

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

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FOR THE YEAR ENDED 30 SEPTEMBER 2021**

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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 Finance Administrator Asst Finance Administrator Housekeeper	Ms S E Moss J W Cleverly ACIB Miss K A Hithersay (appointed July 2021) 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.

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

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2021 (continued)**

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 policies 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.

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2021 (continued)**

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

**WINTON HOUSE CENTRE
REPORT OF THE DIRECTORS AND TRUSTEES
FOR THE YEAR ENDED 30 SEPTEMBER 2021 (continued)**

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 fundraising 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.

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

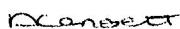
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 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		<u>26,344</u>		<u>63,705</u>	
		34,834		70,776	
CREDITORS					
Amounts falling due within one year	15	<u>3,431</u>		<u>2,655</u>	
NET CURRENT ASSETS			<u>31,403</u>		<u>68,121</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,206,724</u>		<u>1,204,027</u>
TOTAL FUNDS					
Unrestricted General Fund	16		975,319		1,012,892
Restricted Fund	16		7,976		7,121
Unrestricted Fair Value Reserve	16		<u>223,429</u>		<u>184,014</u>
			<u>1,206,724</u>		<u>1,204,027</u>

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:

- 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 2019).

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

WINTON HOUSE CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER 2021 (Continued)

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)
<i>All defined contribution pension costs are allocated to the Unrestricted General Fund</i>			
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
	<u>2,801</u>	<u>2,351</u>

WINTON HOUSE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2021 (Continued)

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	
	<u>17,907</u>	<u>NIL</u>

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
	<u>17,530</u>	<u>22,072</u>

(**) Relates to Restricted Fund transactions

9. INVESTMENT INCOME

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

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
	<u>72,784</u>	<u>161,814</u>
Support Costs (see Note 11)	53,418	46,380
	<u>126,202</u>	<u>208,194</u>

(**) Relates to Restricted Fund transactions

WINTON HOUSE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2021 (Continued)

11. SUPPORT COSTS

	2020/21	2019/20
	£	£
<u>Management and Administration</u>		
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
	<u>52,048</u>	<u>44,970</u>
Governance Costs – Accountancy	1,370	1,410
	<u>53,418</u>	<u>46,380</u>

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	<u>105,000</u>	<u>725,000</u>	<u>830,000</u>

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	<u>345,321</u>
NET BOOK VALUE	
At 30 September 2021	<u>345,321</u>

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
	<u>8,490</u>	<u>7,071</u>

WINTON HOUSE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 SEPTEMBER 2021 (Continued)

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
	<u>3,431</u>	<u>2,655</u>

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	<u>-356</u>
	17
Amount received for post year-end room hire	<u>305</u>
Balance as at 30 September 2021	<u>322</u>

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	<u>975,319</u>	<u>223,429</u>	<u>7,976</u>	<u>1,206,724</u>

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

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.