments in advance for October 2024 to March 2025

Creditors - Basis of measurement

Gas	Cost of energy used to 30 September 2024, but not invoiced
Room hire prepaid	Payments received in advance for bookings from October 2024 onwards
Accountancy	Fee for Independent Examination of 2023/4 Accounts
Other services received	Usage to September 2024, invoiced but not paid

Much of the activity of the charity is carried out by Volunteers. This intangible cost is not included in the financial statements as this voluntary contribution to the work of the charity is incalculable.

3. STAFF/ TRUSTEE REMUNERATION, RELATED PARTY/OTHER TRANSACTIONS

Total cost of salaries and wages	£55,410	*(2022/23*	*£50,522)*
Employer's pension contributions	£431	*(2022/23*	*£96)*
All defined contribution pension costs are allocated to the Unrestricted General Fund			
Average headcount for the year	6.0	*(2022/23*	*4.75)*

No employee earned over £60,000

No Director or Trustee received any remuneration from the Charity. A total of £510 was reimbursed to four Trustees for items purchased by them on the Charity's behalf *(2022/23 £403 to four Trustees)*

There were no Related Party transactions during the year *(2022/23 None)*
There were no unconditional donations from Trustees during the year *(2022/23 None)*

Fee for the Independent Examination of the Accounts £2,000 *(2022/23 £2,000)*

4. TAXATION

The Company is a Charity and is therefore potentially exempt from taxation in respect of income and capital gains received to the extent that such income and gains are applied to exclusively charitable purposes. No provision for taxation has been made in these financial statements.

5. FREEHOLD PROPERTY

The title to Winton House and all its property and land was transferred to the Company at nil monetary value on 4 February 2011. It is currently insured for £3,015,600 as at October 2024 (£2,872,000 at October 2023).

6. DONATIONS

	2023/2024	**2022/23**
	£	£
Petersfield Voluntary Care Group	-	1,000
Memory Café	20	13
Donations in memoriam	-	189
Friends of Winton House	75	25
General Donations	739	418
	834	1,645

7. LEGACIES

The Charity benefitted from the following legacies

	2023/2024	**2022/2023**
	£	£
Bryan Brown	6,210	117,000
Mrs Erica Pilliner	-	23,051
	6,210	140,051

8. INCOME FROM CHARITABLE ACTIVITIES

	2023/2024	2022/2023
	£	£
Receipts from room hire	13,144	13,595
Community Café sales	23,954	19,422
Rental from Ground Floor Offices	6,200	6,200
Outings for Over 65s (**)	236	856
Development/Project income	341	499
Men's Cookery club	110	-
Hosting Age Concern	1,050	-
Hosting PVCG	1,650	-
Active dementia income	191	103
Rummikub income	213	123
Reimbursement of Electricity Costs	-	1,529
Other Income	2,053	439
	49,142	42,766

(**) Relates to Restricted Fund transactions

9. INVESTMENT INCOME

	2023/2024	2022/2023
	£	£
Bank interest	2,113	506
Investment Fund Income Units	10,614	11,203
	12,727	11,709

10. COSTS OF CHARITABLE ACTIVITIES

	2023/2024	2022/2023
	£	£
Pop-In direct costs	8,075	6,858
Business rates	668	723
Water and sewerage	230	268
Heating and lighting	4,834	5,608
Insurance	3,334	6,346
Garden maintenance	1,320	944
Cleaning and laundry	2,619	9,048
Health and safety / Fire alarm	5,306	1,877
Furniture and equipment	2,662	7,304
Building maintenance	4,492	57,620
Consultancy – Building works	960	3,390
Signage	560	79
Memory Café expenses	369	311
Outings for Over 65s (**)	3,738	252
Development/Project expenses	121	345
Men's Cookery expenses	301	-
HSB nourish to flourish	161	-
Rummikub expenses	23	100
Active Dementia class costs	576	275
Donations	2,000	1,071
	42,349	102,419
Support Costs (see Note 11)	71,822	65,285
	114,171	167,704

(**) Relates to Restricted Fund transaction

11. SUPPORT COSTS

	2023/2024	2022/2023
Management and Administration	£	£
Salaries, wages and pension contributions	55,841	50,618
Recruitment costs	-	184
Payroll fees	504	406
Training	1,291	1,907
Administration costs	3,210	3,133
Office volunteer travel	920	-
Staff travel expenses	128	636
Other expenses	1,003	1,186
Information Technology	4,684	4,415
Consultancy fee	2,100	700
	69,681	63,185
Governance Costs – Accountancy	2,141	2,100
	71,822	65,285

12. TANGIBLE FIXED ASSETS

	Property used for Charitable Purposes	Investment Property	Total
	£	£	£
Fair value 1 October 2023	200,000	800,000	1,000,000
Fair value 30 September 2024	200,000	800,000	1,000,000

The freehold property at Winton House consists of the ground floor, which is used for charitable purposes, and 7 flats, which are rented out. The property is included at fair value. The value of the ground floor is based on rateable value, and the value of the flats is based on their rental income. The valuation was provided by Richard Huffer FRICS of Eddisons, Wickham Road, Fareham on 21 December 2023.

If the Tangible Fixed Assets had not been revalued, they would have been included at the following historical cost:

	£
Property used for charitable purposes	100,000
Investment property	680,000

13. FIXED ASSET INVESTMENTS

	Unlisted Investments
COST OR VALUATION	£
As at 1 October 2023	403,264
	403,264
Sales during year	150,000
	253,264
Increase in value during the period	39,656
At 30 September 2024	292,920
NET BOOK VALUE	
At 30 September 2024	292,920

The investment is made up of 14,450.5086 units held in Charities Official Investment Fund (COIF) income units. Fixed asset investments were valued on an open market basis on 30 September 2024 by COIF.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023/2024	2022/2023
	£	£
Trade debtors	2,993	6,188
Prepayments	-	427
	2,993	6,615

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2024 (Continued)

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023/2024	2022/2023
	£	£
Trade Creditors	1,921	4,148
Accruals	2,000	67
Deferred Income	520	150
	4,445	4,365

Deferred Income primarily represents amounts received in advance for room bookings post year end

	2023/2024
	£
Balance as at 1 October 2023	150
Amount released to room hire	-150
	NIL
Amount received for post year-end room hire	520
Balance as at 30 September 2024	520

16. RESTRICTED FUNDS

	Outings for the Over 65's	Resilience Art	Total
Balance at 1 October 2023	7,691	940	8,631
Income for year	236	---	236
	7,927	940	8,867
Expenditure for year	3,738	---	3,738
Balance at 30 September 2024	4,189	940	5,129

17. FUNDS RECONCILIATION

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2023	1,050,754	376,372	8,632	1,435,758
Surplus / (deficit) for the period	-10,049	-	-3,502	-13,551
Increase in value of unlisted investments	-	39,656	-	39,656
Balance at 30 September 2024	1,040,705	416,028	5,130	1,461,863

The restricted funds of £5,130 relating to the Outings for the Over 65s and Resilience Art are held in cash and are part of the cash at bank figure of £170,395 on the Balance Sheet. The Fair Value Reserve is unrealised and therefore not distributable.

FUNDS RECONCILIATION COMPARATIVES

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2022	970,610	202,706	8,028	1,181,344
Surplus / (deficit) for the period	80,144	-	604	80,748
Increase in value of unlisted investments	-	3,666	-	3,666
Increase in value of Charitable Property	-	95,000	-	95,000
Increase in value of investment Property	-	75,000	-	75,000
Balance at 30 September 2023	1,050,754	376,372	8,632	1,435,758

WINTON HOUSE CENTRE

England & Wales - Charity number 1140306

Accounts

WINTON HOUSE CENTRE

RUN BY THE COMMUNITY FOR THE COMMUNITY

Report of the Directors & Trustees

Unaudited Financial Statements

for the year ended

30 September 2023

18 High Street, Petersfield, Hampshire GU32 3JL

Registered Charity No: 1140306

Company Limited by Guarantee

Registered in England No: 07517789

WINTON HOUSE CENTRE

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023

	Page
Company Information	1
Report of the Directors and Trustees	2
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12

WINTON HOUSE CENTRE

COMPANY INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2023

PRESIDENT	Mrs J M Perry MBE	
VICE PRESIDENT	R M C Venables	
DIRECTORS & TRUSTEES who have held office during the period from 1 October 2022 to the date of this Report	C J Bevan	
	Mrs S J Crawford	
	S Brown	(appointed November 2023)
	C R Golding	
	Mrs A J Greenlee	(retired May 2023)
	Mrs L Hathaway	(appointed September 2023)
	D G Kidd	(appointed January 2024)
	Mrs J Mackarness	
	Dr R P Phillips CMG	(appointed July 2023)
	Mrs J C Tickner	
	M Waddington	(appointed March 2024)
	Mrs N A Winter	
STAFF Centre Manager	Ms S E Moss	
Finance Administrator	J W Cleverly ACIB	(to March 2023)
	Miss K A Hithersay	(from April 2023)
Asst Finance Administrator	Miss K A Hithersay	(to March 2023)
Community Café Supervisor	Ms P Charlier	(from January 2023)
Company Secretary	J W Cleverly ACIB	(from April 2023)
Cleaner	G Wey	
RETAINED BUILDING ADVISER	P Newman MRICS	
REGISTERED OFFICE & PRINCIPAL OFFICE	Winton House 18 High Street Petersfield Hampshire GU32 3JL	
REGISTERED NUMBER	07517789 (England and Wales)	
REGISTERED CHARITY NUMBER	1140306	
ACCOUNTANTS	Sheen Stickland 77 Station Road Petersfield Hampshire GU32 3FQ	

WINTON HOUSE CENTRE - REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 30 SEPTEMBER 2023

The Directors present their Report with the Financial Statements of the Company for the year ended 30 September 2023.

INCORPORATION

Winton House Centre is a Company Limited by Guarantee (No: 07517789) and the governing instrument is its Memorandum and Articles of Association. The Company was incorporated on 4 February 2011 and effectively began operations on 1 April 2011. The Trustees are Directors of the Company. It is also a Registered Charity No: 1140306.

PRINCIPAL ACTIVITY

Current structure

Winton House Centre currently has 10 Trustees.
Particulars of the Trustees who served during the year are given on Page 1.
Joyce Perry is the President and Robert Venables is Vice President.
The Trustees met every other month as a Board of Trustees. The President, Vice President, Centre Manager and Company Secretary are invited, and the retained Building Adviser also attends as required. There is a Chairman and Hon. Treasurer. The Board has four committees: Buildings & Finance; Governance & Compliance; Personnel; Public Relations. Their meeting times are variable.

Recruitment of Trustees

From time to time, Winton House Centre needs new Trustees. Potential applicants receive an induction pack that includes the Charity Commission Guide for Trustees, the latest Annual Report and Accounts, our Memorandum and Articles of Association (governing document), The Board and Committee Structure, Our Values and Notes on the Role and Qualities required of Trustees. There is an informal interview and then a selection process including vetting as necessary; two references are required. If appropriate, a new Trustee will be allocated a mentor for his/her first six months.

Staff and Volunteers

Centre Manager (18 hours per week), Finance Administrator (20 hours), Community Café Supervisor (13½ hours), Cleaner (5 hours), Company Secretary (as required). There are also some 80 volunteers from the town and surrounding area who give their time and their skills to help others, to staff the Community Café and the Office, to assist with the maintenance of the building and garden, and to support other activities undertaken by the Centre.

Charitable Objects

(1) The provision of facilities in the area of benefit for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of those individuals
and
(2) The promotion of the voluntary sector for the public benefit in the area of benefit. For the purposes of this clause "the voluntary sector" means charities and voluntary organisations. Charities are organisations which are established exclusively for charitable purposes in accordance with the laws of England and Wales and "voluntary organisations" means independent organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution, but do not include local government or other statutory authorities.

How do we achieve our Charitable Objects?

- We run Winton's Community Café daily from 10:00 am to 1:30 pm Monday to Friday, staffed mainly by volunteers, that offers a safe and secure meeting place on the High Street where people can find friendship and support. We aim to provide good, wholesome food at low prices and we have many regular visitors. All the volunteers receive accredited Food Hygiene training in house in order to keep costs down. It is used as the 'pick up' and 'drop off' point for the local Age Concern minibus each week. Groups also meet regularly in the Café.

- We maintain an Information Desk that is staffed by volunteers from 9:30 am to 3:30 pm Monday to Friday. We have a data bank of information for the use of members of the public and we can refer enquirers to other charities and voluntary organisations as their needs require.

- We host Petersfield Voluntary Care Group who arrange transport for people in need e.g. to take them to GP or hospital appointments. Our volunteers take details of all the requests for help and for transport and we act as a collection and delivery point for volunteer drivers. Behind each request there is a human story; many callers have particular concerns or worries, and our volunteers are trained to listen, respond with patience and give people the time they need. It is plain from the comments of callers that this service is seen as essential to many people and widely appreciated.

- We also host Age Concern, Petersfield and District. We let enquirers know about local Age Concern services and an Age Concern representative can always be contacted to provide further information.

- We provided an annual schedule of Outings for the Over 65s. Many older people in the town may not be able to get out to meet other people, socialise or even go shopping. This programme is designed for them, and we are able to take up to 10 people at a time, with support from our volunteers.

- We offer a central meeting place for use by individuals and local voluntary groups. They can meet together, hire rooms or a wide range of resources and use our facilities. We also host local charity Home-Start Butser which supports families with young children. Many voluntary groups hold their meetings here or hire rooms on an ad hoc basis. We also provide support in other ways: the Café is available for hire on Saturday mornings for fundraising events; groups can have a photocopying account with us; we help some groups to set themselves up by providing reduced room hire rates for a period of time until they become established; we promote the work of groups by having their leaflets and posters on display; we offer a postal address. We really do believe that as we help other charities and voluntary groups to meet their aims, we are achieving our own.

- We continue to offer monthly bingo sessions through the year. We have to make a very small nominal charge for administration and the prizes are extremely modest, but the emphasis is on socialising and meeting friends. As one member said, 'it gets me out of the house especially on dark winter days and we have a good time'. In response to popular demand, we have also introduced a monthly Rummikub session which is enjoyed by its regular participants.

- We offer a monthly "Memory Café" which welcomes those living with dementia and their carers to a friendly afternoon of activities which is enjoyed by all and a monthly Active Dementia group.

- We aim to be a focal point for voluntary activity in the town, including giving youngsters over 16 experience of voluntary service (e.g. in the Café), and we support volunteers with learning disabilities.

- We work with voluntary groups in the town to encourage and provide information about services in the area. In addition to welcoming groups to use Winton House as a base on, say, their charity collection days, we try to play a full role in town activities during the year. We take part in the various Petersfield Town festivities by opening the Café.

CHAIRMAN'S REPORT 2023

During the year there were a number of changes to the WHC Board. In May, Amanda Greenlee retired as a Trustee after completing 12 years of dedicated service to the Centre. A little later Richard Phillips became a Trustee and he was then followed by Linda Hathaway. They bring a wealth of experience in managing community institutions to the Board. The new regime of holding meetings every two months rather than monthly, and in the evenings rather than midday, seems to be working well.

There have also been a number of staff changes during the year. Jim Cleverly has stepped down as the Finance Administrator, but will continue to be Company Secretary to the Board. Jim was a founding member of the Winton House Centre and will forever be remembered as the rock on which much of the Centre was built. His position has been ably taken over by Alice Hithersay, who had been his assistant for two years. The other major change was the appointment of Phillipa Charlier as Manager of the Pop-In tea room, now renamed Winton's Community Café. We are delighted that she has joined us and is already showing signs of getting to grips with organising the volunteer rota and modernising the management of the Café. Footfall is still gradually creeping up but has yet to reach pre-pandemic levels.

The other big news of the year was the rebuilding of the wall along the Folly Lane, parts of which fell during the very cold spell in February. Fortunately, no one was hurt and there was little property damage other than to the wall itself. I would like to record my appreciation for all the hard work done by staff and trustees in getting the wall rebuilt and for the bequest received earlier in the year that contributed substantially to the cost of the rebuild. I was pleased to receive a commendation award for our services to the community on behalf of the Centre from the Petersfield Society at its Annual General Meeting in September. Finally, a big word of thanks to our Volunteers, without whom we would not exist.

OUR MISSION
Winton House Centre is a charitable facilitator which exists to help the people of Petersfield and the surrounding area by providing facilities for social interaction, both directly and indirectly, and by supporting other charities.

The Trustees have complied with their duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Charles Bevan

CENTRE MANAGER'S REPORT

Winton House Centre (WHC) The office continued to deliver services for Petersfield Voluntary Care Group, desk space for Age Concern Petersfield, room bookings, our activities and advice and support services.

100 Club

New members were found and they continue to provide a source of income to Winton House Centre.

Pop In Community Café

It has been a busy year with many new volunteers trained to Food Hygiene Level 2. Pippa Charlier joined in January as administrator. The challenging rota has kept her busy, and changes and improvements are gradually being made. A real coffee machine was introduced, and new menus. September saw the change in name to ***Winton's Community Café***

Older Persons' Outings

Outings included visits to Stansted House, Gunwharf Quays and Uppark. We are grateful for the use of the Age Concern Petersfield minibus.

From 2024 remaining funds ring fenced for Older Persons' Outings will be transferred to Age Concern Petersfield to help them to continue with their outings and develop them further.

Social media

We have continued to update both our website and Facebook with news and information.

CENTRE MANAGER'S REPORT *(continued)*

Volunteers

A volunteer/trustee recruitment day was held in October in Petersfield Market in partnership with Home-Start Butser, Petersfield Voluntary Care Group and Age Concern Petersfield. Recruitment of new volunteers has been challenging, however the year ended with twelve new Pop-In and Office volunteers.

