

TOPSHAM COMMUNITY ASSOCIATION LIMITED

England & Wales · Charity number 1148398

Details

Status	Registered
Legal form	Charitable company
Company number	08111534
Registered	2012-08-01
Register	View on the Charity Commission register

Contact

Address	Matthews Hall Fore Street Topsham Exeter EX3 0HF
Phone	07940960560
Email	manager@topshamca.uk
Website	topshamcommunityassociation.co.uk/

Activities

Objects: 3 The Charity's Objects are:(1) to promote the benefit of the inhabitants of Topsham without distinction of sex or of political, religious or other opinions by a) assisting the local authorities, voluntary organisations and inhabitants in a common effort to advance education, b) providing facilities in the interest of social welfare for recreation and leisure-time occupation, and c) promoting and encouraging high local standards of architecture and town planning.with the object of improving the conditions of life for its inhabitants;(2) establishing or securing the establishment of such Community Centres or Halls as may be appropriate (the "Centres") and to maintain and manage, or to co-operate with any local statutory authority or voluntary organization in the maintenance and management of the Centres for activities promoted by the Association and its constituent bodies in furtherance of its objects; (3) the Association shall be non-party in politics and non-sectarian in religion; (4) the Association has power to affiliate to the National Federation of Community Organisations and to other organisations with similar charitable objects.

Activities: Maintenance of the community hall for community events, a weekly market, social events, films, concerts, lectures, leisure classes etc. Provision of youth activities, activities for older people, community information, a community cafe and campaigns on issues of interest to the local community.

Classification

- **How:** Provides Buildings/facilities/open Space, Provides Services
- **What:** General Charitable Purposes
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Devon

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£191,750	£181,240	-	-
2024-08-31	£113,543	£109,549	-	-
2023-08-31	£87,274	£96,479	-	-
2022-08-31	£135,791	£94,652	-	-
2021-08-31	£56,069	£65,914	-	-
2020-08-31	£60,652	£69,407	-	-

Trustees

Name	Role	Appointed
Alastair Mumford		2022-01-10
Angela Kathleen Therese Morris		2025-10-13
Cllr Andrew Robert Leadbetter		2012-07-19
Gemma Turl		2025-10-13
Helen Judith Crossfield		2026-05-13
John Christopher Troy		2023-05-17
Max Robin Johnson		2023-09-13
ROBERT RICHARD DRURY		2012-07-19

TOPSHAM COMMUNITY ASSOCIATION LIMITED

England & Wales - Charity number 1148398

Accounts

Company registration number 8111534 (England and Wales)

Charity registration number 1148398 (England and Wales)

TOPSHAM COMMUNITY ASSOCIATION LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2025

TOPSHAM COMMUNITY ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A R Leadbetter	
	R R Drury	
	A Mumford	
	M R Johnson	
	J C Troy	
	A K T Morris	(Appointed 13 October 2025)
	G Turl	(Appointed 13 October 2025)
Secretary	R R Drury	
Charity number	1148398	
Company number	8111534	
Registered office	Matthews Hall Fore Street Topsham Exeter EX3 0HF	
Independent examiner	Hammett Spire LLP 21 Heavitree Road Exeter Devon EX1 2LD	

TOPSHAM COMMUNITY ASSOCIATION LIMITED

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 19

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2025

The trustees present their report and financial statements for the year ended 31 August 2025, which also comprises the Directors' Report required by the Companies Act 2006.

The legal name of the charity is: - Topsham Community Association Limited.

The charity is also known by its operating name, Topsham Community Association (herein 'the Community Association').

The charity's areas of operation and UK charitable registration

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1148398.

The charity is registered in England & Wales under Company Registration Number 8111534.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The purposes of the charity as set out in its governing document are:

- (1) to promote the benefit of the inhabitants of Topsham without distinction of sex or of political, religious or other opinions by
 - a) assisting the local authorities, voluntary organisations and inhabitants in a common effort to advance education,
 - b) providing facilities in the interest of social welfare for recreation and leisure-time occupation, and
 - c) promoting and encouraging high local standards of architecture and town planning.with the object of improving the conditions of life for its inhabitants;
- (2) establishing or securing the establishment of such Community Centres or Halls as may be appropriate (the "Centres") and to maintain and manage, or to co-operate with any local statutory authority or voluntary organization in the maintenance and management of the Centres for activities promoted by the Association and its constituent bodies in furtherance of its objects;
- (3) the Association shall be non-party in politics and non-sectarian in religion;
- (4) the Association has power to affiliate to the National Federation of Community Organisations and to other organisations with similar charitable objects.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2025**

The main activities undertaken in relation to those purposes during the year

The following activities relate particularly to the first objective set out above.

