



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 C R Golding Mrs A J Greenlee J R Leete Mrs J Mackarness Mrs J C Tickner R M C Venables	(resigned October 2019) (appointed July 2020)
STAFF Centre Manager	Mrs R L Harford	(resigned March 2020)
Finance Administrator	Ms S E Moss	(appointed May 2020)
Asst Finance Administrator	J W Cleverly ACIB	
Housekeeper	Ms S E Moss Mrs P A Johnson	(Dec 2019 to May 2020)
RETAINED BUILDING ADVISER	D L O Wiltshire P Wiltshire MRICS	(retired August 2020) (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.

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)**

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.

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)**

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.

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020 *(continued)***

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.

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)**

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.

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)**

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.

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)**

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.

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2020 (continued)**

Reserves Policy

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

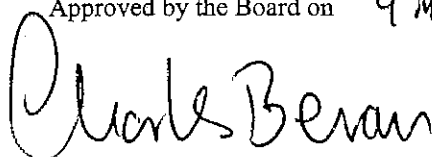
- We will hold reserves amounting to 6 months operational expenditure in case there is an unforeseen disruption to services and therefore income.
- WHC is now responsible for maintaining and preserving a Grade II listed building – Winton House – together with its boundaries and land. In addition to routine 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		<u>63,705</u>		<u>162,984</u>	
		70,776		171,387	
CREDITORS					
Amounts falling due within one year	14	<u>2,655</u>		<u>2,906</u>	
NET CURRENT ASSETS			<u>68,121</u>		<u>168,481</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,204,027</u>		<u>1,339,759</u>
TOTAL FUNDS					
Unrestricted General Fund	15		1,012,892		1,143,067
Restricted Fund	15		7,121		7,306
Unrestricted Fair Value Reserve	15		<u>184,014</u>		<u>189,386</u>
			<u>1,204,027</u>		<u>1,339,759</u>

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

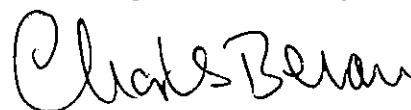
The members have not required the Company to obtain an audit of its financial statements for the year ended 30 September 2020 in accordance with Section 476 of the Companies Act 2006.

The Directors and Trustees acknowledge their responsibilities for:

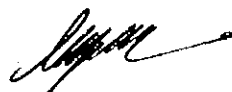
- ensuring that the Company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit and loss for each financial 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.

WINTON HOUSE CENTRE

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 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

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

WINTON HOUSE CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2020 (Continued)

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)
<i>All defined contribution pension costs are allocated to the Unrestricted General Fund</i>			
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
	<u>2,351</u>	<u>4,522</u>

WINTON HOUSE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 (Continued)

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
	<u>22,072</u>	<u>38,988</u>

(**) Relates to Restricted Fund transactions

8. INVESTMENT INCOME

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

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
	<u>161,814</u>	<u>56,291</u>

(**) 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
	<u>44,970</u>	<u>40,103</u>

WINTON HOUSE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 (Continued)

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

WINTON HOUSE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2020 (Continued)

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	<u>373</u>

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	<u>1,012,892</u>	<u>184,014</u>	<u>7,121</u>	<u>1,204,027</u>

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	<u>1,143,067</u>	<u>189,386</u>	<u>7,306</u>	<u>1,339,759</u>

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.