Christmas Volunteer Tea Party 8 December. Charles thanked all for their commitment to Winton House Centre. An excellent tea was provided and a quiz.

The annual Strawberry Tea was postponed until September due to the closure of the garden. It was held on a sunny day, with excellent fare and a quiz. Also included was a thank you to Amanda Greenlee for her 12 years' service as a Trustee.

Training

WHC facilitated a Trustee Training Day in partnership with Community First Wessex.

Charities that WHC engages with were invited to send delegates - Home-Start Butser, John Goodyear, Petersfield Voluntary Care Group and Willow Almshouses all participated.

It was an informative day and feedback was excellent about both the venue and the lunch.

First Aid - two staff have undertaken training.

Food Hygiene - 12 new volunteers undertook Food Hygiene Level 2 this year.

Understanding Dementia - a training session was held in November which was well attended by volunteers.

Networks

The Chair and Manager attended Community First Wessex Annual General Meeting.

The Manager now attends Petersfield Agencies Working Together.

Awards

Petersfield Society awarded the Owl Award 2023 to Winton House Centre. Designed and made by George Taylor of The Edward Barnsley Workshop, the Owl is awarded annually for significant contributions to the character of Petersfield and/or surrounding villages.

Partnership/ Collaboration projects

Petersfield Climate Action Group (PeCAN)

Christmas Present Exchange

Tokens were issued for 100's of unwanted Christmas gifts and theses were then exchanged for a wanted gift.

Petersfield Toy Swap

Again, unwanted toys were donated and a token issued. Over 50 toys were exchanged as parents and children took part in the swap. The remaining toys were to be sold at Petersfield Festivities in December and funds from this donated to Home-Start Butser.

Home - Start Butser

Nourish to Flourish

We held a pilot day in the Pop-In Café for family cooking from scratch on a budget. This was very successful and three sessions will commence in the Autumn.

Petersfield Christmas Light Switch On

25 November - All families who attended the Home-Start Butser stand on the square were offered a Pop-In voucher valid that night only for free mulled wine or tea/coffee and mince pie. Although slow to start, good numbers attended. Thanks to Jenny and Jean for facilitating this.

A Home-Start Butser representative commented "A very big thank you for Friday evening, such lovely offerings for our families. I think that was the best mince pie I have ever had."

Petersfield Arts and Crafts Society (PACS)

WHC formed a partnership in January 2022.

PACS agreed to provide an art display twice a year for the WHC Pop-In. This artwork would ideally be representative of, or inspired by, some aspect of Petersfield. Currently there are coffee related wall hangings.

Rural Refugee Network (RRN) and Age Concern Petersfield

Ukraine refugees continued to access food bank vouchers. We also signposted to Citizens Advice and Free Shop.

Working in partnership with Rural Refugee Network, Age Concern Petersfield (transport) and Kings Arms facilities, we held a day for a group of teenage Afghan refugees and their families who are housed locally.

Free Shop Hub at Petersfield Railway Station

WHC provided the location for delivery for the Winter Warmer Giveaway. Good quality coats, hats, gloves and scarves were donated with the exchange made at the Free Shop Hub.

Macmillan Coffee Morning

Again, we opened the Pop-In for the coffee morning in partnership with Age Concern Petersfield and raised £255.

CENTRE MANAGER'S REPORT *(continued)*

Tablet for Ukrainian students

WHC funded a student tablet for Ukrainian students at The Petersfield School.

Charity Walk

Staff and volunteers of WHC and Age Concern Petersfield took part in the May Charity Walk for Peace which took place in the Hogmoor Inclosure at Whitehill & Bordon. Funds were raised for local charities.

Building & Flats

Winton House Centre Board has the responsibility for maintaining a Grade 2 listed building with offices, flats and community rooms.

Wall Rebuilding

Following the collapse of the garden wall abutting Folly Lane in January 2023, Listed Building Consent had to be obtained to rebuild. Tender documents were then issued. The works were undertaken in June/July.

Land sale

The sale of a small piece of land off Folly Lane was completed.

Building survey

Phil Newman undertook a full survey of the building with a schedule of works to be agreed.

Managing Agents

Following the end of contract with Richard Mitham Associates, the management of the flats was put out to tender and subsequently awarded to Willaims of Petersfield. Contract commenced on 1 October 2023.

Sarah Moss

THE GARDEN

This year, with the collapse of one wall in the garden, the volunteers have not been able to do as much as we would like and whilst the reconstruction of the wall took place, could not enter the garden at all. Therefore, we did not enter Petersfield in Bloom and once the wall was completed, we have concentrated on bringing the garden back to its former glory. Our thanks to the volunteers: - Jenny Tickner, Denis Lee, Janet Coninx, Pat Elliot, Ann Johnson and Gregory Barbosa-Souza who have been working hard when the weather permitted to make the garden a pleasant place to visit. Their willingness to do whatever is required means the garden is always being complimented on its appearance and the border by the wall which suffered extensive damage has been cleared and planted up and there is more work planned next year. Once allowed, the public has flocked back to the garden and there were several regular visitors who always like to enjoy their refreshments in the garden's peaceful surroundings. The garden plant sales continue to be popular especially as buyers can see the same plants growing in the garden.

Janet Coninx

PERSONNEL

In August 2021, the Board agreed to recruit another person to run the Pop-In Café. Initially someone with catering skills was sought but it was decided that administration was the most overriding task. Pippa Charlier was recruited and started in the part time post in January 2023. She works three days a week and is responsible for keeping the café stocked. Much of her time is spent liaising with volunteers to ensure all shifts are covered. She updates menus and trains all volunteers on the till and any new equipment.

PUBLIC RELATIONS

In 2023 it was decided to hold a quiz that had originally been scheduled for March 2020. John Leete was the quiz master and set challenges for the 8 tables that took part. The quiz was held in St Peter's Hall with participants bringing their own food and drink. The usual features of an activity to start with and a picture round during the meal interval proved as much fun as usual. Janet Coninx had made up enticing raffle prizes that helped to bring the total raised to £330 to be spent on restoring the garden following the damage caused by the collapse of the wall and subsequent rebuilding.

PUBLIC RELATIONS *(continued)*
The Bridge Lunch was held at the Community Centre as Herne Leisure Centre could not let its hall for the full day. The new venue worked very well as the bridge tables are stored there. The kitchen is a good size, with plenty of work surfaces, so the last minute preparation could take place on site. Jenny Tickner had devised a delicious menu, with some old favourites but some new dishes being introduced. The whole hall had been booked so the lunch could be laid whilst morning play was concluding. The concertina doors were then opened and the participants could move along the buffet table. The food was declared to be excellent with several commenting on the little touches that remained the same, e.g., the linen tablecloths and the vases of flowers. The lunch raised £740 towards replacement chairs for the Pop-In Café.

ACTIVITIES
Memory Café has been held monthly throughout the year. Highlights were a drumming session with Tania, and our dog themed afternoon with Rupert as the star turn. Often we undertake craft activities and our stained glass decoration made the Pop-In look festive at Christmas. Richard Barnes playing his guitar has led the singing at our meetings. We took part in the Dementia Festival held at the Festival Hall in May. We provided the cakes in the afternoon and helped visitors enjoy making paper birds.

Bingo afternoons have become increasingly well attended with extra tables having to be set up. John Leete and Bernard Seaburg have continued to call the numbers, whilst Wendy Craig, Christine Day and Jenny Tickner have helped with the refreshments and distributing the prizes.

Active Dementia launched in April as a friendly, exercise group. Exercise is beneficial for physical and mental wellbeing and can improve quality of life for all people in all stages of dementia. The group includes the carers.

Rummikub was launched in April on the second Friday of the month, a very popular board game.

Amanda Greenlee

FINANCE
The period covered by the financial accounts ended 30 September 2023 once again saw stable rental income from our flats and offices, with room hire income returning to pre-pandemic levels. Community Café income continues to grow, albeit remaining below the highs seen in 2019.

During the latter part of 2022, the Board of Trustees agreed to recruit an additional member of staff to assist with the day-to-day operation of the Community Café, with Pippa Charlier joining the Team in early 2023. From the outset, it was accepted that additional staff costs would result in expenditure exceeding income in the short term.

Unfortunately, expenditure associated with the fabric of Winton House was much higher than anticipated, particularly as the wall on the east side of the garden had to be demolished and rebuilt.

Winton House Centre is indebted to Bryan Brown and Erica Pilliner who generously bequeathed funds totalling more than £140,000 from their respective estates.

Investment Policy
In accordance with its Articles of Association, Winton House Centre (WHC) has power to deposit or invest funds and the Trustees have adopted the Investment Policy outlined below -

The purpose of this investment policy is to yield the best financial return on our investments which can then be spent on furthering the WHC's charitable Objects but doing so within a level of risk considered to be acceptable by the Trustees.

The Trustees will exercise care when making investment decisions and only choose investments that are right for WHC. In coming to decisions, they will consider short and long term financial commitments as well as anticipated income and include immediate financial needs, future spending commitments, longer term organisational objectives, past patterns of expenditure, and future unplanned changes that may impact upon the charity such as the wider economic and financial outlook as well as potential costs arising from our stewardship of a Grade II listed building.

Investment Policy ***(continued)***
The investment objectives are twofold –

- For the short term, to invest in a bank deposit account. This provides instant access to meet the daily needs of the charity albeit at a relatively low rate of interest.
- For the medium to longer term: to invest in an Investment Fund that offers two elements: Distribution/Income which pays out quarterly and is important in the normal operation of the charity; and Capital Appreciation/Growth which aims to ensure that the value of the investment is maintained and enhanced.

The investment policy will be managed by the Buildings & Finance Committee which is accountable to the Board of Trustees. Its role is advisory and aims to –

- Oversee the investments
- Recommend benchmarks and targets by which performance will be judged and review these during each financial year.
- Report to the Board as necessary and at least once every year.

The Board of Trustees will review the Investment policy annually to assess the performance of the investments and to make any changes that may be deemed necessary. Investment decisions will be taken collectively by the Trustees and recorded in writing.

Date approved 17 August 2023 (by the Building & Finance Committee and ratified by the full Board on 14 November 2023).

Reserves Policy
Having taken account of the increasing costs associated with maintaining a Grade II listed property, the Trustee Board has determined that the Charity will maintain reserves as follows:

- ***Emergency Property Reserve:*** £100,000 to cover significant repairs, e.g. the roof.
- ***General Property Reserve:*** £50,000 to accommodate ongoing repairs and refurbishment.
- ***General Operational Reserve:*** £60,000 to cover 6 months' operational expenditure together with unexpected day-to-day costs, e.g., long-term staff sickness, insurance policy excesses or to fulfil contractual obligations.

The Building & Finance Committee, reporting to the Board of Trustees, will be responsible for monitoring the reserves policy and for ensuring that the reserves are maintained at the agreed level. The Board of Trustees will review the policy annually.

Date approved 17 August 2023 (by the Building & Finance Committee and ratified by the full Board on 14 November 2023).

Chris Golding

This Report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 12 March 2024 and signed on its behalf by:

C J Bevan
Director and Chairman

C R Golding
Director and Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WINTON HOUSE CENTRE

I report on the accounts of the company for the year ended 30 September 2023 that are set out on pages 9 to 15.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

Basis of the Independent Examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view", and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.



David Sanders BA(Hons) FCA BFP
Chartered Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
Hampshire
GU32 3FQ

Date 12th April 2024

WINTON HOUSE CENTRE

COMBINED STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2023

	Notes	2022/23			2021/22		
		Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
INCOME		£	£	£	£	£	£
Donations	6	1,645		1,645	2,924		2,924
Legacies	7	140,051		140,051			
Income from Charitable Activities	8	42,569	856	43,425	32,594	281	32875
Income from Activities for Generating Funds -							
i) Rent from letting of Flats		55,730		55,730	54,050		54,050
ii) Fundraising Events and Coffee Mornings		1,994		1,994	1,551		1,551
Investment Income	9	11,709		11,709	9,662		9,662
TOTAL INCOME		253,698	856	254,553	100,781	281	101,062
EXPENDITURE							
Costs of Charitable Activities	10	167,708	252	167,960	92,962	229	93,191
Costs of Generating Funds -							
i) Expenditure on Flats to let		4,961		4,961	11,167		11,167
ii) Fundraising Events and Coffee Mornings		885		885	1,361		1,361
TOTAL EXPENDITURE		173,554	252	173,805	105,490	229	105,719
NET INCOME/(EXPENDITURE)		80,144	604	80,748	-4,709	52	-4,657
Unrealised gain on Charitable Property		95,000		95,000			
Unrealised gain on Investment Property		75,000		75,000			
Unrealised gain on Unlisted Investment		3,666		3,666			
Unrealised loss on Unlisted Investments					-20,723		-20,723
NET MOVEMENT IN FUNDS		253,810	604	254,414	-25,432	52	-25,380
FUND BALANCES BROUGHT FORWARD		1,173,316	8,028	1,181,344	1,198,748	7,976	1,206,724
TOTAL FUNDS		1,427,128	8,631	1,435,759	1,173,316	8,028	1,181,344

The notes form part of these financial statements.

WINTON HOUSE CENTRE

BALANCE SHEET
30 SEPTEMBER 2023

	Notes	2022/23		2021/22	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	12		1,000,000		830,000
Investments	13		403,264		324,598
CURRENT ASSETS					
Debtors	14	6,615		9,190	
Cash at bank and in hand		30,245		21,693	
		36,859		30,883	
CREDITORS					
Amounts falling due within one year	15	4,365		4,137	
NET CURRENT ASSETS			32,495		26,746
TOTAL ASSETS LESS CURRENT LIABILITIES			1,435,759		1,181,344
TOTAL FUNDS					
Unrestricted General Fund	16		1,050,755		970,610
Restricted Fund	16		8,631		8,028
Unrestricted Fair Value Reserve	16		376,373		202,706
			1,435,759		1,181,344

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2023.

The members have not required the Company to obtain an audit of its financial statements for the year ended 30 September 2023 in accordance with Section 476 of the Companies Act 2006.

The Directors and Trustees acknowledge their responsibilities for:

a) ensuring that the Company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
b) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102 (effective January 2019).

The financial statements were approved by the Board of Directors and Trustees on 12 March 2024 and were signed on its behalf by:

C J Bevan – Director and Chairman

C R Golding – Director and Treasurer

The notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023

1. STATEMENT OF COMPLIANCE

Winton House Centre is a Company Limited by Guarantee, and is incorporated in England, company number 07517789. The registered office is Winton House, 18 High Street, Petersfield, Hampshire GU32 3JL.
The financial statements are presented in sterling, which is the functional currency of the company, and rounded to the nearest pound.
The Charity is a Public Benefit Entity.
The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. ACCOUNTING POLICIES

Accounting convention and basis of preparing the financial statements

These accounts have been prepared using the accruals basis and in accordance with the provisions of the Companies Act 2006 and the Charities Act 2011.
The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard 102 and the relevant Statement of Recommended Practice:Accounting and Reporting of Charities(effective from 1 January 2019).
These accounts have been prepared on the basis that the Charity is a going concern and is likely to continue as such for a period of at least 12 months from the date these accounts were approved. The Trustees reached this conclusion, having carried out an assessment of the principal risks facing the Charity, including those that would threaten its future performance, solvency or liquidity.

Operating Policy

Resources expended are recognised in the period for which they are incurred and are shown inclusive of irrecoverable VAT.
Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.
Legacies are accounted for as income when the receipt of the legacy is probable and when the amount receivable can be reliably determined.
Grants for day-to-day running of the Charity are treated as income in the year in which they are received.
Expenditure on equipment, fixtures and fittings is written off in the year in which it is incurred.

Tangible assets

Freehold property is held at cost. No depreciation is charged in respect of this building as the Trustees consider any residual valuation is likely to be at least equal to its cost.

Investment Property

Investment property is included at its fair value. Any movement arising from changes in fair value is recognised in the Income and Expenditure Account.

Investments

Investments are stated at market value, with revaluation adjustments being taken to the Income and Expenditure Account.

Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement date.

Fund Accounting

The Charity maintains various types of funds as follows :-

a) Restricted Funds
   Restricted Funds relate to the Outings for the Over 65s and Resilience Art
b) Unrestricted Funds
   General unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2023 (Continued)

2. ACCOUNTING POLICIES (Continued)

Debtors - Basis of measurement

Rentals	Rentals due to September 2023, invoiced but not paid
Interest	Interest due to September 2023 but not paid until October 2023
Room hire	Bookings to September 2023, invoiced but not paid
Other services provided	Usage to September 2023, invoiced but not paid
Rates/Alarm monitoring	Payments in advance for October 2023 to March 2024

Creditors - Basis of measurement

Electricity & Gas	Cost of energy used to 30 September 2023, but not invoiced
Room hire prepaid	Payments received in advance for bookings from October 2023 onwards
Accountancy	Fee for Independent Examination of 2022/23 Accounts
Other services received	Usage to September 2023, invoiced but not paid

Much of the activity of the charity is carried out by Volunteers. This intangible cost is not included in the financial statements as this voluntary contribution to the work of the charity is incalculable.