The Community Association continues to ensure that the Matthews Hall ("the Hall") acts as the prime focus for community activities in Topsham, meeting the needs of all age groups from the very young to the very elderly. In support of its first objective it endeavoured to make the facilities of the Matthews Hall and the Dorothy Holman Centre available to a wide ranging selection of groups across the community, providing facilities for club general meetings, sport (badminton), exercise (pilates, yoga, karate Zumba and Qigong), recreation and leisure-time occupation (Film Club, dancing, amateur dramatics, felting, dog training, concerts, mindfulness, bingo, wine tasting, birdwatching, Beavers, flower arranging, Seniors Club and bridge), education (art classes, drawing/fine art appreciation and the Topsham Museum). The Hall is also used, mainly by local people, as a venue for parties and celebrations of all sorts.

The Community Association continues to run and manage a Saturday Community Market in the Hall with about 25 stalls selling a variety of products.

The Community Association arranges a supervisor to run a Seniors Club on a Tuesday afternoon in the Dorothy Holman Centre (now leased to the Community Association by Exeter City Council) for local inhabitants who are over 50. They are able to participate in many activities including table tennis (sometimes with the aid of a coach), board games (competitive Scrabble), petanque, pool etc.

The Community Association continues to support the local initiative from Love Topsham to provide Christmas lights and trees to improve the festive decoration of the main shopping area of Topsham. The links with Love Topsham have been strengthened by enabling members of the TCA Board and the Love Topsham Board to attend each others' meetings.

The Topsham Emergency Group, a sub-group of the Community Association, supported its Flood Wardens and considered flood relief provision.

The Community Association developed plans to run the café in the Hall foyer itself after the previous provider gave notice to quit in June 2024. A special sub-committee was set up for this purpose, and this venture has been successful in providing a highly regarded and appreciated refreshment outlet for members of the community and the general public, as well as contributing to the Community Association's income stream.

The purchase of a new projector for the Matthews Hall (with great help from the Market House Trust, Topsham Film Society and The Arts Society Topsham) was approved by the Board. This will greatly improve the experience of users of the hall at events like Film Club and public lectures.

The Community Association runs a Planning Panel which monitors and submits observations to planning applications affecting the town. A new Parent and Toddler Group was formed during the year, and has worked well.

The second objective set out above was met by running the Hall and the Dorothy Holman Centre effectively, undertaking improvements to their fabric, while still complying with general good practice. One example of this is the installation of a new WiFi system serving the Hall at a cost of £4,574. Among other things, this has made the taking of money by card for events on the Hall much easier, and given access to reliable WiFi for all users of the Hall.

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The Community Association usually generates much of its income from hiring out the facilities at the Hall, in particular the main Hall and the Council Chamber, and also the Dorothy Holman Centre. The venues thus provided constitute a major benefit both to the inhabitants of Topsham, as required by the charity's governing document, and also to the general public who attend many events taking place in Matthews Hall and the Dorothy Holman Centre.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

One such event is the Community Market that under normal conditions takes place in the hall on virtually every Saturday throughout the year. This facility is much appreciated by the general public, and we have seen an increase in footfall during the year.

Another activity pursued by the Community Association is running a Seniors Club as described above. It provides a welcome, friendly and relaxed point of social contact for all those eligible, including those who might not otherwise feel up to participating in more organised activities.

As a riverside community that has seen flooding in the past, an important aspect of the Community Association's activities is maintaining and supporting the Topsham Emergency Group and their Flood Wardens whose activities are for the benefit of all members of the public who could be affected by flooding. They send out flood warnings and encourage and support the use of flood barriers on domestic properties. barriers on domestic properties.

The Community Association provided facilities when possible for many events in Matthews Hall to support local events, societies (such as the Topsham Film Society and Estuary Players), schools (school productions) and groups (such as Topsham Allotments and Gardens Society). The introduction of pickleball sessions in the Hall has proved to be a major success, as well as a useful income stream.