3. STAFF/ TRUSTEE REMUNERATION, RELATED PARTY/OTHER TRANSACTIONS

Total cost of salaries and wages	£50,522	*(2021/22*	*£42,996)*
Employer's pension contributions	£96	*(2021/22*	*NIL)*
All defined contribution pension costs are allocated to the Unrestricted General Fund			
Average headcount for the year	4.75	*(2021/22*	*3.25)*

No employee earned over £60,000

No Director or Trustee received any remuneration from the Charity. A total of £403 was reimbursed to four Trustees for items purchased by them on the Charity's behalf *(2021/22 £720 to four Trustees)*

There were no Related Party transactions during the year *(2021/22 None)*
There were no unconditional donations from Trustees during the year *(2021/22 None)*

Fee for the Independent Examination of the Accounts £2,000 *(2021/22 £1,380)*

4. TAXATION

The Company is a Charity and is therefore potentially exempt from taxation in respect of income and capital gains received to the extent that such income and gains are applied to exclusively charitable purposes. No provision for taxation has been made in these financial statements.

5. FREEHOLD PROPERTY

The title to Winton House and all its property and land was transferred to the Company at nil monetary value on 4 February 2011. It is currently insured for £2,872,000 as at October 2023 (£2,139,006 at October 2022).

6. DONATIONS

	2022/23	**2021/22**
	£	£
Petersfield Voluntary Care Group	1,000	1,000
Memory Café	13	74
Donations in memoriam	189	521
Friends of Winton House	25	75
General Donations	418	654
	1,645	2,924

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023 (Continued)

7. LEGACIES

The Charity benefitted from the following legacies

	2022/23	2021/22
	£	£
Bryan Brown	117,000	
Mrs Erica Pilliner	23,051	
	£140,051	

8. INCOME FROM CHARITABLE ACTIVITIES

	2022/23	2021/22
	£	£
Receipts from room hire	13,595	10,282
Community Café sales	19,422	12,579
Rental from Ground Floor Offices	6,200	6,200
Outings for Over 65s (**)	856	281
100 Club	1,157	1,122
Active dementia income	103	
Rummikub income	123	
Reimbursement of Electricity Costs	1,529	1,698
Other Income	439	713
	43,424	32,875

(**) Relates to Restricted Fund transactions

9. INVESTMENT INCOME

	2022/23	2021/22
	£	£
Bank interest	506	54
Investment Fund Income Units	11,203	9,608
	11,709	9,662

10. COSTS OF CHARITABLE ACTIVITIES

	2022/23	2021/22
	£	£
Pop-In direct costs	6,858	4,539
Business rates	723	1,215
Water and sewerage	268	167
Heating and lighting	5,608	4,201
Insurance	6,346	5,772
Garden maintenance	944	555
Cleaning and laundry	9,048	6,983
Health and safety / Fire alarm	1,877	2,551
Furniture and equipment	7,304	1,964
Building maintenance	57,620	6,425
Refurbishment – Winton Room		964
Consultancy – Building works	3390	
Signage	79	
Memory Café expenses	311	184
Outings for Over 65s (**)	252	229
100 Club	600	1,232
Rummikub expenses	100	
Active Dementia class costs	275	
Donations	1,071	
	102,674	36,981
Support Costs (see Note 11)	65,285	56,210
	167,959	93,191

(**) Relates to Restricted Fund transaction

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2023 (Continued)

11. SUPPORT COSTS

	2022/23	2021/22
Management and Administration	£	£
Salaries, wages and pension contributions	50,618	42,996
Recruitment and payroll fees	590	605
Building Adviser's honorarium		720
Training	1,907	786
Administration costs	3,133	1,951
Information Technology	4,415	5,577
Travel expenses	636	523
Other expenses	1,886	1,671
	63,185	54,830
Governance Costs – Accountancy	2,100	1,380
	65,285	56,210

12. TANGIBLE FIXED ASSETS

	Property used for Charitable Purposes	Investment Property	Total
	£	£	£
Fair value 1 October 2022	105,000	725,000	830,000
Gain in value	95,000	75,000	170,000
Fair value 30 September 2023	200,000	800,000	1,000,000

The freehold property at Winton House consists of the ground floor, which is used for charitable purposes, and 7 flats, which are rented out. The property is included at fair value. The value of the ground floor is based on rateable value, and the value of the flats is based on their rental income. The valuation was provided by Richard Huffer FRICS of Eddisons, Wickham Road, Fareham on 21 December 2023.

If the Tangible Fixed Assets had not been revalued, they would have been included at the following historical cost:

	£
Property used for charitable purposes	100,000
Investment property	680,000

13. FIXED ASSET INVESTMENTS

	Unlisted Investments
COST OR VALUATION	£
As at 1 October 2022	324,598
Purchases during year	112,000
	436,598
Sales during year	37,000
	399,598
Increase in value during the period	3,666
At 30 September 2023	403,264
NET BOOK VALUE	
At 30 September 2023	403,264

The investment is made up of 21,790.06 units held in Charities Official Investment Fund (COIF) income units. Fixed asset investments were valued on an open market basis on 30 September 2023 by COIF.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022/23	2021/22
	£	£
Trade debtors	6,188	9,095
Prepayments	427	95
	6,615	9,190

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022/23	2021/22
	£	£
Trade Creditors	4,073	3,452
Accruals	67	250
Deferred Income	150	435
	4,290	4,137

Deferred Income primarily represents amounts received in advance for room bookings post year end

	2022/23
	£
Balance as at 1 October 2022	435
Amount released to room hire	-435
	NIL
Amount received for post year-end room hire	150
Balance as at 30 September 2023	150

16. FUNDS RECONCILIATION

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2022	970,610	202,706	8,028	1,181,344
Surplus / (deficit) for the period	80,144		604	80,748
Increase in value of unlisted investments		3,666		3,666
Increase in value of Charitable Property		95,000		95,000
Increase in value of investment Property		75,000		75,000
Balance at 30 September 2023	1,050,754	376,372	8,632	1,435,758

The restricted funds of £8,632 relating to the Outings for the Over 65s and Resilience Art are held in cash and are part of the cash at bank figure of £30,245 on the Balance Sheet.

FUNDS RECONCILIATION COMPARATIVES

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2021	975,319	223,429	7,976	1,206,724
Surplus / (deficit) for the period	-4,709		52	-4,657
Decrease in value of unlisted investments		-20,723		-20,723
Balance at 30 September 2022	970,610	202,706	8,028	1,181,344

WINTON HOUSE CENTRE

England & Wales - Charity number 1140306

Accounts

WINTON HOUSE CENTRE

RUN BY THE COMMUNITY FOR THE COMMUNITY

Report of the Directors & Trustees

Unaudited Financial Statements

for the year ended

30 September 2022

18 High Street, Petersfield, Hampshire GU32 3JL

Registered Charity No: 1140306

Company Limited by Guarantee

Registered in England No: 07517789

WINTON HOUSE CENTRE

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2022

	Page
Company Information	1
Report of the Directors and Trustees	2
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12

WINTON HOUSE CENTRE

COMPANY INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2022

PRESIDENT	Mrs J M Perry MBE	
VICE PRESIDENT	R M C Venables	(appointed October 2021)
DIRECTORS & TRUSTEES who have held office during the period from 1 October 2021 to the date of this Report	Mrs K Betancourt-Jess	(appointed February 2022) (resigned August 2022)
	C J Bevan	
	N S Challen	(resigned August 2022)
	Mrs J L Coninx	(resigned January 2022)
	Mrs S J Crawford	(appointed January 2022)
	C R Golding	
	Mrs A J Greenlee	
	J R Leete	(resigned January 2022)
	Mrs J Mackarness	
	Mrs J C Tickner	
	Mrs N A Winter	
STAFF Centre Manager	Ms S E Moss	
Finance Administrator	J W Cleverly ACIB	
Asst Finance Administrator	Miss K A Hithersay	
Housekeeper	Mrs P A Johnson	(retired December 2021)
RETAINED BUILDING ADVISER	P Wiltshire MRICS	(resigned December 2022)
	P Newman MRICS	(appointed December 2022)
REGISTERED OFFICE & PRINCIPAL OFFICE	Winton House 18 High Street Petersfield Hampshire GU32 3JL	
REGISTERED NUMBER	07517789 (England and Wales)	
REGISTERED CHARITY NUMBER	1140306	
ACCOUNTANTS	Sheen Stickland 77 Station Road Petersfield Hampshire GU32 3FQ	

WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2022

The Directors present their Report with the Financial Statements of the Company for the year ended 30 September 2022.

INCORPORATION

Winton House Centre is a Company Limited by Guarantee (No: 07517789) and the governing instrument is its Memorandum and Articles of Association. The Company was incorporated on 4 February 2011 and effectively began operations on 1 April 2011. The Trustees are Directors of the Company. It is also a Registered Charity No: 1140306.

PRINCIPAL ACTIVITY

Current structure

Winton House Centre currently has 7 Trustees.
Particulars of the Trustees who served during the year are given on Page 1.
Joyce Perry is the President and Robert Venables is Vice President.
Apart from August, the Trustees met monthly as a Board of Trustees. The President, Vice President, Centre Manager and Finance Administrator are invited, and the retained Building Adviser also attends as required. There is a Chairman and Hon. Treasurer; the Finance Administrator carries out the secretarial function. The Board has four committees: Buildings & Finance; Governance & Compliance; Personnel; Public Relations. Their meeting times are variable.

Recruitment of Trustees

From time to time, Winton House Centre needs new Trustees. Potential applicants receive an induction pack that includes the Charity Commission Guide for Trustees, the latest Annual Report and Accounts, our Memorandum and Articles of Association (governing document), The Board and Committee Structure, Our Values and Notes on the Role and Qualities required of Trustees. There is an informal interview and then a selection process including vetting as necessary; two references are required. If appropriate, a new Trustee will be allocated a mentor for his/her first six months.

Staff and Volunteers

Centre Manager (18 hours per week), Finance Administrator (14 hours), Assistant Finance Administrator (16 hours) and Housekeeper (14 hours) (until December 2021). There are also some 80 volunteers from the town and surrounding area who give their time and their skills to help others, to staff the Pop-In Tea Room and the Office, to assist with the maintenance of the building and garden, and to support other activities undertaken by the Centre.

Charitable Objects

(1) The provision of facilities in the area of benefit for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of those individuals
and
(2) The promotion of the voluntary sector for the public benefit in the area of benefit. For the purposes of this clause "the voluntary sector" means charities and voluntary organisations. Charities are organisations which are established exclusively for charitable purposes in accordance with the laws of England and Wales and "voluntary organisations" means independent organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution, but do not include local government or other statutory authorities.

How do we achieve these?

Sadly, our normal activities continued to be affected by the various coronavirus (COVID-19) restrictions up until early 2022.

- We run a daily Pop-In Tea Room from 10:00 am to 1:30 pm Monday to Friday, staffed entirely by volunteers, that offers a safe and secure meeting place on the High Street where people can find friendship and support. We aim to provide good, wholesome food at low prices and we have many regular visitors. The Pop-In held an "Excellent" rating for Food Hygiene from East Hampshire District Council and all the volunteers receive accredited Food Hygiene training in house in order to keep costs down. It is used as the 'pick up' and 'drop off' point for the local Age Concern minibus each week. Groups also meet regularly in the Tea Room.

- We maintain an Information Desk that is staffed by volunteers from 9:30 am to 3:30 pm Monday to Friday. We have a data bank of information for the use of members of the public and we can refer enquirers to other charities and voluntary organisations as their needs require.

- We host Petersfield Voluntary Care Group who arrange transport for people in need e.g. to take them to GP or hospital appointments. Our volunteers take details of all the requests for help and for transport and we act as a collection and delivery point for volunteer drivers. Behind each request there is a human story; many callers have particular concerns or worries, and our volunteers are trained to listen, respond with patience and give people the time they need. It is plain from the comments of callers that this service is seen as essential to many people and widely appreciated.

- We also host Age Concern, Petersfield and District. We let enquirers know about local Age Concern services and an Age Concern representative can always be contacted to provide further information.

- We provide an annual schedule of Outings for the Over 65s. Many older people in the town may not be able to get out to meet other people, socialise or even go shopping. This programme is designed for them, and we are able to take up to 10 people at a time, with support from our volunteers.

- We offer a central meeting place for use by individuals and local voluntary groups. They can meet together, hire rooms or a wide range of resources and use our facilities. We also host local charity Home-Start Butser which supports families with young children. Many voluntary groups hold their meetings here or hire rooms on an ad hoc basis. We also provide support in other ways: the Pop-In Tea Room is available for hire on Saturday mornings for fundraising events; groups can have a photocopying account with us, or purchase stationery in bulk at cost prices; we help some groups to set themselves up by providing reduced room hire rates for a period of time until they become established; we promote the work of groups by having their leaflets and posters on display; we offer a postal address. We really do believe that as we help other charities and voluntary groups to meet their aims, we are achieving our own.

- We continue to offer monthly bingo sessions through the year. We have to make a very small nominal charge for transport (provided by the Age Concern minibus) and the prizes are extremely modest, but the emphasis is on socialising and meeting friends. As one member said, 'it gets me out of the house especially on dark winter days and we have a good time'.

- We offer a monthly "Memory Café" which welcomes those living with dementia and their carers to a friendly afternoon of activities which is enjoyed by all.

- We aim to be a focal point for voluntary activity in the town, including giving youngsters over 16 experience of voluntary service (e.g. in the Pop-In Tea Room) and we support volunteers with learning disabilities.

- We work with voluntary groups in the town to encourage and provide information about services in the area. In addition to welcoming groups to use Winton House as a base on, say, their charity collection days, we try to play a full role in town activities during the year. We take part in the various Petersfield Town festivities by opening the Tea Room and sometimes running an outside stall offering books, plants, toys and the like.

Chairman's Report 2022

During the year we welcomed Sue Crawford and Karen Betancourt-Jess as new trustees. However soon after joining Karen experienced an increase in her professional commitments and sadly decided to relinquish her trusteeship. During her brief period as a trustee Karen initiated a survey of local institutions and charities to try and establish priority areas where the Centre could expand its future activities. The results are still being analysed but indicate that there are potential new areas of activity to develop. Neil Challen and John Leete also resigned as trustees during the year, having served a full term of eight years. Both made major contributions to the activities and operations of the Centre and are greatly missed. Janet Coninx also resigned having served for over ten years, but we are pleased that she retains her connection with the Centre as a Volunteer.

The number of visitors to the renovated and modernised Pop-In, continues to increase, and the new menu is proving popular. However, a shortage of volunteers has limited the number of hours the Pop-In can open. As agreed in 2021 we advertised for a part-time manager, but there were few applicants, and the selected candidate turned down the job offer. At the time the post was advertised many employers, across a wide range of sectors, were finding it difficult recruit staff.

In June 2022, the Board resumed meeting in person rather than on-line.

During the year there were lengthy discussions with the Petersfield Voluntary Care Group (PVCG) leading to the signing of a new agreement between PVCG & WHC together with a revision of the costs for services provided by WHC.

During the year it was agreed to merge the Buildings and Finance Committees, given that the main expenditure of WHC is on its Grade II listed building.

OUR MISSION

Winton House Centre is a charitable facilitator which exists to help the people of Petersfield and the surrounding area by providing facilities for social interaction, both directly and indirectly, and by supporting other charities.

The Trustees have complied with their duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Charles Bevan

Centre Manager's Report

Office The office remained open throughout for Petersfield Voluntary Care Group, Age Concern, room bookings and our advice and support services. Winton House Centre (WHC) moved into the new era, with a new till and contactless payments accepted.

Pop-In Community Café opened fully in September 2021, once again providing a hot snack menu. However sadly closing for lockdown in December. Re-opening in January for which many of the Pop-In regulars were delighted.

Over 65's Outings

Outings, including visits to Stansted House, Southsea Rose Garden & Bosham, were fully booked.

A summer party was held to include WHC, Age Concern Petersfield outings members and WHC Bingo members. The party's activities included 'pass the parcel' with prizes of wine and gin mini bottles, and a quiz took place. We now have our own minibus driver and use of the Age Concern minibus.

Anniversary Open Day September 2022

Held belatedly due to Covid 19 to celebrate the following milestones –

- 100 years as a community building
- 40 years since Petersfield Voluntary Centre moved in
- 10 years since the charity Winton House Centre was formed.

All groups based at WHC were invited to be present, and a summary of the history of Winton House was given by Charles Bevan. The event was well attended.

Social media

We have continued to update both WHC web site and Facebook with news and information.

Centre Manager's Report *(continued)*

Volunteers

Recruitment of new volunteers has been challenging, however the year ended with many new both Pop-In and Office volunteers.

Ric Girdlestone - retired chair of Winton House Centre

Ric sadly passed away. He had been chair of WHC for 9 years and he enabled the formation of WHC. In his memory, a garden bench has been donated, and at the gathering to inaugurate it, Charles Bevan gave a summary of Ric's time as chair of WHC and of his many contributions to the charity. Pimm's, tea and cakes were served. Djihan Girdlestone, his widow, said "It was a good occasion to meet up with old friends and colleagues".

Training

WHC facilitated a Trustee training day in partnership with Community First Wessex.
Charities that WHC engaged with were invited to send delegates, and Home-Start Butser, John Goodyer Trust, Petersfield Voluntary Care Group and Willow Almshouses all participated.
An informative day and excellent feedback for both venue and lunch. Another to be held in 2022/3.

Staff

We sadly said goodbye to Ann Johnson, our Housekeeper, in December who had been a stalwart of Winton House Centre for so many years. We wished her well in her retirement although her leaving party was postponed due to Covid-19. Ann was awarded the Petersfield Town Council Award for Services to Petersfield by the Mayor, Cllr Phil Shaw who presented it to her at the reconvened leaving party in March.
Graham Wey joined the team as part time cleaner
Contract cleaners were also appointed.

Fundraising

A successful Bridge Lunch was held in July, a key event in the Petersfield Bridge world. It was supported by many volunteers and included a wonderful lunch.
Funds raised were used to purchase glasses for future events and cutlery for the Pop-In Tea room.

Partnership/ Collaboration projects

Petersfield Climate Action Group (PeCAN)

We teamed up with PeCAN for the following activities :-
Christmas Present Exchange
100's of unwanted gifts were left for exchange vouchers issued to reclaim a wanted gift. Followed by a very busy Saturday when the vouchers were exchanged, with any unwanted gifts donated to Home-Start Butser and Age Concern Petersfield.
Petersfield Toy Swop July 2022
In July, unwanted toys were donated and a voucher issued. Over 150 toys were exchanged as parents and children took part in a toy swop.
The remaining toys were sold for funds for Home-Start on Sunday at Petersfield Festivities.

Petersfield Arts and Crafts Society (PACS) began a partnership with WHC in January 2022.
PACS would provide an art display twice a year to WHC Pop-In. Art work would be ideally representative of, or inspired by, some aspect of Petersfield.

Rural Refugee Network (RRN) and Age Concern Petersfield

Afghanistan refugees
We facilitated two picnics on Petersfield Heath for Afghan refugees.
The families with children aged 3 months to 17 years enjoyed the wonderful play facilities on the Heath and took advantage of the pedalos on the lake. The picnic ranged from English apple cake to an Afghani spicy rice dish. Families had not met before and delighted in being able to chat with others from their country, they shared phone numbers, and began a support to each other. RRN staff and volunteers were able to provide individual support to parents.

Centre Manager's Report *(continued)*

Charity Walk

Staff and volunteers of WHC and Age Concern Petersfield took part in the Charity Walk for Peace in the Hogmoor Inclosure in Whitehill & Bordon. Funds were raised for local charities including Age Concern Petersfield.

Macmillan Coffee Morning

Once again, we opened the Pop-In for the coffee morning in partnership with Age Concern Petersfield.

Sarah Moss

Garden

This year the weather seemed to be against us, weeks when it was too hot for gardening and constant watering required then followed by constant rain when it was then too wet to be in the garden. Petersfield in Bloom returned to its normal format, and I am pleased to say we won gold. My special thanks must go to the garden volunteers: - Jenny Tickner, Pat Elliot, Denis Lee, Diana Clapperton, Ann Johnson, Gregory Barbosa-Souza, and Kate Wilcox. Unfortunately, the week of the competition I went down with Covid and was unable to help but knew I could rely on the team and what a good job they did. When the weather was dry the garden proved a popular place for people to enjoy tea, cake, and pleasant surroundings.

Janet Coninx

Personnel

There have been several changes in our Board of Trustees. Janet Coninx resigned in January but remains a volunteer in the Office and in charge of the Garden. John Leete also resigned in January but has continued to work as our caller at the Bingo afternoons and supplying entertaining quizzes. We marked their departure with a lunch at the Half Moon to say thank you to them and their spouses who have also helped the charity. Neil Challen resigned in August after serving eight years. We welcomed Sue Crawford onto the Board in January.

With sadness and appreciation, we said goodbye to Ann Johnson when she retired in 2021. Ann had worked for the charity since its founding and for many years for Petersfield Voluntary Centre that pre-dated it. A party was held in the Pop In during which the Town Mayor Phil Shaw gave Ann the Town Mayor's Community Award and medal for her work for Petersfield. We have missed all she did behind the scenes but are glad she has remained as a garden volunteer.

We are gradually building up our volunteer numbers with some working in the Office and more in the Pop In.

Public Relations

On July 22 we held our first fundraising event since 2019 when the Bridge lunch took place. We restricted table numbers to 10, with David Kidd selling them to the bridge community. He ran the bridge part of the day whilst Jenny Tickner headed up the catering team, with Jean Simpson in charge of the salmon and several other dishes. Jean Mackarness proved invaluable in the kitchen and the lunch was declared as good as ever.

Our other major event was the Open Day on 24th September to mark several anniversaries, a hundred years since Winton House was purchased as a building for community use, forty years since Petersfield Voluntary Centre moved in as tenants on the ground floor and over ten years since the foundation of the existing charity Winton House Centre. Joyce Perry, our President and a founding member of Petersfield Voluntary Centre received thanks from Phil Shaw of the Town Council and Petersfield Voluntary Care Group. We were able to feature the work of the main charities we support, Age Concern, Home-Start Butser and PVCG who were joined by other charities who use our premises. Thanks go in particular to Jenny Tickner for putting together a display on the history of Winton House.

Memory Café

Our Memory Café has met every month with some sessions being held in the garden. We have enjoyed craft sessions, tastings and games and together provided a display of angels for the Pop-In over Christmas. On 8th April we took part in the Dementia Festival held at the Town Hall. The Memory Café was recreated in the Rose Room where spring craft activities took place and home-made cakes were served.

Bingo

Over the year our monthly bingo sessions have proved more and more popular. John Leete has been our principal caller with Bernard Seaburg supporting. We have welcomed people living with dementia who can join in the fun.

Helping Ukrainians

Winton House participated in the planning of help to be offered to Ukrainian refugees. Initially this was just on a one-to-one basis with individuals but following on from input from Rural Refugee Network, 'Conversation and Cake' was offered at Winton House from May until the end of July. Cakes were donated and coffee and tea served in the Pop-In or the garden on Monday afternoons. Hilary Wright from RRN and other volunteers welcomed Ukrainians and it proved a useful meeting place for newcomers.

Amanda Greenlee

Buildings & Flats

In June 2022, COH Chartered Building Surveyors were commissioned to produce a 'Planned Maintenance Schedule' in order that Trustees are better informed to agree action to maintain the fabric of our Grade II listed building. The report is now being considered by the Board, with further input from specialists in hand. It is clear that a programme of ongoing maintenance will be required.

Finance

The period covered by the financial accounts ended 30 September 2022 was one of recovery following the disruption caused by the Covid-19 pandemic. Although not back to pre-pandemic levels, income from room hire charges and Pop-In sales saw a marked increase when compared to the previous year. Winton House Centre continued to benefit from stable rental income from our flats and offices.

Although total expenditure was lower than had been forecast at the start of the year, this was largely due to our lack of success in recruiting an additional member of staff to manage the Pop-In.

Investment Policy

In accordance with its Articles of Association, Winton House Centre (WHC) has power to deposit or invest funds and the Trustees have adopted the Investment Policy outlined below -

The purpose of this investment policy is to yield the best financial return on our investments which can then be spent on furthering the WHC's charitable Objects but doing so within a level of risk considered to be acceptable by the Trustees.
The Trustees will exercise care when making investment decisions and only choose investments that are right for WHC. In coming to decisions, they will consider short and long term financial commitments as well as anticipated income and include immediate financial needs, future spending commitments, longer term organisational objectives, past patterns of expenditure, and future unplanned changes that may impact upon the charity such as the wider economic and financial outlook as well as potential costs arising from our stewardship of a Grade II listed building.

The investment objectives are twofold –

- For the short term, to invest in a bank deposit account. This provides instant access to meet the daily needs of the charity albeit at a relatively low rate of interest.
- For the medium to longer term: to invest in an Investment Fund that offers two elements: Distribution/Income which pays out quarterly and is important in the normal operation of the charity; and Capital Appreciation/Growth which aims to ensure that the value of the investment is maintained and enhanced.

The investment policy will be managed by the Finance Committee which is accountable to the Board of Trustees. Its role is advisory and aims to –

- Oversee the investments
- Recommend benchmarks and targets by which performance will be judged and review these during each financial year.
- Report to the Board as necessary and at least once every year.

The Board of Trustees will review the Investment policy annually to assess the performance of the investments and to make any changes that may be deemed necessary. Investment decisions will be taken collectively by the Trustees and recorded in writing.

The Policy was re-confirmed on 9th March 2021. The policy was not reviewed during the year and it will be considered at the next meeting of the Building & Finance Committee.

Reserves Policy

Having taken account of the increasing costs associated with maintaining a Grade II listed property, the Trustee Board has determined that the Charity will maintain reserves as follows:

- ***Emergency Property Reserve:*** £100,000 to cover significant repairs, e.g. the roof.
- ***General Property Reserve:*** £50,000 to accommodate ongoing repairs and refurbishment.
- ***General Operational Reserve:*** £60,000 to cover 6 months' operational expenditure together with unexpected day-to-day costs, e.g., long-term staff sickness, insurance policy excesses or to fulfil contractual obligations.

The Building & Finance Committee, reporting to the Board of Trustees, will be responsible for monitoring the reserves policy and for ensuring that the reserves are maintained at the agreed level. The Board of Trustees will review the policy annually.

Date approved 12 July 2022.

Chris Golding

This Report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 14 April 2023 and signed on its behalf by:

C J Bevan
Director and Chairman

C R Golding
Director and Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WINTON HOUSE CENTRE

I report on the accounts of the company for the year ended 30 September 2022 that are set out on pages 9 to 15.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

Basis of the Independent Examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view", and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.



David Sanders BA(Hons) FCA BFP
Chartered Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
Hampshire
GU32 3FQ

Date 12/01/2023

WINTON HOUSE CENTRE

COMBINED STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2022

	Notes	2021/22			2020/21		
		Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
INCOME		£	£	£	£	£	£
Donations	6	2,924		2,924	2,801		2,801
Grants – East Hampshire D C	7				17,907		17,907
Income from Charitable Activities	8	32,594	281	32,875	16,557	973	17,530
Income from Activities for Generating Funds -							
i) Rent from letting of Flats		54,050		54,050	49,564		49,564
ii) Fundraising Events and Coffee Mornings		1,551		1,551	19		19
Investment Income	9	9,662		9,662	9,310		9,310
TOTAL INCOME		100,781	281	101,062	96,158	973	97,131
EXPENDITURE							
Costs of Charitable Activities	10	92,962	229	93,191	126,084	118	126,202
Costs of Generating Funds -							
i) Expenditure on Flats to let		11,167		11,167	7,232		7,232
ii) Fundraising Events and Coffee Mornings		1,361		1,361	415		415
TOTAL EXPENDITURE		105,490	229	105,719	133,731	118	133,849
NET INCOME/(EXPENDITURE)		-4,709	52	-4,657	-37,573	855	-36,718
Unrealised gain on Unlisted Investment					39,415		39,415
Unrealised loss on Unlisted Investments		-20,723		-20,723			
NET MOVEMENT IN FUNDS		-25,432	52	-25,380	1,842	855	2,697
FUND BALANCES BROUGHT FORWARD		1,198,748	7,976	1,206,724	1,196,906	7,121	1,204,027
TOTAL FUNDS		1,173,316	8,028	1,181,344	1,198,748	7,976	1,206,724

The notes form part of these financial statements.

WINTON HOUSE CENTRE

BALANCE SHEET
30 SEPTEMBER 2022

	Notes	2021/22 £	2021/22 £	2020/21 £	2020/21 £
FIXED ASSETS					
Tangible Fixed Assets	12		830,000		830,000
Investments	13		324,598		345,321
CURRENT ASSETS					
Debtors	14	9,190		8,490	
Cash at bank and in hand		21,693		26,344	
		30,883		34,834	
CREDITORS					
Amounts falling due within one year	15	4,137		3,431	
NET CURRENT ASSETS			26,746		31,403
TOTAL ASSETS LESS CURRENT LIABILITIES			1,181,344		1,206,724
TOTAL FUNDS					
Unrestricted General Fund	16		970,610		975,319
Restricted Fund	16		8,028		7,976
Unrestricted Fair Value Reserve	16		202,706		223,429
			1,181,344		1,206,724

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2022.

The members have not required the Company to obtain an audit of its financial statements for the year ended 30 September 2022 in accordance with Section 476 of the Companies Act 2006.

The Directors and Trustees acknowledge their responsibilities for:

a) ensuring that the Company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
b) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102 (effective January 2019).

The financial statements were approved by the Board of Directors and Trustees on 14 April 2023 and were signed on its behalf by:

C J Bevan – Director and Chairman

C R Golding – Director and Treasurer

The notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2022

1. STATEMENT OF COMPLIANCE

Winton House Centre is a Company Limited by Guarantee, and is incorporated in England, company number 07517789. The registered office is Winton House, 18 High Street, Petersfield, Hampshire GU32 3JL.
The financial statements are presented in sterling, which is the functional currency of the company, and rounded to the nearest pound.
The Charity is a Public Benefit Entity.
The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. ACCOUNTING POLICIES

Accounting convention and basis of preparing the financial statements

These accounts have been prepared using the accruals basis and in accordance with the provisions of the Companies Act 2006 and the Charities Act 2011.
The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard 102 and the relevant Statement of Recommended Practice:Accounting and Reporting of Charities (effective from 1 January 2019)

Operating Policy

Resources expended are recognised in the period for which they are incurred and are shown inclusive of irrecoverable VAT.
Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.
Grants for day-to-day running of the Charity are treated as income in the year in which they are received.
Expenditure on equipment, fixtures and fittings is written off in the year in which it is incurred.

Tangible assets

Freehold property is held at cost. No depreciation is charged in respect of this building as the Trustees consider any residual valuation is likely to be at least equal to its cost.

Investment Property

Investment property is included at its fair value. Any movement arising from changes in fair value is recognised in the Income and Expenditure Account.

Investments

Investments are stated at market value, with revaluation adjustments being taken to the Income and Expenditure Account.

Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement date.

Fund Accounting

The Charity maintains various types of funds as follows :-

a) Restricted Funds
Restricted Funds relate to the Outings for the Over 65s and Resilience Art

b) Unrestricted Funds
General unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

Debtors - Basis of measurement

Rentals	Rentals due to September 2022, invoiced but not paid
Interest	Interest due to September 2022 but not paid until October 2022
Room hire	Bookings to September 2022, invoiced but not paid
Other services provided	Usage to September 2022, invoiced but not paid
Alarm monitoring	Proportion of annual fee paid in advance for October 2022 to March 2023

Creditors - Basis of measurement

Flat management fees	Due on rentals for September 2022, not paid until October 2022
Other flats expenditure	Incurred in September 2022, not paid until October 2022
Electricity & Gas	Cost of energy used to 30 September 2022, but not invoiced
Room hire prepaid	Payments received in advance for bookings from October 2022 onwards
Accountancy	Fee for Independent Examination of 2021/22 Accounts
Other services received	Usage to September 2022, invoiced but not paid

Much of the activity of the charity is carried out by Volunteers. This intangible cost is not included in the financial statements as this voluntary contribution to the work of the charity is incalculable.

3. STAFF/ TRUSTEE REMUNERATION, RELATED PARTY/OTHER TRANSACTIONS

Total cost of salaries and wages	£42,996	*(2020/21*	*£40,474)*
Employer's pension contributions	NIL	*(2020/21*	*NIL)*
All defined contribution pension costs are allocated to the Unrestricted General Fund			
Average headcount for the year	3.25	*(2020/21*	*3.25)*

No employee earned over £60,000

No Director or Trustee received any remuneration from the Charity. A total of £720 was reimbursed to four Trustees for items purchased by them on the Charity's behalf *(2020/21 £1,901 to two Trustees)*

There were no Related Party transactions during the year *(2020/21 None)*
There were no unconditional donations from Trustees during the year *(2020/21 None)*

Fee for the Independent Examination of the Accounts £1,380 *(2020/21 £1,650)*

4. TAXATION

The Company is a Charity and is therefore potentially exempt from taxation in respect of income and capital gains received to the extent that such income and gains are applied to exclusively charitable purposes. No provision for taxation has been made in these financial statements.

5. FREEHOLD PROPERTY

The title to Winton House and all its property and land was transferred to the Company at nil monetary value on 4 February 2011. It is currently insured for £2,130,006 as at October 2022 (£1,943,791 at October 2021).

6. DONATIONS

	2021/22	**2020/21**
	£	£
Petersfield Voluntary Care Group	1,000	600
Winton House Centre 100 Club	600	600
Singing for Fun		135
Memory Café	74	
Donations in memoriam	521	1,215
Friends of Winton House	75	110
General Donations	654	141
	2,924	2,801

7. GRANTS

The Charity benefitted from the following Grants from East Hampshire District Council to assist in the resumption of activities when the lockdown restrictions occasioned by the coronavirus (COVID-19) pandemic were eased.

	2021/22	2020/21
	£	£
Local Restrictions Support Grant		9,907
Restart Grant		8,000
	NIL	17,907

8. INCOME FROM CHARITABLE ACTIVITIES

	2021/22	2020/21
	£	£
Receipts from room hire	10,282	3,555
Pop-In sales	12,579	1,326
Rental from Ground Floor Offices	6,200	6,200
Outings for Over 65s (**)	281	33
100 Club	1,122	1,157
Resilience Art (**)		940
Reimbursement of Electricity Costs	1,698	1,818
Job Retention Scheme (Furlough)		2,225
Other Income	713	276
	32,875	17,530

(**) Relates to Restricted Fund transactions

9. INVESTMENT INCOME

	2021/22	2020/21
	£	£
Bank interest	54	5
Investment Fund Income Units	9,608	9,305
	9,662	9,310

10. COSTS OF CHARITABLE ACTIVITIES

	2021/22	2020/21
	£	£
Pop-In direct costs	4,539	885
Business rates	1,215	104
Water and sewerage	167	232
Heating and lighting	4,201	3,753
Insurance	5,772	5,865
Garden maintenance	555	2,856
Cleaning and laundry	6,983	393
Health and safety / Fire alarm	2,551	2,215
Furniture and equipment	1,964	1,291
Building maintenance	6,425	5,238
North Wing Development		5,318
Refurbishment – Winton Room	964	43,198
Memory Café	184	34
Outings for Over 65s (**)	229	118
100 Club	1,232	1,239
	36,981	72,784
Support Costs (see Note 11)	56,210	53,418
	93,191	126,202

(**) Relates to Restricted Fund transactions

11. SUPPORT COSTS

	2021/22	2020/21
Management and Administration	£	£
Salaries, wages and pension contributions	42,996	40,474
Recruitment and payroll fees	605	930
Building Adviser's honorarium	720	1,440
Training	786	510
Administration costs	1,951	2,165
Information Technology	5,577	5,358
Travel expenses	523	114
Other expenses	1,672	1,057
	54,830	52,048
Governance Costs – Accountancy	1,380	1,370
	56,210	53,418

12. TANGIBLE FIXED ASSETS

	Property used for Charitable Purposes	Investment Property	Total
	£	£	£
Fair value 1 October 2021	105,000	725,000	830,000
Gain in value			
Fair value 30 September 2022	105,000	725,000	830,000

The freehold property at Winton House consists of the ground floor, which is used for charitable purposes, and 7 flats, which are rented out.