The introduction of National Theatre Live events taking place monthly in the Matthews Hall has proved very successful and provided a source of much needed revenue to the Community Association.

The Community Association enabled the mobile fish van to continue its service to the community. It has also allowed mobile food outlets to use this space in the evenings as an adjunct to the Fire Station public house next door, which has also contributed to its income stream.

The work on caring for and maintaining the garden at the Matthews Hall with the benches outside it for use by the general public provides a highly valued place for community interaction as well as individual rest and reflection.

The Topsham Adventure Centre (TAC) has been working for some time to raise funds to replace the old Sea Scouts hut that was damaged by flooding in 2014 and had to be demolished in 2017. As that site adjoins that of the Dorothy Holman Centre, TAC approached the Community Association to determine if a redevelopment of that Centre could be made in a way that would benefit both parties. In July 2025 steps were taken to act with TAC to develop plans to remodel the Dorothy Holman Centre by extending it into the old Sea Scout site so that new toilets and changing rooms could be located there, thus freeing up space in the Centre building to enlarge the existing hall which could be used by the Sea Scouts as well as current and new users. It was proposed that one of the new toilets would be open to the public using the Recreation Ground, providing a much-needed facility.

The main achievements and performance of the charity during the year.

Our manager (Trish Harrogate) has greatly assisted in the work of running the Community Association throughout the past year, taking over many functions previously operated by Directors including dealing with day-to-day financial management in addition to her existing role as manager of the Community Association Saturday Market, which she has run very smoothly.

The caretaking team has supported the delivery of services to all users of the Matthews Hall and Dorothy Holman Centre.

In 2024 the Community Association launched a Library of Things at the Dorothy Holman Centre to hire out items of domestic use such as drills, hedge trimmers and power washers for short periods. This has worked well, but it was felt that it would be better located for access by the community if it took place at the Matthews Hall. As storage of the 'things' was critical it was decided to set up a store shed in the grounds of the hall for this purpose. The store was opened by the Deputy Mayor, Gemma Rolstone, on 28 June 2025.

The Repair Café runs once a month in the Dorothy Holman Centre, and has proved a very popular and useful adjunct to the Community Association's activities. A successful application had been made to the National Lottery for funds to acquire the equipment needed for the project.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

Achievements and performance

The difference the charity's performance during the year has made to the beneficiaries of the charity.

Having effectively organised, run and welcoming community halls with a vibrant café has provided a facility which is well used and highly valued by the community that the Association seeks to serve.

Older members of the community have been able to make use of the facilities provided by the Seniors Club to enjoy the social and sporting activities on offer and maintain their physical and mental health.

The ability to take broken or malfunctioning articles to the Repair Café has been very beneficial to the community at large. The team of volunteer repairers has been busy attending to the needs of a wide variety of local residents. The ability to borrow tools, household appliances and gardening equipment for a short period instead of having to purchase them has enabled the Topsham Library of Things to become a valued asset to the local community.

The Recreation Ground (where the equipment was provided by the fund raising and other actions of the Community Association) continues to be well used and is a very valuable facility for all of those with young children (who can play there in a secure environment), for young people and for adults who wish to use the exercise facilities or rest in the riverside environment. The proposed redevelopment of the Dorothy Holman Centre will provide extra facilities for users of the Recreation Ground.

The degree to which the achievements and performance during the year have benefited wider society

The Community Association, with the assistance of its local authority Councillors, continues to campaign to improve the parking provision in Topsham.

Any person walking through the main shopping street of Topsham during the festive season was able to enjoy the support given by the Association for the Christmas lights and trees as detailed above.

Residents and visitors alike have enjoyed the Matthews Hall café and gardens and have used the recreation ground and its amenities. Any member of the wider community can take articles to the Repair Café and use its services, possibly in return for a small donation. The Topsham Library of Things has proved to be of great benefit to local users.

The wide range of performances, events and activities in Matthews Hall has contributed to sense of community cohesion and wellbeing.

Financial review

The financial position of the charity at 31 August 2025 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:

Net income over expenditure for the year was £10,510 (2024: £3,994);

Unrestricted Revenue Funds available for the general purposes of the charity were £83,074 (2024: £70,332);

Restricted Revenue Funds were £20,833 (2024: £23,065);

Total Funds held were £103,907 (2024: £93,397).