The property is included at fair value. The value of the ground floor is based on rateable value, and the value of the flats is based on their rental income. The values were estimated by Neil Challen on 4th January 2021.

If the Tangible Fixed Assets had not been revalued, they would have been included at the following historical cost:

	£
Property used for charitable purposes	100,000
Investment property	680,000

13. FIXED ASSET INVESTMENTS

	Unlisted Investments
COST OR VALUATION	£
As at 1 October 2021	345,321
Decrease in value during the period	-20,723
At 30 September 2022	324,598
NET BOOK VALUE	
At 30 September 2022	324,598

If fixed asset investments had not been re-valued, they would have been included at historical cost of £183,283.
The investment is made up of 17,769.85 units held in Charities Official Investment Fund (COIF) income units. Fixed asset investments were valued on an open market basis on 30 September 2022 by COIF.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021/22	2020/21
	£	£
Trade debtors	9,095	8,398
Prepayments	95	92
	9,190	8,490

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021/22	2020/21
	£	£
Trade Creditors	3,452	2,901
Accruals	250	208
Deferred Income	435	322
	4,137	3,431

Deferred Income primarily represents amounts received in advance for room bookings post year end

	2021/22
	£
Balance as at 1 October 2021	322
Amount released to room hire	-322
	NIL
Amount received for post year-end room hire	435
Balance as at 30 September 2022	435

16. FUNDS RECONCILIATION

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2021	975,319	223,429	7,976	1,206,724
Surplus / (deficit) for the period	-4,709		52	-4,657
Decrease in value of unlisted investments		-20,723		-20,723
Balance at 30 September 2022	970,610	202,706	8,028	1,181,344

The restricted funds of £8,028 relating to the Outings for the Over 65s and Resilience Art are held in cash and are part of the cash at bank figure of £21,694 on the Balance Sheet.

. FUNDS RECONCILIATION COMPARATIVES

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2020	1,012,892	184,014	7,121	1,204,027
Surplus / (deficit) for the period	-37,573		855	-36,718
Increase in value of unlisted investments		39,415		39,415
Balance at 30 September 2021	975,319	223,429	7,976	1,206,724

17. GOING CONCERN

These accounts have been prepared on the basis that the Charity is a going concern and is likely to continue as such for a period of at least 12 months from the date these accounts were approved. The Trustees reached this conclusion, having carried out an assessment of the principal risks facing the Charity, including those that would threaten its future performance, solvency or liquidity.

WINTON HOUSE CENTRE

England & Wales - Charity number 1140306

Accounts

WINTON HOUSE CENTRE

RUN BY THE COMMUNITY FOR THE COMMUNITY

Report of the Directors & Trustees

Unaudited Financial Statements

for the year ended

30 September 2021

18 High Street, Petersfield, Hampshire GU32 3JL

Registered Charity No: 1140306

Company Limited by Guarantee

Registered in England No: 07517789

WINTON HOUSE CENTRE

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Page
Company Information	1
Report of the Directors and Trustees	2
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11

WINTON HOUSE CENTRE

COMPANY INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2021

PRESIDENT	Mrs J M Perry MBE	
VICE PRESIDENT	J P Girdlestone	(died September 2021)
	R M C Venables	(appointed October 2021)
DIRECTORS & TRUSTEES who have held office during the period from 1 October 2020 to the date of this Report	Mrs K Betancourt-Jess	(appointed February 2022)
	C J Bevan	
	N S Challen	
	Mrs J L Coninx	(resigned January 2022)
	Mrs S J Crawford	(appointed January 2022)
	C R Golding	
	Mrs A J Greenlee	
	J R Leete	(resigned January 2022)
	Mrs J Mackarness	
	Mrs J C Tickner	
	R M C Venables	(resigned February 2021)
	Mrs N A Winter	(appointed April 2021)
STAFF Centre Manager	Ms S E Moss	
Finance Administrator	J W Cleverly ACIB	
Asst Finance Administrator	Miss K A Hithersay	(appointed July 2021)
Housekeeper	Mrs P A Johnson	(retired December 2021)
RETAINED BUILDING ADVISER	P Wiltshire MRICS	(appointed November 2020)
REGISTERED OFFICE & PRINCIPAL OFFICE	Winton House 18 High Street Petersfield Hampshire GU32 3JL	
REGISTERED NUMBER	07517789 (England and Wales)	
REGISTERED CHARITY NUMBER	1140306	
ACCOUNTANTS	Sheen Stickland 77 Station Road Petersfield Hampshire GU32 3FQ	

WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2021

The Directors present their Report with the Financial Statements of the Company for the year ended 30 September 2021.

INCORPORATION

Winton House Centre is a Company Limited by Guarantee (No: 07517789) and the governing instrument is its Memorandum and Articles of Association. The Company was incorporated on 4 February 2011 and effectively began operations on 1 April 2011. The Trustees are Directors of the Company. It is also a Registered Charity No: 1140306.

PRINCIPAL ACTIVITY

Current structure

Winton House Centre currently has 9 Trustees.
Particulars of the Trustees who served during the year are given on Page 1.
Joyce Perry is the President and Robert Venables is Vice President.
Apart from August, the Trustees have met monthly as the Board of Trustees. The President, Vice President, Centre Manager and Finance Administrator are invited and the retained Building Adviser also attends as required. There is a Chairman and Hon. Treasurer; the Finance Administrator carries out the secretarial function. The Board has five committees: Buildings, Facilities & Flats; Finance; Governance & Compliance; Personnel; Public Relations. Their meeting times are variable.

Recruitment of Trustees

From time to time, Winton House Centre needs new Trustees. Potential applicants receive an induction pack that includes the Charity Commission Guide for Trustees, the latest Annual Report and Accounts, our Memorandum and Articles of Association (governing document), The Board and Committee Structure, Our Values and Notes on the Role and Qualities required of Trustees. There is an informal interview and then a selection process including vetting as necessary; two references are required. If appropriate, a new Trustee will be allocated a mentor for his/her first six months.

Staff and Volunteers

Centre Manager (18 hours per week), Finance Administrator (14 hours), Assistant Finance Administrator (12 hours) and Housekeeper (14 hours). There are also some 80 volunteers from the town and surrounding area who give their time and their skills to help others, to staff the Pop-In Tea Room and the Office, to assist with the maintenance of the building and garden, and to support other activities undertaken by the Centre.

Charitable Objects

(1) The provision of facilities in the area of benefit for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of those individuals
and
(2) The promotion of the voluntary sector for the public benefit in the area of benefit. For the purposes of this clause "the voluntary sector" means charities and voluntary organisations. Charities are organisations which are established exclusively for charitable purposes in accordance with the laws of England and Wales and "voluntary organisations" means independent organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution, but do not include local government or other statutory authorities.

How do we achieve these?

Our normal activities are listed below, but these have perforce had to be suspended or curtailed since March 2020 in order to comply with the various coronavirus (COVID-19) restrictions.

- We run a daily Pop-In Tea Room from 10:00 am to 1:30 pm Monday to Friday, staffed entirely by volunteers, that offers a safe and secure meeting place on the High Street where people can find friendship and support. We aim to provide good, wholesome food at low prices and we have many regular visitors. The Pop-In held an "Excellent" rating for Food Hygiene from East Hampshire District Council and all the volunteers receive accredited Food Hygiene training in house in order to keep costs down. It is used as the 'pick up' and 'drop off' point for the local Age Concern minibus each week. Groups also meet regularly in the Tea Room.

- We maintain an Information Desk that is staffed by volunteers from 9:30 am to 3:30 pm Monday to Friday. We have a data bank of information for the use of members of the public and we can refer enquirers to other charities and voluntary organisations as their needs require.

- We host Petersfield Voluntary Care Group who arrange transport for people in need e.g. to take them to GP or hospital appointments. Our volunteers take details of all the requests for help and for transport and we act as a collection and delivery point for volunteer drivers. Behind each request there is a human story; many callers have particular concerns or worries and our volunteers are trained to listen, respond with patience and give people the time they need. It is plain from the comments of callers that this service is seen as essential to many people and widely appreciated.

- We also host Age Concern, Petersfield and District. We let enquirers know about local Age Concern services and an Age Concern representative can always be contacted to provide further information.

- We provide an annual schedule of Outings for the Over 65s. Many older people in the town may not be able to get out to meet other people, socialise or even go shopping. This programme is designed for them and we are able to take up to 10 people at a time, with support from our volunteers.

- We offer a central meeting place for use by individuals and local voluntary groups. They can meet together, hire rooms or a wide range of resources and use our facilities. We also host local charity Home-Start Butser which supports families with young children. Many voluntary groups hold their meetings here or hire rooms on an ad hoc basis. We also provide support in other ways: the Pop-In Tea Room is available for hire on Saturday mornings for fundraising events; groups can have a photocopying account with us, or purchase stationery in bulk at cost prices; we help some groups to set themselves up by providing reduced room hire rates for a period of time until they become established; we promote the work of groups by having their leaflets and posters on display; we offer a postal address. We really do believe that as we help other charities and voluntary groups to meet their aims, we are achieving our own.

- We continue to offer monthly bingo sessions through the year. We have to make a very small nominal charge for transport (provided by the Age Concern minibus) and the prizes are extremely modest but the emphasis is on socialising and meeting friends. As one member said 'it gets me out of the house especially on dark winter days and we have a good time'.

- We offer a monthly "Memory Café" which welcomes those living with dementia and their carers to a friendly afternoon of activities which is enjoyed by all.

- We aim to be a focal point for voluntary activity in the town, including giving youngsters over 16 experience of voluntary service (e.g. in the Pop-In Tea Room) and we support volunteers with learning disabilities.

- We work with voluntary groups in the town to encourage and provide information about services in the area. In addition to collecting for the local food bank and welcoming groups to use Winton House as a base on, say, their charity collection days, we try to play a full role in town activities during the year. We take part in the various Petersfield Town festivities by opening the Tea Room and running an outside stall offering books, plants, toys and the like.

Chairman's Report

It has been year of change on the governance front. In February Robert Venables retired as Chairman, having taken over the office on the retirement of Ric Girdlestone in 2019. He was replaced by Charles Bevan, who in turn was replaced as Treasurer by Chris Golding. The year also saw the sad death of Ric Girdlestone, one day before his 75th birthday. Ric was a highly respected Chairman of Winton House Centre for nearly twelve years. Robert who played a key role in the establishment of the charity in 2011 has kindly agreed to step into Ric's shoes as our new Vice-President.

The Covid-19 lockdown during the year resulted in a considerable scaling back of activities, notably the closure of the Pop-In tea-room for much of the year. It also resulted in Board Meetings between March and September being held on-line, facilitated by 'Microsoft Teams'. In March we welcomed Nicola Winter, the Scheme Manager of Home-Start Butser, as a new Trustee.

During the year we also welcomed Alice Hithersay as our Assistant Finance and Office Administrator. With her help, we have now made progress with finalising and approving a number of key policies. In particular, Trustees are now expected to serve for two 4 year terms. We are also very pleased to report that we have re-established a working relationship with Age Concern, Petersfield, and we have updated our web site.

The closure of the Pop-In provided an opportunity to renovate and modernise the kitchen. The Board has also reviewed the role of the tea-room within the functions and services provided by the Centre, and has agreed to further improve and expand its operation by the recruitment of a part time Manager. The number of visitors to the Pop-In after its re-opening in September, is slowly increasing.

OUR MISSION

Winton House Centre is a charitable facilitator which exists to help the people of Petersfield and the surrounding area by providing facilities for social interaction, both directly and indirectly, and by supporting other charities.

The Trustees have complied with their duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Centre Manager's Report

As we entered my second year at Winton House Centre, Covid continued to dictate our ability to open and provide services. However, it enabled time to be spent: updating polices and procedures, reviewing health and safety procedures (anti-bacteria took on a whole life and cost of its own!), relaunching the web site, enabling greater use of our IT systems, databasing volunteers, use of SharePoint (a cloud-based service enabling us to share and manage content), a complete refit of the Pop-In kitchen, partial clearing of the cellar, new access code system, a till and digital safes in office.

Staff

Ann Johnson, our Housekeeper, given fewer room bookings and part furloughed briefly, turned her hand to many tasks - clearing, sorting, painting - nothing beyond her skills for which we are very grateful.
Alice Hithersay joined our team in April as temporary administrator and was appointed in July on a permanent contract. Alice has brought much expertise and knowledge to our team.

Volunteers

Living with Covid, sadly a number of our volunteers have not returned, expressing their age and concerns regarding vulnerability. The office continued to be manned by staff and volunteers when permitted, throughout the year, enabling Petersfield Voluntary Care Group (PVCG) to continue, albeit, with reduced requests which included in addition to medical appointments, prescription and shopping requests. When restrictions allowed the doors were opened.

Opening / Closing
Government Covid regulations allowed us to reopen the Pop-In inside on 5 October following the successful use of the garden only. The garden remained available if the weather allowed.
Sheridan Rocher of Age Concern joined us part time in the office, a maximum of three in office.
Rooms were risk assessed for numbers and social distancing, some user groups began to return.
Second lockdown 31 October - we closed. Reopened front door 2 December mornings only.
Third lockdown 6 January - Pop-In remained closed, room hire to support groups only.
With continued lockdown, we used time to undertake consultation with Pop-In volunteers regarding the proposed kitchen refit. Once agreed the works were undertaken in June. On completion, the Pop-In reopened with reduced hours and menu. We continued to the end of the financial year to be only open for limited hours. The office continued to provide a full service of information, advice and support. Throughout all lockdowns, the office telephone lines remained open, operated by staff mainly for PVCG requests.

Training
Food hygiene training facilitated by Community First. All Pop-In volunteers attended one of the two day courses. Newly recruited volunteers are able to access the training online.
First Aid - Gerald Pilkington of Meon Valley Heartstart facilitated a one day first aid course for volunteers.

Sarah Moss

Building and Flats
The major problem during the year was the abandonment of one of the flats. The complexities involved in regaining possession meant we received no rent for 3 and a half months. There were other costs and considerable extra work for trustees and staff, not least of which was clearing and disposing of the full contents. Flats rentals increased significantly averaging around 5%.

With the continuing closure of the Pop-In due to Covid 19, it was decided to proceed with the refurbishment of the kitchen. A working party was set up which agreed the design details. There were some problems getting contractors to quote for the work but the installation went relatively smoothly and it has received positive feedback. Unfortunately, the work does appear to have had an adverse effect on the acoustics. This is being addressed. The project also required considerable time and effort from trustees, volunteers and especially the Centre Manager.

Neil Challen

Garden
At the beginning of the year Covid was still impacting on us all. As restrictions eased the volunteers were able to return to the garden once more and we were able to welcome two new volunteers: - Diana Clapperton and Kate Willcox. The weather has not been so kind to us as last year, but we have still had visitors in the garden, all commenting on how good it looks. We did enter the virtual Petersfield in Bloom competition and although we did not win anything, several pictures of the garden appeared in the Petersfield Post.

My thanks go to the garden volunteers: - Jenny Tickner, Denis Lee, Pat Elliot, Gregory Barbosa-Souza, myself Janet Coninx and the two new volunteers already mentioned.

Janet Coninx

Personnel

During the past year we have welcomed Nicola Winter as a new Trustee. Through her position at Home-Start Butser, we look forward to bringing her organisation and Winton House Centre closer together and welcome the outreach to young families that this brings.

There is a new face in the Office too. As our new facilities were brought into use, we appointed Alice Hithersay as our assistant Administrator. It has been a long term aim to have the Centre manned by paid staff during opening hours to support our volunteers. With this appointment, we can ensure no volunteer has to work alone.

During the pandemic, several of our long serving volunteers decided to retire. In particular, we said goodbye to Hilary Jarman 25 years in the Office, Marion Lee 20 years in the Pop-In and Joan Drinkwater after 15 years in the Office and the Pop-In. Fortunately, there are new volunteers joining us, though we are not fully back to the numbers of volunteers pre-pandemic yet. We were able to thank volunteers old and new at a Strawberry Tea on a beautiful day in September.

Public Relations

There have been no fundraising events in the last year. Although we came out of lockdown in June, the bridge playing community were cautious about face-to-face encounters. We therefore cancelled our popular July Bridge Lunch as a result.

Bingo

Our popular monthly Bingo sessions had to cease due to Covid. We have been able to restart them from August and have seen the numbers gradually increase. Our thanks go to John Leete for his calling and Jean Berriman, who has joined the team providing refreshments and distributing prizes.

Memory Café

The Memory Café has met monthly when government regulations permitted, with people invited to join us. Winton House Centre took part in a Dementia Information Day at the United Reformed Church in July and as a result, welcomed several new people to our first Open Memory Café in the same month.