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between nine and twelve month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year. Reserves were boosted by the transfer of funds from the Dorothy Holman Trust last year, resulting in an ongoing review of reserves policy.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

Grants received

The charity received Locality Budget funding totalling £6,600 from Devon County Council. It was also given grants totalling £1,000 towards the Library of Things and funds totalling £9,321 towards the new projector.

Structure, governance and management

The charity is a company limited by guarantee and the governing document, the Articles of Association, was dated 19 June 2012 and subsequently amended 4 July 2023.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

M M Butt	(Resigned 12 July 2025)
A R Leadbetter	
R R Drury	
A Mumford	
M R Johnson	
J C Troy	
T J Bailey	(Resigned 9 September 2025)
A K T Morris	(Appointed 13 October 2025)
G Turl	(Appointed 13 October 2025)

All the trustees are also members of the charity.

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charity legislation and have responsibilities, as such, under both company and charity legislation.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The principal operating address, telephone number, email and web addresses of the charity are:-

Matthews Hall
Fore Street
Topsham
Exeter
Devon
EX3 0AF

Administrative telephone number: 07940 960560
Email address: info@topshamcommunityassociation.co.uk
Web address: <https://www.topshamcommunityassociation.co.uk>

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

Structure, governance and management of the charity

Topsham Community Association Limited is a company limited by guarantee, of which anyone who is aged 16 years or more and lives or works in Topsham, is eligible to become a member.

The company is a registered charity. The major decision-making body is the Board of Directors whose members are also regarded as the trustees of the charity. To enable more effective management and decision making the board has formed 3 sub committees and put in place a scheme of delegated authority to govern their and the Managers scope of authorisation to act.

- The Governance Sub Group - Dealing with governance structures, HR and finance.
- The Operational Sub Group – Dealing with Hall Management.
- The Communication Sub Group – Dealing with Public Relations, IT and Online presence.

These are in addition to the Emergency Flood Group and The Planning Panel, who report to the board.

The planning team from the Topsham Society has continued to meet under the auspices of the Community Association, and has been able to continue to respond to planning applications on behalf of the people of Topsham.

Matters connected with the operation and management of the Matthews Hall were dealt with by a Hall Users Forum, and by an Operational Staff Forum which will enable staffing issues to be dealt with by a specialist group.

The role of chair has been undertaken on a rotation basis until new directors become established and a new permanent chair is identified.

During the 2024-25 year the chair role has been undertaken by:

A Mumford

The work of running the charity has been assisted by the Manager.

The methods used to recruit and appoint new charity trustees

In recruiting new Directors/charity trustees the Board will comply with its Equal Opportunities Policy.

It is the Board's policy to endeavour to recruit members who represent the groups or organisations that use the hall or who can offer specific skills or experience that can fill gaps in the Board's or the Hall Management Committee's knowledge or capability.

The trustees' report was approved by the Board of Trustees.

.....
A Mumford
Chair

Date:

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2025

The trustees, who are also the directors of Topsham Community Association Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TOPSHAM COMMUNITY ASSOCIATION LIMITED

I report to the trustees on my examination of the financial statements of Topsham Community Association Limited (the charity) for the year ended 31 August 2025, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

J R Banks FCA
Qualified member of the ICAEW
Hammett Spire LLP

21 Heavitree Road
Exeter
Devon
EX1 2LD

Dated:

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 AUGUST 2025

		Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
	Notes						
Income from:							
Donations and legacies	3	6,835	12,464	19,299	-	2,224	2,224
Charitable activities	4	169,353	-	169,353	107,526	-	107,526
Other trading activities	5	396	-	396	-	467	467
Investments	6	2,702	-	2,702	3,326	-	3,326
Total income		179,286	12,464	191,750	110,852	2,691	113,543
Expenditure on:							
Charitable activities	7	176,347	4,893	181,240	101,340	8,209	109,549
Total expenditure		176,347	4,893	181,240	101,340	8,209	109,549
Net income/(expenditure)		2,939	7,571	10,510	9,512	(5,518)	3,994
Transfers between funds		9,803	(9,803)	-	-	-	-
Net movement in funds		12,742	(2,232)	10,510	9,512	(5,518)	3,994
Reconciliation of funds:							
Fund balances at 1 September 2024		70,332	23,065	93,397	60,820	28,583	89,403
Fund balances at 31 August 2025		83,074	20,833	103,907	70,332	23,065	93,397