Amanda Greenlee

Finance

Regrettably, the Covid-19 pandemic has continued to disrupt the activities of Winton House Centre with the Pop-In tea-room closed for much of the year. However, although income from many of our services and fund-raising activities was much reduced, rental income from our flats and offices remained largely unaffected.

A decision was taken by the board of trustees to furlough one member of staff for a period of 7½ months, with grants also accepted from East Hampshire District Council to assist with cashflow.

A review of room hire rates was undertaken earlier in the year with the revised tariff introduced prior to bookings recommencing as Covid-19 restrictions were eased.

Investment Policy

In accordance with its Articles of Association, Winton House Centre (WHC) has power to deposit or invest funds and the Trustees have adopted the Investment Policy outlined below -

The purpose of this investment policy is to yield the best financial return on our investments which can then be spent on furthering the WHC's charitable Objects but doing so within a level of risk considered to be acceptable by the Trustees

The Trustees will exercise care when making investment decisions and only choose investments that are right for WHC. In coming to decisions, they will consider short and long term financial commitments as well as anticipated income and include immediate financial needs, future spending commitments, longer term organisational objectives, past patterns of expenditure, and future unplanned changes that may impact upon the charity such as the wider economic and financial outlook as well as potential costs arising from our stewardship of a Grade II listed building.

The investment objectives are twofold –

- For the short term, to invest in a bank deposit account. This provides instant access to meet the daily needs of the charity albeit at a relatively low rate of interest.
- For the medium to longer term: to invest in an Investment Fund that offers two elements: Distribution/Income which pays out quarterly and is important in the normal operation of the charity; and Capital Appreciation/Growth which aims to ensure that the value of the investment is maintained and enhanced.

The investment policy will be managed by the Finance sub group which is accountable to the Board of Trustees. Its role is advisory and aims to –

- Oversee the investments
- Recommend benchmarks and targets by which performance will be judged and review these during each financial year.
- Report to the Board as necessary and at least once every year.

The Board of Trustees will review the Investment policy annually to assess the performance of the investments and to make any changes that may be deemed necessary. Investment decisions will be taken collectively by the Trustees and recorded in writing.

The Policy was re-confirmed on 9 March 2021.

Reserves Policy
The Trustee Board has determined that the Charity will maintain reserves as follows:

- We will hold reserves amounting to 6 months operational expenditure in case there is an unforeseen disruption to services and therefore income.
- WHC is now responsible for maintaining and preserving a Grade II listed building – Winton House – together with its boundaries and land. In addition to routine building maintenance, there is also a risk of an unforeseen emergency or other unexpected calls on our funds such as a large repair bill. (£80,000)
- We will maintain reserves to meet unexpected day-to-day operational costs such as employing temporary staff to cover long-term sickness absence, insurance policy excesses or to fulfil our contractual obligations. (£12,000)

The Finance Sub Group, reporting to the Management Committee, will be responsible for monitoring the reserves policy and for ensuring that the reserves are maintained at the agreed level. The Management Committee will review the policy annually.

The Policy was re-confirmed on 9th March 2021.

Chris Golding

This Report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 14 June 2022 and signed on its behalf by:

C J Bevan
Director and Chairman

C R Golding
Director and Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WINTON HOUSE CENTRE

I report on the accounts of the company for the year ended 30 September 2021 that are set out on pages 9 to 15.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

Basis of the Independent Examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view", and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Amy Kensett

Amy Kensett FMAAT FCCA
Chartered Certified Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
Hampshire
GU32 3FQ

Date 21/6/2022

WINTON HOUSE CENTRE

COMBINED STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Notes	2020/2021			2019/20		
		Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
INCOME		£	£	£	£	£	£
Donations	6	2,801		2,801	2,351		2,351
Grants – East Hampshire D C	7	17,907		17,907			
Income from Charitable Activities	8	16,557	973	17,530	21,945	127	22,072
Income from Activities for Generating Funds -							
i) Rent from letting of Flats		49,564		49,564	49,466		49,466
ii) Fundraising Events and Coffee Mornings		19		19	263		263
Investment Income	9	9,310		9,310	10,100		10,100
TOTAL INCOME		96,158	973	97,131	84,125	127	84,252
EXPENDITURE							
Costs of Charitable Activities	10	126,084	118	126,202	207,882	312	208,194
Costs of Generating Funds -							
i) Expenditure on Flats to let		7,232		7,232	6,166		6,166
ii) Fundraising Events and Coffee Mornings		415		415	253		253
TOTAL EXPENDITURE		133,731	118	133,849	214,301	312	214,613
NET INCOME/(EXPENDITURE)		-37,573	855	-36,718	-130,175	-185	-130,360
Unrealised gain on Charitable Property					5,000		5,000
Unrealised gain on Investment Property					-21,000		-21,000
Realised Gain on Unlisted Investment					11,392		11,392
Unrealised gain on Unlisted Investment		39,415		39,415			
Unrealised Loss on Unlisted Investments					-764		-764
NET MOVEMENT IN FUNDS		1,842	855	2,697	-135,547	-185	-135,732
FUND BALANCES BROUGHT FORWARD		1,196,906	7,121	1,204,027	1,332,453	7,306	1,339,759
TOTAL FUNDS		1,198,748	7,976	1,206,724	1,196,906	7,121	1,204,027

The notes form part of these financial statements.

WINTON HOUSE CENTRE

BALANCE SHEET
30 SEPTEMBER 2021

	Notes	2020/21		2019/20	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	12		830,000		830,000
Investments	13		345,321		305,906
CURRENT ASSETS					
Debtors	14	8,490		7,071	
Cash at bank and in hand		26,344		63,705	
		34,834		70,776	
CREDITORS					
Amounts falling due within one year	15	3,431		2,655	
NET CURRENT ASSETS			31,403		68,121
TOTAL ASSETS LESS CURRENT LIABILITIES			1,206,724		1,204,027
TOTAL FUNDS					
Unrestricted General Fund	16		975,319		1,012,892
Restricted Fund	16		7,976		7,121
Unrestricted Fair Value Reserve	16		223,429		184,014
			1,206,724		1,204,027

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2021.

The members have not required the Company to obtain an audit of its financial statements for the year ended 30 September 2021 in accordance with Section 476 of the Companies Act 2006.

The Directors and Trustees acknowledge their responsibilities for:

a) ensuring that the Company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
b) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102 (effective January 2019).

The financial statements were approved by the Board of Directors and Trustees on 14 June 2022 and were signed on its behalf by:

Charles Bevan

C J Bevan – Director and Chairman

C R Golding – Director and Treasurer

The notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2021

1. STATEMENT OF COMPLIANCE

Winton House Centre is a Company Limited by Guarantee, and is incorporated in England, company number 07517789. The registered office is Winton House, 18 High Street, Petersfield, Hampshire GU32 3JL.
The financial statements are presented in sterling, which is the functional currency of the company, and rounded to the nearest pound.
The Charity is a Public Benefit Entity.
The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. ACCOUNTING POLICIES

Accounting convention and basis of preparing the financial statements

These accounts have been prepared using the accruals basis and in accordance with the provisions of the Companies Act 2006 and the Charities Act 2011.
The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard 102 and the relevant Statement of Recommended Practice:Accounting and Reporting of Charities (effective from 1 January 2019)

Operating Policy

Resources expended are recognised in the period for which they are incurred and are shown inclusive of irrecoverable VAT.
Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.
Grants for day-to-day running of the Charity are treated as income in the year in which they are received.
Expenditure on equipment, fixtures and fittings is written off in the year in which it is incurred.

Tangible assets

Freehold property is held at cost. No depreciation is charged in respect of this building as the Trustees consider any residual valuation is likely to be at least equal to its cost.

Investment Property

Investment property is included at its fair value. Any movement arising from changes in fair value is recognised in the Income and Expenditure Account.

Investments

Investments are stated at market value, with revaluation adjustments being taken to the Income and Expenditure Account.

Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement date.

Fund Accounting

The Charity maintains various types of funds as follows :-

a) Restricted Funds
Restricted Funds relate to the Outings for the Over 65s and Resilience Art

b) Unrestricted Funds
General unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

Debtors - Basis of measurement

Rentals	Rentals due to September 2021, invoiced but not paid
Interest	Interest due to September 2021 but not paid until October 2021
Room hire	Bookings to September 2021, invoiced but not paid
Other services provided	Usage to September 2021, invoiced but not paid
Alarm monitoring	Proportion of annual fee paid in advance for October 2021 to March 2022
Outings for the Over 65s	Contributions for September 2021 outing due but not banked
Photocopier	Rental paid in advance for October 2021

Creditors - Basis of measurement

Flat management fees	Due on rentals for September 2021, not paid until October 2021
Other flats expenditure	Incurred in September 2021, not paid until October 2021
Electricity & Gas	Cost of energy used to 30 September 2021, but not invoiced
Refurbishment	Cost of work done in September 2021, but not invoiced
Pop-In equipment	Cost of goods supplied in September 2021 but not paid until October 2021
Stationery	Cost of goods supplied in September 2021 but not paid until October 2021
Gardener	Cost of work done in September 2021, but not invoiced
Other Payments	Subscription due for 2021 but not paid until October 2021
Building	Surveyor's fee for work done in September 2021, not paid until October 2021
Payroll	Cost of payroll processing for September 2021, not paid until October 2021
Food Costs/Stationery	Costs incurred in August/September 2021, not reimbursed until October 2021
Photocopier	Copy costs to 30 September 2021, but not invoiced
Room hire prepaid	Payments received in advance for bookings from October 2021 onwards
Accountancy	Fee for Independent Examination of 2020/21 Accounts

Much of the activity of the charity is carried out by Volunteers. This intangible cost is not included in the financial statements as this voluntary contribution to the work of the charity is incalculable.

3. STAFF/ TRUSTEE REMUNERATION, RELATED PARTY/OTHER TRANSACTIONS

Total cost of salaries and wages	£37,555	*(2019/20*	*£32,219)*
Employer's pension contributions	NIL	*(2019/20*	*£87)*
All defined contribution pension costs are allocated to the Unrestricted General Fund			
Average headcount for the year	3.25	*(2019/20*	*3.33)*
No employee earned over £60,000			

No Director or Trustee received any remuneration from the Charity. A total of £1,901 was reimbursed to two Trustees for items purchased by them on the Charity's behalf *(2019/20 £1,167 to four Trustees)*

There were no Related Party transactions during the year *(2019/20 None)*
There were no unconditional donations from Trustees during the year *(2019/20 None)*

Fee for the Independent Examination of the Accounts £1,650 *(2019/20 £1,650)*

4. TAXATION

The Company is a Charity and is therefore potentially exempt from taxation in respect of income and capital gains received to the extent that such income and gains are applied to exclusively charitable purposes. No provision for taxation has been made in these financial statements.

5. FREEHOLD PROPERTY

The title to Winton House and all its property and land was transferred to the Company at nil monetary value on 4 February 2011. It is currently insured for £1,943,791 as at October 2021 (£1,872,834 at October 2020).

6. DONATIONS

	2020/21	**2019/20**
	£	£
Petersfield Voluntary Care Group	600	
Winton House Centre 100 Club	600	600
Sheet Women's Institute		720
Singing for Fun	135	
Memory Café		12
Donations in memoriam	1,215	
Friends of Winton House	110	110
General Donations	141	909
	2,801	2,351

7. GRANTS

The Charity benefitted from the following Grants from East Hampshire District Council to assist in the resumption of activities when the lockdown restrictions occasioned by the coronavirus (COVID-19) pandemic were eased.

	2020/21	2019/20
	£	£
Local Restrictions Support Grant	9,907	
Restart Grant	8,000	
	17,907	NIL

8. INCOME FROM CHARITABLE ACTIVITIES

	2020/21	2019/20
	£	£
Receipts from room hire	3,555	7,455
Pop-In sales	1,326	12,159
Rental from Ground Floor Offices	6,200	713
Outings for Over 65s (**)	33	127
100 Club	1,157	1,209
Resilience Art (**)	940	
Reimbursement of Electricity Costs	1,818	
Job Retention Scheme (Furlough)	2,225	
Other Income	276	409
	17,530	22,072

(**) Relates to Restricted Fund transactions

9. INVESTMENT INCOME

	2020/21	2019/20
	£	£
Bank interest	5	291
Investment Fund Income Units	9,305	9,809
	9,310	10,100

10. COSTS OF CHARITABLE ACTIVITIES

	2020/21	2019/20
	£	£
Pop-In direct costs	885	3,845
Business rates	104	403
Water and sewerage	232	402
Heating and lighting	3,753	2,843
Insurance	5,865	5,504
Garden maintenance	2,856	574
Cleaning and laundry	393	847
Health and safety / Fire alarm	2,215	3,044
Furniture and equipment	1,291	1,401
Building maintenance	5,283	2,387
North Wing Development	5,318	138,884
Refurbishment – Winton Room	43,198	
Memory Café	34	107
Outings for Over 65s (**)	118	312
100 Club	1,239	1,261
	72,784	161,814
Support Costs (see Note 11)	53,418	46,380
	126,202	208,194

(**) Relates to Restricted Fund transactions

11. SUPPORT COSTS

	2020/21	2019/20
Management and Administration	£	£
Salaries, wages and pension contributions	40,474	32,306
Recruitment and payroll fees	930	2,830
Building Adviser's honorarium	1,440	1,100
Training	510	24
Administration costs	2,165	1,800
Information Technology	5,358	5,749
Travel expenses	114	306
Other expenses	1,057	855
	52,048	44,970
Governance Costs – Accountancy	1,370	1,410
	53,418	46,380

12. TANGIBLE FIXED ASSETS

	Property used for Charitable Purposes	Investment Property	Total
	£	£	£
Fair value 1 October 2020	105,000	725,000	830,000
Gain in value			
Fair value 30 September 2021	105,000	725,000	830,000

The freehold property at Winton House consists of the ground floor, which is used for charitable purposes, and 7 flats, which are rented out.

The property is included at fair value. The value of the ground floor is based on rateable value, and the value of the flats is based on their rental income. The values were estimated by Neil Challen on 4th January 2021.

If the Tangible Fixed Assets had not been revalued, they would have been included at the following historical cost:

	£
Property used for charitable purposes	100,000
Investment property	680,000

13. FIXED ASSET INVESTMENTS

	Unlisted Investments
COST OR VALUATION	£
As at 1 October 2020	305,906
Gain in value during the period	39,415
At 30 September 2021	345,321
NET BOOK VALUE	
At 30 September 2021	345,321

If fixed asset investments had not been re-valued, they would have been included at historical cost of £183,283.
The investment is made up of 17,769.85 units held in Charities Official Investment Fund (COIF) income units. Fixed asset investments were valued on an open market basis on 30 September 2021 by COIF.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020/21	2019/20
	£	£
Trade debtors	8,398	6,562
Prepayments	92	509
	8,490	7,071

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020/21	2019/20
	£	£
Trade Creditors	2,901	2,150
Accruals	208	132
Deferred Income	322	373
	3,431	2,655

Deferred Income primarily represents amounts received in advance for room bookings post year end

	2020/21
	£
Balance as at 1 October 2020	373
Amount released to room hire	-356
	17
Amount received for post year-end room hire	305
Balance as at 30 September 2021	322

16. FUNDS RECONCILIATION

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2020	1,012,892	184,014	7,121	1,204,027
Surplus / (deficit) for the period	-37,573		855	-36,718
Increase in value of unlisted investments		39,415		39,415
Balance at 30 September 2021	975,319	223,429	7,976	1,206,724

The restricted funds of £7,976 relating to the Outings for the Over 65s and Resilience Art are held in cash and are part of the cash at bank figure of £26,344 on the Balance Sheet.

. FUNDS RECONCILIATION COMPARATIVES

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2019	1,143,067	189,386	7,306	1,339,759
Surplus / (deficit) for the period	-130,175		-185	-130,360
Increase in value of investment property		-21,000		-21,000
Increase in value of charitable property		5,000		5,000
Increase in value of unlisted investments		10,628		10,628
Balance at 30 September 2020	1,012,892	184,014	7,121	1,204,027

17. GOING CONCERN

These accounts have been prepared on the basis that the Charity is a going concern and is likely to continue as such for a period of at least 12 months from the date these accounts were approved. The Trustees have carried out an assessment of the principal risks facing the Charity, including those that would threaten its future performance, solvency or liquidity. The major threat identified was the restrictions imposed as a result of the coronavirus pandemic (COVID-19). These will have an effect on the operations of the Pop-In tearoom and the level of room hire activities. Whilst this results in a reduction in income, the letting of the flats and the renting out of the redeveloped ground floor offices, together accounting for more than 60% of turnover, will not be affected. The Trustees are of the opinion that the level of reserves held is sufficient to support the Charity through the challenging period until it can resume its normal activities once more.