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 AUGUST 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	12		12,536		-
Current assets					
Debtors	13	3,089		1,683	
Cash at bank and in hand		98,331		93,051	
		101,420		94,734	
Creditors: amounts falling due within one year	14	(10,049)		(1,337)	
Net current assets			91,371		93,397
Total assets less current liabilities			103,907		93,397
The funds of the charity					
Restricted income funds	15	20,833		23,065	
Unrestricted funds	16	83,074		70,332	
		103,907		93,397	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2025.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on

.....
A Mumford
Chair

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

Charity information

Topsham Community Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Matthews Hall, Fore Street, Topsham, Exeter, EX3 0HF.

1.1 Basis of preparation

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accruals basis when a liability is incurred.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	25% reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Restricted funds
	2025	2025	2025	2024
	£	£	£	£
Donations and gifts	1,235	10,464	11,699	-
Grant income	5,600	2,000	7,600	2,224
	<u>6,835</u>	<u>12,464</u>	<u>19,299</u>	<u>2,224</u>
Grants receivable for core activities				
Library of Things	-	1,000	1,000	2,224
Floodwatch	-	1,000	1,000	-
Other	5,600	-	5,600	-
	<u>5,600</u>	<u>2,000</u>	<u>7,600</u>	<u>2,224</u>

4 Income from charitable activities

	Unrestricted funds	Unrestricted funds
	2025	2024
	£	£
Saturday market traders	19,147	20,214
Cafe bar and hire charges	67,265	20,365
Hall bookings	47,802	42,460
Pickleball and other income	9,459	-
National Theatre Live	25,680	24,487
	<u>169,353</u>	<u>107,526</u>
Analysis by fund		
Unrestricted funds	<u>169,353</u>	<u>107,526</u>

5 Income from other trading activities

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2025	2025	2025	2024	2024	2024
	£	£	£	£	£	£
Exeter Lottery	<u>396</u>	<u>-</u>	<u>396</u>	<u>-</u>	<u>467</u>	<u>467</u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

6 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	2,702	3,326

7 Charitable activities

	Direct spending on charitable activities 2025 £	Direct spending on charitable activities 2024 £
Staff costs	84,927	54,478
Depreciation and impairment	4,178	-
Community activities operating costs	46,520	21,704
Repairs and maintenance	6,838	4,873
Rent, rates, light and heat	23,745	16,180
Insurances and licenses	4,812	3,995
General expenses	9,120	7,119
	180,140	108,349
Grant funding of activities (see note 8)	1,100	1,200
	181,240	109,549
Analysis by fund		
Unrestricted funds	176,347	101,340
Restricted funds	4,893	8,209
	181,240	109,549

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

8 Grants payable

	2025 £	2024 £
Goat Walk Land Trust	-	500
Topsham Pool	-	700
Gig Club	600	-
Sea Scouts	500	-
	<u>1,100</u>	<u>1,200</u>
	<u>1,100</u>	<u>1,200</u>

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

10 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
	<u>9</u>	<u>5</u>
Employment costs	2025	2024
	£	£
Wages and salaries	<u>84,927</u>	<u>54,478</u>

There were no employees whose annual remuneration was more than £60,000.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2025

12 Tangible fixed assets

	Plant and equipment £
Cost	
Additions	16,714
At 31 August 2025	16,714
Depreciation and impairment	
Depreciation charged in the year	4,178
At 31 August 2025	4,178
Carrying amount	
At 31 August 2025	12,536

13 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Prepayments and accrued income	3,089	1,683

14 Creditors: amounts falling due within one year

	2025 £	2024 £
Other taxation and social security	2,566	-
Other creditors	6,463	317
Accruals and deferred income	1,020	1,020
	10,049	1,337