WINTON HOUSE CENTRE

England & Wales - Charity number 1140306

Accounts

WINTON HOUSE CENTRE

RUN BY THE COMMUNITY FOR THE COMMUNITY

Report of the Directors & Trustees

Unaudited Financial Statements

for the year ended

30 September 2020

18 High Street, Petersfield, Hampshire GU32 3JL

Registered Charity No: 1140306

Company Limited by Guarantee

Registered in England No: 07517789

WINTON HOUSE CENTRE

CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020

	Page
Company Information	1
Report of the Directors and Trustees	2
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12
Notes to the Financial Statements	13

WINTON HOUSE CENTRE

COMPANY INFORMATION FOR THE YEAR ENDED 30 SEPTEMBER 2020

PRESIDENT	Mrs J M Perry MBE	
VICE PRESIDENT	J P Girdlestone	
DIRECTORS & TRUSTEES who have held office during the period from 1 October 2019 to the date of this Report	C J Bevan	
	N S Challen	
	Mrs J L Coninx	
	T C Copping	(resigned October 2019)
	C R Golding	
	Mrs A J Greenlee	
	J R Leete	
	Mrs J Mackarness	(appointed July 2020)
	Mrs J C Tickner	
	R M C Venables	
STAFF Centre Manager	Mrs R L Harford	(resigned March 2020)
	Ms S E Moss	(appointed May 2020)
Finance Administrator	J W Cleverly ACIB	
Asst Finance Administrator	Ms S E Moss	(Dec 2019 to May 2020)
Housekeeper	Mrs P A Johnson	
RETAINED BUILDING ADVISER	D L O Wiltshire	(retired August 2020)
	P Wiltshire MRICS	(appointed November 2020)
REGISTERED OFFICE & PRINCIPAL OFFICE	Winton House 18 High Street Petersfield Hampshire GU32 3JL	
REGISTERED NUMBER	07517789 (England and Wales)	
REGISTERED CHARITY NUMBER	1140306	
ACCOUNTANTS	Sheen Stickland 77 Station Road Petersfield Hampshire GU32 3FQ	

WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020

The Directors present their Report with the Financial Statements of the Company for the year ended 30 September 2020.

INCORPORATION

Winton House Centre is a Company Limited by Guarantee (No: 07517789) and the governing instrument is its Memorandum and Articles of Association. The Company was incorporated on 4 February 2011 and effectively began operations on 1 April 2011. The Trustees are Directors of the Company. It is also a Registered Charity No: 1140306.

PRINCIPAL ACTIVITY

Current structure

Winton House Centre currently has 9 Trustees.

Particulars of the Trustees who served during the year are given on Page 1.

Joyce Perry is the President and Ric Girdlestone is Vice President.

Apart from August, the Trustees have met monthly as the Board of Trustees. The President, Vice President, Centre Manager and Finance Administrator are invited and the retained Building Adviser also attends as required. There is a Chairman and Hon. Treasurer; the Finance Administrator carries out the secretarial function. The Board has five committees: Buildings, Facilities & Flats; Finance; Governance & Compliance; Personnel; Public Relations. Their meeting times are variable.

Recruitment of Trustees

From time to time, Winton House Centre needs new Trustees. Potential applicants receive an induction pack that includes the Charity Commission Guide for Trustees, the latest Annual Report and Accounts, our Memorandum and Articles of Association (governing document), The Board and Committee Structure, Our Values and Notes on the Role and Qualities required of Trustees. There is an informal interview and then a selection process including vetting as necessary; two references are required. If appropriate, a new Trustee will be allocated a mentor for his/her first six months.

Staff and Volunteers

Centre Manager (18 hours per week), Finance Administrator (14 hours) and Housekeeper (14 hours). There are also some 80 volunteers from the town and surrounding area who give their time and their skills to help others, to staff the Pop-In Tea Room and the Office, to assist with the maintenance of the building and garden, and to support other activities undertaken by the Centre.

Charitable Objects

(1) The provision of facilities in the area of benefit for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the conditions of life of those individuals

and

(2) The promotion of the voluntary sector for the public benefit in the area of benefit. For the purposes of this clause "the voluntary sector" means charities and voluntary organisations. Charities are organisations which are established exclusively for charitable purposes in accordance with the laws of England and Wales and "voluntary organisations" means independent organisations which are established for purposes that add value to the community as a whole, or a significant section of the community, and which are not permitted by their constitution to make a profit for private distribution, but do not include local government or other statutory authorities.

How do we achieve these?

Our normal activities are listed below, but these have perforce had to be suspended or curtailed since March 2020 in order to comply with the various coronavirus (COVID-19) restrictions.

- We run a daily Pop-In Tea Room from 10.00 am to 2.00 pm Monday to Friday, staffed entirely by volunteers, that offers a safe and secure meeting place on the High Street where people can find friendship and support. We aim to provide good, wholesome food at low prices and we have many regular visitors. The Pop-In holds an "Excellent" rating for Food Hygiene from East Hampshire District Council and all the volunteers receive accredited Food Hygiene training in house in order to keep costs down. It is used as the 'pick up' and 'drop off' point for the local Age Concern minibus each week. Groups also meet regularly in the Tea Room.

- We maintain an Information Desk that is staffed by volunteers from 10am to 4pm Monday to Friday. We have a data bank of information for the use of members of the public and we can refer enquirers to other charities and voluntary organisations as their needs require.

- We host Petersfield Voluntary Care Group who arrange transport for people in need e.g. to take them to GP or hospital appointments. Our volunteers take details of all the requests for help and for transport and we act as a collection and delivery point for volunteer drivers. Behind each request there is a human story; many callers have particular concerns or worries and our volunteers are trained to listen, respond with patience and give people the time they need. It is plain from the comments of callers that this service is seen as essential to many people and widely appreciated.

- We also host Age Concern, Petersfield and District. We let enquirers know about local Age Concern services and an Age Concern representative can always be contacted to provide further information.

- We provide an annual schedule of Outings for the Over 65s. Many older people in the town may not be able to get out to meet other people, socialise or even go shopping. This programme is designed for them and we are able to take up to 13 people at a time, with support from our volunteers and Petersfield Lions.

- We offer a central meeting place for use by individuals and local voluntary groups. They can meet together, hire rooms or a wide range of resources and use our facilities. We also host local charity Home-Start Butser which supports families with young children. Many voluntary groups hold their meetings here or hire rooms on an ad hoc basis. We also provide support in other ways: the Pop-In Tea Room is available for hire on Saturday mornings for fundraising events; groups can have a photocopying account with us, or purchase stationery in bulk at cost prices; we help some groups to set themselves up by providing reduced room hire rates for a period of time until they become established; we promote the work of groups by having their leaflets and posters on display; we offer a postal address. We really do believe that as we help other charities and voluntary groups to meet their aims, we are achieving our own.

- We continue to offer monthly bingo sessions through the year. We have to make a very small nominal charge for transport (provided by the Age Concern minibus) and the prizes are extremely modest but the emphasis is on socialising and meeting friends. As one member said 'it gets me out of the house especially on dark winter days and we have a good time'.

- We offer a monthly "Memory Café" which welcomes those living with dementia and their carers to a friendly afternoon of activities which is enjoyed by all.

- We aim to be a focal point for voluntary activity in the town, including giving youngsters over 16 experience of voluntary service (e.g. in the Pop-In Tea Room) and we support volunteers with learning disabilities.

- We work with voluntary groups in the town to encourage and provide information about services in the area. In addition to collecting for the local food bank and welcoming groups to use Winton House as a base on, say, their charity collection days, we try to play a full role in town activities during the year. We take part in the various Petersfield Town festivities by opening the Tea Room and running an outside stall offering books, plants, toys and the like.

Chairman's Report

This has been a year of success and failure. On the positive front, the work to the rear of the building which was planned in the previous year has been successfully completed. The former Flats 1 and 2 have been combined, and the space below enhanced by the removal of the former Equipment Room and its inclusion in a new, self-contained office area which has now been leased to the charity Home-Start Butser (HSB) for a 5-year term. It has also produced a new disabled lavatory used by both our rooms and HSB, a new meeting room in the former entrance to the Courtyard Room and a tea point serving both that room and the original Courtyard Room. This was a major project and all staff and contractors involved worked hard to meet deadlines complicated by Covid-19. Some further details of the development can be found in the Buildings and Finance sections of this report.

On the negative front, a lot of effort has been required, and given, in dealing with the Coronavirus outbreak which occurred early in first half of and was still raging at the end of the year. It led to the work of the charity being largely reduced because of the successive bans on meetings and the need for protective steps required for the limited activities which we have been able to continue. Between the two lockdowns, the Pop-In tearoom was opened for three days a week. Numbers were carefully controlled to ensure social distancing was maintained. This modest operation, together with a rota of staff and trustees manning the phones for PVCG (medical transport requests) has enabled us to continue to meet our charitable mandate. Great thanks are due to the perseverance of our staff and volunteers in meeting these demands. We monitor and follow government guidelines carefully, and subject to the guidelines we plan to resume full or part time operations as soon as possible in 2021.

We look forward to a period of relative calm in relation to the building, as we move onto a basis of care and maintenance rather than the past 10 years of updating and refurbishing it in stages. We also look forward to celebrating the end of our first 10 years of operation under the new constitution, the 40th anniversary of Petersfield Voluntary Centre in the building, and the 100th anniversary of the building being converted to charitable uses.

The year has seen some personnel changes. Robert Venables stepped down as Chair, to be replaced by Charles Bevan, and Chris Golding replaced Charles as Hon Treasurer. Robert plans to remain a Trustee until he has completed a series of vital policy documents. The Board welcomed Jean Mackarness as a Trustee. Robert was really the father of Winton House Centre as we now know it, and although no-one is indispensable, Robert comes very close to being indispensable. We also welcomed Sarah Moss as the new Centre Manager following the resignation in the spring of Rachel Harford, who was finding the travel to and from West Hampshire very time consuming.

OUR MISSION

Winton House Centre is a charitable facilitator which exists to help the people of Petersfield and the surrounding area by providing facilities for social interaction, both directly and indirectly, and by supporting other charities.

The Trustees have complied with their duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Centre Manager's Report

The Centre Manager's report should, in normal circumstances, report on the activities that the charity carried out. Sadly, the COVID-19 pandemic meant normal activities were much reduced, however the re-development of the north wing generated considerable activity.

I joined Winton House Centre (WHC) in December 2019 as Assistant Finance Administrator. I worked with, and assisted Jim Cleverly, Finance Administrator. No one could have predicted, at that time, where we would find ourselves on 23 March 2020.

WHC closed the Pop-In and suspended all room hire to meet government lockdown regulations. The Trustees agreed that the office remain open to enable the phones to be manned, and so, Jim and I covered this. We were able to signpost many people to the amazing support initiatives the Petersfield Voluntary Sector enabled, alongside support from many local businesses. Once hospital appointments were resumed, we continued with taking the transport telephone booking on behalf of Petersfield Voluntary Care Group (PVCG).

In April, Sheridan Rocher, Manager of Age Concern Petersfield requested desk space to act as a base for providing their extensive support. The Trustees agreed and Sheridan (a past Centre Manager) once again became an integral part of WHC.

The first edition of the Alert, our newsletter, was distributed in April to all our volunteers and user groups. Editions included photos, recipes, quizzes, and amusing anecdotes. These have been appreciated by many of our volunteers who were housebound and shielding. It provided me with a challenge to obtain email addresses!

I accepted the role of Centre Manager in May 2020, well into lockdown. Assisted by Ann Johnson (Housekeeper) and Jenny Tickner (Trustee) we undertook the clearing of equipment prior to Richardsons (builders) moving in to work on the north wing. We also tackled uncharted areas of the cellar which revealed some strange finds. No user groups were prepared to claim a large quantity of condoms, which we donated to King's Arms (Petersfield youth facility).

Valuable office support throughout lockdown was provided by Janet Coninx (Trustee). We both continued to update our computer systems and data bases, Janet also updating manuals.

Risk assessments and purchasing Personal Protective Equipment (PPE) became a challenge (not just a problem for Care Homes and NHS!) Once all were in place, we opened the front door in July from 10.00am – 12 midday Monday to Friday to allow access to information and advice from the office. It was so good to see the big door open. Jim and I continued to manage the PVCG calls. The Pop-In was re-opened in mid-August. We risk assessed, met track and trace requirements and, with PPE in place, served only in the garden and accepted donations to avoid money handling. We were lucky most days with the weather.
We opened inside in September, meeting the plethora of directives. Numbers were restricted and we opened for two hours with a limited menu. Although we welcomed the arrival of a new till, it provided more challenges.

A big thank you to the Volunteers who formed into bubbles to meet all regulations. There were so many great comments from our customers who were pleased to see us back and able to use our lovely garden when weather permitted.

Building and Flats

The planning and listed building consents to works in and to the North of the Courtyard Room referred to in last year's report were obtained. Although interrupted by the COVID-19 outbreak, the works began at the start of June and have adapted the area behind the Courtyard Room to form a new meeting room, with a kitchenette in the space where the stairs to the former flat 1 were, and a corridor created along the East side of the space, giving access to all the new areas. The old entrance to the room has been closed and the space turned into storage cupboards. The area behind the foyer (including that occupied by Home Start Butser) has been converted into a new office and a disabled lavatory accessible both to the new office and to the Courtyard Room. The newly created office has been leased to Home-Start Butser together with their previous rooms for a 5 year term.

The 8 small flats on the upper floors of the building have been reduced to 7 by combining Flats 1 and 2 into a single more desirable unit with a separate bedroom. This has resulted in a small reduction in the overall rent for the flats. They continue to be professionally managed by our Agent, Richard Mitham Associates. There were no significant problems, although some effort was required to achieve vacant possession of Flats 1 and 2 which was essential to achieve the alterations to the ground floor which we expect to increase overall income in due course.

Garden

A strange year for us all, no Petersfield in Bloom competition and initially, with lockdown, no volunteers in the garden. As things improved, we gradually got back to doing what we enjoy, making the walled garden look good for everyone. We still had some visitors to the garden, even though the Centre was not open, who appreciated being able to sit outside in a pleasant setting. Sadly, we lost Mary Sylvester as a volunteer this year after a serious stroke. My thanks go to the remaining volunteers for returning when they could and helping to keep the garden looking tidy, they are :-Jenny Tickner, Dennis Lee, Pat Elliot, Gregory Barbosa-Souza and myself, Janet Coninx.

Perhaps because it has been quieter, we have seen more wildlife in the garden including squirrels and a hedgehog. The squirrel however has decided to bury its walnuts in the courtyard pots displacing the plants we have put in! With the limited opening of the Pop-In, more people have been able to enjoy the garden and we have been receiving lots of compliments, which is always nice and shows our hard work has been appreciated.

Personnel

In December, we were very pleased to welcome Sarah Moss as our Assistant Financial Assistant. In March Rachel Harford, our Centre Manager resigned as she found travelling from the New Forest and family commitments not possible to combine with working for Winton House. We advertised for a replacement as we went into lockdown and were delighted when Sarah Moss applied for the post. Sarah has been working as Centre Manager from May 2020. We gained a new trustee when Jean Mackarness, one of our Pop-In volunteers, joined the Board in the summer.

Public Relations

Last Christmas we held our usual Christmas celebrations. We held a lunch in the Pop-In when our regular customers enjoyed a free buffet lunch. The hamper was won by one of our regular volunteers, Rachel, who successfully answered the Christmas quiz, put together by John Leete. We were joined by Petersfield Voices who entertained us with song. The following week our volunteers enjoyed a Christmas tea. Jenny Tickner made a beautiful Christmas cake and John Leete again led us in a creative and jolly game making nativity animals out of newspaper.

Our Annual Meeting was held in February after a buffet lunch in St Peter's Hall. Two volunteers, Jo Worsdale/Berryman and Margaret Connolly gave accounts of the work they do for Winton House.

We had sold most tables for the first fundraising event, a quiz evening in March but we had to postpone it. The bridge lunch has been re-booked for July 2021.

Outings for the over 65s

Sadly, due to the coronavirus, this will be a much shorter report. A decision had to be taken early on and it was obvious that in the circumstances, we would be unable to undertake any outings during 2020. All our customers were informed as soon as possible and were very understanding. We were of course hoping that we would at least be able to have our Annual Pre-Christmas tea at Winton House but sadly have had to cancel that as well. The co-ordinators Jo Worsdale and Tina Housego, together with the escorts :- Jennifer Castle, Diana Clapperton, Noreen Holmes, Sandra Manktelow, Ruth Sander, Jean Simpson, Jenny Tickner and Maureen Willet have been keeping in touch with each other and our customers to ensure they were coping during these difficult times. We also welcomed a new escort Jessica Davis who due to circumstances has not yet had the pleasure of going on a trip. Let us hope that the New Year will be a healthy one and we will be able to resume our normal activities.

Bingo

Our Bingo afternoons have been enjoyed by regulars and new players on the last Friday of the month. In February we welcomed some players and staff that joined us from a care home in Hindhead. Thanks are due to our callers, Trevor Copping and John Leete for leading the afternoons. We have not been able to hold any bingo sessions since February, particularly when the rule of six came into force.

Memory Café

The Memory Café took place on the third Wednesday of the month until March 2020. In October 2019 we marked the apple harvest. In November we made individual coloured angels as our contribution to the Methodist run Nativity Festival. This was returned and displayed in the Pop In from mid-December. In December we celebrated Christmas with live music and carol singing. In September 2020 we were able to start again but by invitation only so fewer people could be welcomed.

Finance

As with all commercial enterprises and charities, Winton House Centre was affected by the COVID-19 pandemic with many activities ceasing completely throughout the lockdown period with a reduced service in operation within the Pop-In tearoom since mid-August. However, although income from the Pop-In, room hire and other fund-raising activities was much reduced, rental income from our flats and offices coupled with the income from donations ensured that a surplus of £8,254 was generated before costs associated with the redevelopment of the North Wing are taken into account. We remain extremely grateful for all donations and the continued support of Petersfield Voluntary Care Group, the Friends of Winton House Centre and the members of the Winton House Centre 100 Club.