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

15 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2024	Incoming resources	Resources expended	Transfers	At 31 August 2025
	£	£	£	£	£
Funds to build a skate park	16,560	-	-	-	16,560
Jubilee celebrations	293	-	-	-	293
Tennis Club	500	-	-	-	500
TEG	140	-	-	-	140
Exeter Community Lottery	482	-	-	(482)	-
Library of Things	5,090	1,943	(3,693)	-	3,340
Floodwatch	-	1,200	(1,200)	-	-
Projector	-	9,321	-	(9,321)	-
	<u>23,065</u>	<u>12,464</u>	<u>(4,893)</u>	<u>(9,803)</u>	<u>20,833</u>

Previous year:	At 1 September 2023	Incoming resources	Resources expended	Transfers	At 31 August 2024
	£	£	£	£	£
Funds to build a skate park	16,560	-	-	-	16,560
Jubilee celebrations	293	-	-	-	293
Tennis Club	500	-	-	-	500
TEG	140	-	-	-	140
Exeter Community Lottery	15	467	-	-	482
National theatre	90	-	(90)	-	-
Library of Things	10,985	2,224	(8,119)	-	5,090
	<u>28,583</u>	<u>2,691</u>	<u>(8,209)</u>	<u>-</u>	<u>23,065</u>

16 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2024	Incoming resources	Resources expended	Transfers	At 31 August 2025
	£	£	£	£	£
General funds	<u>70,332</u>	<u>179,286</u>	<u>(176,347)</u>	<u>9,803</u>	<u>83,074</u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2025

16 Unrestricted funds (Continued)

Previous year:	At 1 September 2023	Incoming resources	Resources expended	Transfers	At 31 August 2024
	£	£	£	£	£
General funds	60,820	110,852	(101,340)	-	70,332

17 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 August 2025:			
Tangible assets	12,536	-	12,536
Current assets/(liabilities)	70,538	20,833	91,371
	83,074	20,833	103,907
	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 August 2024:			
Current assets/(liabilities)	70,332	23,065	93,397
	70,332	23,065	93,397

18 Related party transactions

There were no disclosable related party transactions during the year (2024 - none).

TOPSHAM COMMUNITY ASSOCIATION LIMITED

England & Wales - Charity number 1148398

Accounts

Charity registration number 1148398 (England and Wales)

Company registration number 8111534

TOPSHAM COMMUNITY ASSOCIATION LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2024

TOPSHAM COMMUNITY ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M M Butt	
	A R Leadbetter	
	R R Drury	
	A Mumford	
	M R Johnson	(Appointed 13 September 2023)
	J C Troy	
	T J Bailey	(Appointed 11 October 2023)
Secretary	R R Drury	
Charity number	1148398	
Company number	8111534	
Registered office	Matthews Hall Fore Street Topsham Exeter EX3 0HF	
Independent examiner	Hammett Spire LLP 21 Heavitree Road Exeter Devon EX1 2LD	

TOPSHAM COMMUNITY ASSOCIATION LIMITED

CONTENTS

	Page
Trustees' report	1 - 6
Statement of trustees' responsibilities	7
Independent examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the financial statements	11 - 18

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2024

The trustees present their report and financial statements for the year ended 31 August 2024, which also comprises the Directors' Report required by the Companies Act 2006.

The legal name of the charity is: - Topsham Community Association Limited.

The charity is also known by its operating name, Topsham Community Association (herein 'the Community Association').

The charity's areas of operation and UK charitable registration

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1148398.

The charity is registered in England & Wales under Company Registration Number 8111534.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The purposes of the charity as set out in its governing document are:

- (1) to promote the benefit of the inhabitants of Topsham without distinction of sex or of political, religious or other opinions by assisting the local authorities, voluntary organisations and inhabitants in a common effort to advance education, to provide facilities in the interest of social welfare for recreation and leisure-time occupation and promote and encourage high local standards of architecture and town planning with the object of improving the conditions of life for its inhabitants;
- (2) to establish or to secure the establishment of Community Centres or Halls (the "Centres") and to maintain and manage, or to co-operate with any local statutory authority or voluntary organisation in the maintenance and management of the Centres for activities promoted by the Association and its constituent bodies in furtherance of its objects;
- (3) the Association shall be non-party in politics and non-sectarian in religion;
- (4) the Association has power to affiliate to the National Federation of Community Organisations and to other organisations with similar charitable objects.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2024**

The main activities undertaken in relation to those purposes during the year

The following activities relate particularly to the first objective set out above.