The major redevelopment of the North Wing was completed in August, thereby providing a larger more 'user friendly and efficient' office space for Home-Start Butser, who have now signed a five-year lease which replaces an informal arrangement; creation of an additional ground floor office for use by partner charities and community organisations, with Flats 1 & 2 being merged to create more suitable accommodation for the 21st century. Expenditure for the North Wing development amounted to £138,884 and was funded from Reserves. Redevelopment of the North Wing had been under consideration by the Trustees for some years with the primary motivation being to ensure that the fabric of the building (Grade II listed) was maintained, at the same time ensuring that the long-term viability of Winton House Centre's income stream could be sustained. Final approval to proceed with the redevelopment was only given by the Board of Trustees once the financial implications associated with COVID-19 had been considered.

A review of room hire rates had been planned during the financial year 2019/2020, however with North Wing redevelopment and COVID-19 issues taking a higher priority, Trustees will now review matters during the 2020/2021 accounting period.

The 2019/2020 salaries budget incorporated a figure to accommodate recruitment of an additional part time member of staff with Sarah Moss initially joining the Team as an Assistant to the Finance Administrator before taking on the Centre Manager role after the departure of Rachel Harford. It remains our intention to recruit an additional member of staff, with our salaries budget for 2020/2021 reflecting the anticipated expense.

Investment Policy

In accordance with its Articles of Association, Winton House Centre (WHC) has power to deposit or invest funds and the Trustees have adopted the Investment Policy outlined below -

The purpose of this investment policy is to yield the best financial return on our investments which can then be spent on furthering the WHC's charitable Objects but doing so within a level of risk considered to be acceptable by the Trustees

The Trustees will exercise care when making investment decisions and only choose investments that are right for WHC. In coming to decisions, they will consider short and long term financial commitments as well as anticipated income and include immediate financial needs, future spending commitments, longer term organisational objectives, past patterns of expenditure, and future unplanned changes that may impact upon the charity such as the wider economic and financial outlook as well as potential costs arising from our stewardship of a Grade II listed building.

The investment objectives are twofold –

- For the short term, to invest in a bank deposit account. This provides instant access to meet the daily needs of the charity albeit at a relatively low rate of interest.
- For the medium to longer term: to invest in an Investment Fund that offers two elements: Distribution/Income which pays out quarterly and is important in the normal operation of the charity; and Capital Appreciation/Growth which aims to ensure that the value of the investment is maintained and enhanced.

The investment policy will be managed by the Finance sub group which is accountable to the Board of Trustees. Its role is advisory and aims to –

- Oversee the investments
- Recommend benchmarks and targets by which performance will be judged and review these during each financial year.
- Report to the Board as necessary and at least once every year.

The Board of Trustees will review the Investment policy annually to assess the performance of the investments and to make any changes that may be deemed necessary. Investment decisions will be taken collectively by the Trustees and recorded in writing.

The Finance Committee did consider whether a change of Investment Manager was appropriate, albeit in view of market volatility linked to the COVID-19 pandemic, a decision was taken to maintain the status quo with the matter reviewed on an annual basis.

In the light of very low credit interest rates prevailing at the present time, Trustees took the decision to utilise a large proportion of cash reserves to fund the North Wing redevelopment costs, thereby providing a greater opportunity for Winton House Centre's investment funds to generate a more favourable return in terms of both income and capital growth. A decision was made on 28th May 2020 to sell some investments (£30,000) and to place the proceeds into the CAF Gold Account so that they would be readily accessible for a down payment on the anticipated North Wing building works.

The Policy was re-confirmed on 28th January 2020.

Reserves Policy

The Trustee Board has determined that the Charity will maintain reserves as follows:

- We will hold reserves amounting to 6 months operational expenditure in case there is an unforeseen disruption to services and therefore income.
- WHC is now responsible for maintaining and preserving a Grade II listed building – Winton House – together with its boundaries and land. In addition to routine building maintenance, there is also a risk of an unforeseen emergency or other unexpected calls on our funds such as a large repair bill. (£80,000)
- We will maintain reserves to meet unexpected day-to-day operational costs such as employing temporary staff to cover long-term sickness absence, insurance policy excesses or to fulfil our contractual obligations. (£12,000)

The Finance Sub Group, reporting to the Management Committee, will be responsible for monitoring the reserves policy and for ensuring that the reserves are maintained at the agreed level. The Management Committee will review the policy annually.

The Policy was re-confirmed on 28th January 2020.

This Report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Board on 9 March 2024 and signed on its behalf by:

C J Bevan
Director and Chairman

C R Golding
Director and Treasurer

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF WINTON HOUSE CENTRE
I report on the accounts of the company for the year ended 30 September 2020 that are set out on pages 11 to 17.

Respective responsibilities of Trustees and Examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- state whether particular matters have come to my attention.

Basis of the Independent Examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view", and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no material matters have come to my attention which gives me reasonable cause to believe that, in any material respect:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 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; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

I 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.

Amy Kensett FMAAT FCCA
Chartered Certified Accountant
Sheen Stickland
The Engine House
77 Station Road
Petersfield
Hampshire
GU32 3FQ

Date 22/6/2021

WINTON HOUSE CENTRE

COMBINED STATEMENT OF FINANCIAL ACTIVITIES AND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2020

	Notes	2019/20			2018/19		
		Unrestricted Funds	Restricted Funds	Total	Unrestricted Funds	Restricted Funds	Total
INCOME		£	£	£	£	£	£
Donations	6	2,351		2,351	4,522		4,522
Income from Charitable Activities	7	21,945	127	22,072	38,516	472	38,988
Income from Activities for Generating Funds -							
i) Rent from letting of Flats		49,466		49,466	51,744		51,744
ii) Fundraising Events and Coffee Mornings		263		263	3,201		3,201
Investment Income	8	10,100		10,100	10,219		10,219
TOTAL INCOME		84,125	127	84,252	108,202	472	108,674
EXPENDITURE							
Costs of Charitable Activities	9	161,502	312	161,814	55,672	619	56,291
Costs of Generating Funds -							
i) Expenditure on Flats to let		6,166		6,166	6,366		6,366
ii) Fundraising Events and Coffee Mornings		253		253	921		921
Costs of Management and Administration	10	44,970		44,970	40,103		40,103
Governance costs – Accountancy		1,410		1,410	1,450		1,450
TOTAL EXPENDITURE		214,301	312	214,613	104,512	619	105,131
NET INCOME/(EXPENDITURE)		-130,175	-185	-130,360	3,690	-147	3,543
Unrealised gain on Charitable Property		5,000		5,000			
Unrealised gain on Investment Property		-21,000		-21,000	3,000		3,000
Realised Gain on Unlisted Investment		11,392		11,392			
Unrealised gain on Unlisted Investment					19,766		19,766
Unrealised Loss on Unlisted Investments		-764		-764			
NET MOVEMENT IN FUNDS		-135,547	-185	-135,732	26,456	-147	26,309
FUND BALANCES BROUGHT FORWARD		1,332,453	7,306	1,339,759	1,305,997	7,453	1,313,450
TOTAL FUNDS		1,196,906	7,121	1,204,027	1,332,453	7,306	1,339,759

The notes form part of these financial statements.

WINTON HOUSE CENTRE

BALANCE SHEET
30 SEPTEMBER 2020

	Notes	2019/20		2018/19	
		£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	11		830,000		846,000
Investments	12		305,906		325,278
CURRENT ASSETS					
Debtors	13	7,071		8,403	
Cash at bank and in hand		63,705		162,984	
		70,776		171,387	
CREDITORS					
Amounts falling due within one year	14	2,655		2,906	
NET CURRENT ASSETS			68,121		168,481
TOTAL ASSETS LESS CURRENT LIABILITIES			1,204,027		1,339,759
TOTAL FUNDS					
Unrestricted General Fund	15		1,012,892		1,143,067
Restricted Fund	15		7,121		7,306
Unrestricted Fair Value Reserve	15		184,014		189,386
			1,204,027		1,339,759

The Company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2020.

The members have not required the Company to obtain an audit of its financial statements for the year ended 30 September 2020 in accordance with Section 476 of the Companies Act 2006.

The Directors and Trustees acknowledge their responsibilities for:

a) ensuring that the Company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
b) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the Company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard 102 (effective January 2015).

The financial statements were approved by the Board of Directors and Trustees on 9 March 2021 and were signed on its behalf by:

C J Bevan – Director and Chairman

C R Golding – Director and Treasurer

The notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020

1. STATEMENT OF COMPLIANCE

Winton House Centre is a Company Limited by Guarantee, and is incorporated in England, company number 07517789. The registered office is Winton House, 18 High Street, Petersfield, Hampshire GU32 3JL.
The financial statements are presented in sterling, which is the functional currency of the comp7any, and rounded to the nearest pound.
The Charity is a Public Benefit Entity.
The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. ACCOUNTING POLICIES

Accounting convention and basis of preparing the financial statements

These accounts have been prepared using the accruals basis and in accordance with the provisions of the Companies Act 2006 and the Charities Act 2011.
The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard 102 and the relevant Statement of Recommended Practice:Accounting and Reporting of Charities (effective from 1 January 2019)

Operating Policy

Resources expended are recognised in the period for which they are incurred and are shown inclusive of irrecoverable VAT.
Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.
Grants for day-to-day running of the Charity are treated as income in the year in which they are received.
Expenditure on equipment, fixtures and fittings is written off in the year in which it is incurred.

Tangible assets

Freehold property is held at cost. No depreciation is charged in respect of this building as the Trustees consider any residual valuation is likely to be at least equal to its cost.

Investment Property

Investment property is included at its fair value. Any movement arising from changes in fair value is recognised in the Income and Expenditure Account.

Investments

Investments are stated at market value, with revaluation adjustments being taken to the Income and Expenditure Account.

Financial Instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement date.

Fund Accounting

The Charity maintains various types of funds as follows :-

a) Restricted Funds
Restricted Funds relate to the Outings for the Over 65s

b) Unrestricted Funds
General unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.

Debtors - Basis of measurement

Flat rentals	Rentals due for September 2020, received October 2020
Interest	Interest due to September 2020 but not paid until October 2020
Room hire	Bookings to September 2020, invoiced but not paid
Other services provided	Usage to September 2020, invoiced but not paid
Alarm monitoring	Proportion of annual fee paid in advance for October 2020 to March 2021
Garden Purchases	Deposits on two sheds to be delivered February 2021

Creditors - Basis of measurement

Flat management fees	Due on rentals for September 2020, not paid until October 2020
Other flats expenditure	Incurred in September 2020, not paid until October 2020
Electricity & Gas	Cost of energy used to 30 September 2020, but not invoiced
Water Rate	Cost of water & sewerage used to September 2020, but not invoiced
Gardener	Cost of work done in September 2020, but not invoiced
Payroll	Cost of payroll processing for September 2020, not paid until October 2020
Photocopier	Rental and copy costs to 30 September 2020, but not invoiced
Room hire prepaid	Payments received in advance for bookings from October 2020 onwards
Accountancy	Fee for Independent Examination of 2019/20 Accounts

Much of the activity of the charity is carried out by Volunteers. This intangible cost is not included in the financial statements as this voluntary contribution to the work of the charity is incalculable.

3. STAFF/ TRUSTEE REMUNERATION, RELATED PARTY/OTHER TRANSACTIONS

Total cost of salaries and wages	£32,219	*(2018/19*	*£28,267)*
Employer's pension contributions	£87	*(2018/19*	*£142)*
All defined contribution pension costs are allocated to the Unrestricted General Fund			
Average headcount for the year	3.33	*(2018/19*	*3)*

No employee earned over £60,000

No Director or Trustee received any remuneration from the Charity. A total of £1,167 was reimbursed to four Trustees for items purchased by them on the Charity's behalf *(2018/19 £831 to four Trustees)*

There were no Related Party transactions during the year *(2018/19 None)*
There were no unconditional donations from Trustees during the year *(2018/19 None)*

Fee for the Independent Examination of the Accounts £1,650 *(2018/19 £1,500)*

4. TAXATION

The Company is a Charity and is therefore potentially exempt from taxation in respect of income and capital gains received to the extent that such income and gains are applied to exclusively charitable purposes. No provision for taxation has been made in these financial statements.

5. FREEHOLD PROPERTY

The title to Winton House and all its property and land was transferred to the Company at nil monetary value on 4 February 2011. It is currently insured for £1,872,834 as at October 2020 (£1,852,472 at October 2019).

6. DONATIONS

	2019/20	**2018/19**
	£	£
Petersfield Voluntary Care Group		1,200
Winton House Centre 100 Club	600	600
Sheet Women's Institute	720	
J Stephens		200
Tesco – Petersfield		100
Memory Café	12	115
Donations in memoriam		313
Friends of Winton House	110	160
General Donations	909	1,834
	2,351	4,522

7. INCOME FROM CHARITABLE ACTIVITIES

	2019/20	2018/19
	£	£
Receipts from room hire	7,455	12,305
Pop-In sales	12,159	22,824
Rental from Ground Floor Offices	713	
Outings for Over 65s (**)	127	472
100 Club	1,209	1,222
Insurance Claim		1,462
Other Income	409	703
	22,072	38,988

(**) Relates to Restricted Fund transactions

8. INVESTMENT INCOME

	2019/20	2018/19
	£	£
Bank interest	291	370
Investment Fund Income Units	9,809	9,849
	10,100	10,219

9. COSTS OF CHARITABLE ACTIVITIES

	2019/20	2018/19
	£	£
Pop-In direct costs	3,845	7,633
Business rates	403	797
Water and sewerage	402	1,232
Heating and lighting	2,843	2,908
Insurance	5,504	5,117
Garden maintenance	574	677
Cleaning and laundry	847	1,621
Health and safety / Fire alarm	3,044	8,482
Furniture and equipment	1,401	971
Building maintenance	2,387	4,820
North Wing Development	138,884	
Refurbishment – Office		18,054
Repairs following burglary		1,812
Memory Café	107	348
Outings for Over 65s (**)	312	619
100 Club	1,261	1,200
	161,814	56,291

(**) Relates to Restricted Fund transactions

10. MANAGEMENT AND ADMINISTRATION

	2019/20	2018/19
	£	£
Salaries, wages and pension contributions	32,306	28,409
Recruitment and payroll fees	2,830	342
Building Adviser's honorarium	1,100	1,000
Training	24	245
Administration costs	1,800	1,928
Information Technology	5,749	6,628
Consultancy		617
Travel expenses	306	463
Other expenses	855	471
	44,970	40,103

11. TANGIBLE FIXED ASSETS

	Property used for Charitable Purposes	Investment Property	Total
	£	£	£
Fair value 1 October 2019	100,000	746,000	846,000
Gain in value	5,000	-21,000	-16,000
Fair value 30 September 2020	105,000	725,000	830,000

The freehold property at Winton House consists of the ground floor, which is used for charitable purposes, and 7 flats, which are rented out.

The property is included at fair value. The value of the ground floor is based on rateable value, and the value of the flats is based on their rental income. The values were estimated by Neil Challen on 4th January 2021.

If the Tangible Fixed Assets had not been revalued, they would have been included at the following historical cost:

	£
Property used for charitable purposes	100,000
Investment property	680,000

12. FIXED ASSET INVESTMENTS

	Unlisted Investments
COST OR VALUATION	£
As at 1 October 2019	325,278
Disposal during the period	30,000
	295,278
Gain in value during the period	10,628
At 30 September 2020	305,906
NET BOOK VALUE	
At 30 September 2020	305,906

If fixed asset investments had not been re-valued, they would have been included at historical cost of £183,283.

The investment is made up of 17,769.85 units held in Charities Official Investment Fund (COIF) income units. Fixed asset investments were valued on an open market basis on 30 September 2020 by COIF.

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019/20	2018/19
	£	£
Trade debtors	6,562	8,205
Prepayments	509	198
	7,071	8,403

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019/20	2018/19
	£	£
Trade Creditors	2,150	2,207
Accruals	132	274
Deferred Income	373	425
	2,655	2,906

Deferred Income primarily represents amounts received in advance for room bookings post year end

	2019/20
	£
Balance as at 1 October 2019	425
Amount released to room hire	-425
Amount received for post year-end room hire	373
Balance as at 30 September 2020	373

15. FUNDS RECONCILIATION

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2019	1,143,067	189,386	7,306	1,339,759
Surplus / (deficit) for the period	-130,175		-185	-130,360
Increase in value of investment property		-21,000		-21,000
Increase in value of Charitable property		5,000		5,000
Increase in value of unlisted investments		10,628		10,628
Balance at 30 September 2020	1,012,892	184,014	7,121	1,204,027

The restricted funds of £7,120 relating to the Outings for the Over 65s are held in cash and are part of the cash at bank figure of £63,705 on the Balance Sheet.

FUNDS RECONCILIATION COMPARATIVES

	Unrestricted General Fund	Unrestricted Fair Value Reserve	Restricted Fund	Total
	£	£	£	£
Balance at 1 October 2018	1,139,377	166,620	7,453	1,313,450
Surplus / (deficit) for the period	3,690		-147	3,543
Increase in value of investment property		3,000		3,000
Increase in value of unlisted investments		19,766		19,766
Balance at 30 September 2019	1,143,067	189,386	7,306	1,339,759

16. GOING CONCERN

These accounts have been prepared on the basis that the Charity is a going concern and is likely to continue as such for a period of at least 12 months from the date these accounts were approved. The Trustees have carried out an assessment of the principal risks facing the Charity, including those that would threaten its future performance, solvency or liquidity. The major threat identified was the restrictions imposed as a result of the coronavirus pandemic (COVID-19). These will severely reduce the operations of the Pop-In tearoom and prevent all room hire activities. Whilst this results in a significant reduction in income, the letting of the flats and the renting out of the redeveloped ground floor offices, together accounting for more than 50% of turnover, will not be affected. The Trustees are of the opinion that the level of reserves held is sufficient to support the Charity through the challenging period until it can resume its normal activities once more.