The Community Association continues to ensure that the Matthews Hall ("the Hall") acts as the prime focus for community activities in Topsham, meeting the needs of all age groups from the very young to the very elderly. In support of its first objective it endeavoured to make the facilities of the Matthews Hall and the Dorothy Holman Centre available to a wide ranging selection of groups across the community, providing facilities for club general meetings, sport (badminton), exercise (pilates, yoga, karate Zumba and Qigong), recreation and leisure-time occupation (Film Club, dancing, amateur dramatics, felting, dog training, concerts, mindfulness, bingo, wine tasting, birdwatching, Beavers, flower arranging, Seniors Club and bridge), education (art classes, drawing/fine art appreciation and the Topsham Museum). The Hall is also used, mainly by local people, as a venue for parties and celebrations of all sorts.

The Community Association continues to run and manage a Saturday Community Market in the Hall with about 25 stalls selling a variety of products.

The Community Association arranges a supervisor to run a Seniors Club on a Tuesday afternoon in the Dorothy Holman Centre (now leased to the Community Association by Exeter City Council) for local inhabitants who are over 50. They are able to participate in many activities including table tennis (sometimes with the aid of a coach), board games (competitive Scrabble), petanque, pool etc.

The Community Association continues to support the local initiative from Love Topsham to provide Christmas lights and trees to improve the festive decoration of the main shopping area of Topsham.

The Topsham Emergency Group, a sub-group of the Community Association, supported its Flood Wardens and considered flood relief provision.

The Community Association has continued to hire out the café facility at the entrance to the Hall to independent contractors who provide a highly regarded and appreciated refreshment outlet for members of the community and the general public.

A mobile take-away food van "Harry's Kitchen" continued to set up on the drive alongside the Hall on a Monday, when many of the restaurants in Topsham are closed. This has been very successful.

The Community Association runs a Planning Panel which monitors and submits observations to planning applications affecting the town.

The second objective set out above was met by running of the Hall and the Dorothy Holman Centre, undertaking improvements to their fabric, while still complying with general good practice.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 AUGUST 2024*

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The Community Association usually generates much of its income from hiring out the facilities at the Hall, in particular the main Hall and the Council Chamber, and also the Dorothy Holman Centre. The venues thus provided constitute a major benefit both to the inhabitants of Topsham, as required by the charity's governing document, and also to the general public who attend many events taking place in Matthews Hall and the Dorothy Holman Centre.

One such event is the Community Market that under normal conditions takes place in the hall on virtually every Saturday throughout the year. This facility is much appreciated by the general public, and we have seen an increase in footfall during the year.

Another activity pursued by the Community Association is running a Seniors Club as described above. It provides a welcome, friendly and relaxed point of social contact for all those eligible, including those who might not otherwise feel up to participating in more organised activities.

As a riverside community that has seen flooding in the past, an important aspect of the Community Association's activities is maintaining and supporting the Topsham Emergency Group and their Flood Wardens whose activities are for the benefit of all members of the public who could be affected by flooding. They send out flood warnings and encourage and support the use of flood barriers on domestic properties.

The Community Association provided facilities when possible for many events in Matthews Hall to support local events, societies (such as the Topsham Film Society and Estuary Players), schools (school productions) and groups (such as Topsham Allotments and Gardens Society).

The introduction of National Theatre Live events taking place monthly in the Matthews Hall has proved very successful and provided a source of much needed revenue to the Community Association.

The Community Association enabled the mobile fish van to continue its service to the community and added a takeaway food van to provide very good meals to the public on some evenings.

The work on caring for and maintaining the garden at the Matthews Hall with the benches outside it for use by the general public provides a highly valued place for community interaction as well as individual rest and reflection.

The main achievements and performance of the charity during the year.

Our new part-time manager has greatly assisted in the work of running the Community Association throughout the past year, taking over many functions previously operated by Directors including dealing with day-to-day financial management in addition to her existing role as manager of the Community Association Saturday Market, which she has run very smoothly.

The Board held a Strategy Planning 'Awayday' in May at Dart's Farm, facilitated by Simon Whewell.

The caretaking team has supported the delivery of services to all users of the Matthews Hall and Dorothy Holman Centre.

On 11th May 2024 the Community Association launched a Library of Things at the Dorothy Holman Centre to hire out items of domestic use such as drills, hedge trimmers and power washers for short periods. The Repair Café runs once a month in the Dorothy Holman Centre, and has proved a very popular and useful adjunct to the Community Association's activities. A successful application had been made to the National Lottery for funds to acquire the equipment needed for the project.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Achievements and performance

The difference the charity's performance during the year has made to the beneficiaries of the charity.

Having effectively organised, run and welcoming community halls with a vibrant café has provided a facility which is well used and highly valued by the community that the Association seeks to serve.

Older members of the community have been able to make use of the facilities provided by the Seniors Club to enjoy the social and sporting activities on offer and maintain their physical and mental health.

The ability to take broken or malfunctioning articles to the Repair Café has been very beneficial to the community at large. The team of volunteer repairers has been busy attending to the needs of a wide variety of local residents. The ability to borrow tools, household appliances and gardening equipment for a short period instead of having to purchase them has enabled the Topsham Library of Things to become a valued asset to the local community.

The Recreation Ground (where the equipment was provided by the fund raising and other actions of the Community Association) continues to be well used and is a very valuable facility for all of those with young children (who can play there in a secure environment), for young people and for adults who wish to use the exercise facilities or rest in the riverside environment.

The degree to which the achievements and performance during the year have benefited wider society

The Community Association, with the assistance of its local authority Councillors, continues to campaign to improve the parking provision in Topsham.

Any person walking through the main shopping street of Topsham during the festive season was able to enjoy the support given by the Association for the Christmas lights and trees as detailed above.

Residents and visitors alike have enjoyed the Matthews Hall café and gardens and have use the recreation ground and its amenities. Any member of the wider community can take articles to the Repair Café and use its services, possibly in return for a small donation. The Topsham Library of Things has proved to be of great benefit to local users.

The wide range of performances, events and activities in Matthews Hall has contributed to sense of community cohesion and wellbeing.

Financial review

The financial position of the charity at 31 August 2024 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:

Net income over expenditure for the year was £3,994 (2023: there was net expenditure over income of £9,205);

Unrestricted Revenue Funds available for the general purposes of the charity were £70,332 (2023: £60,820);

Restricted Revenue Funds were £23,065 (2023: £28,583);

Total Funds held were £93,397 (2023: £89,403).

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between nine and twelve month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year. Reserves were boosted by the transfer of funds from the Dorothy Holman Trust last year, resulting in an ongoing review of reserves policy.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 AUGUST 2024*

Grants received

The charity was given grants totalling £2,224 towards the Library of Things.

Structure, governance and management

The charity is a company limited by guarantee and the governing document, the Articles of Association, was dated 19 June 2012 and subsequently amended 4 July 2023.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

M M Butt

A R Leadbetter

R R Drury

A Mumford

M R Johnson

(Appointed 13 September 2023)

J C Troy

T J Bailey

(Appointed 11 October 2023)

All the trustees are also members of the charity.

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charity legislation and have responsibilities, as such, under both company and charity legislation.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The principal operating address, telephone number, email and web addresses of the charity are:-

Matthews Hall
Fore Street
Topsham
Exeter
Devon
EX3 0AF

Administrative telephone number: 07940 960560

Email address: info@topshamcommunityassociation.co.uk

Web address: <https://www.topshamcommunityassociation.co.uk>

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

Structure, governance and management of the charity

Topsham Community Association Limited is a company limited by guarantee, of which anyone who is aged 16 years or more and lives or works in Topsham, is eligible to become a member.

The company is a registered charity. The major decision-making body is the Board of Directors whose members are also regarded as the trustees of the charity. To enable more effective management and decision making the board has formed 3 sub committees and put in place a scheme of delegated authority to govern their and the Managers scope of authorisation to act.

- The Governance Sub Group - Dealing with governance structures, HR and finance.
- The Operational Sub Group – Dealing with Hall Management.
- The Communication Sub Group – Dealing with Public Relations, IT and Online presence.

These are in addition to the Emergency Flood Group and The Planning Panel, who report to the board.

The planning team from the Topsham Society has continued to meet under the auspices of the Community Association, and has been able to continue to respond to planning applications on behalf of the people of Topsham.

Matters connected with the operation and management of the Matthews Hall were dealt with by a Hall Users Forum, and by an Operational Staff Forum which will enable staffing issues to be dealt with by a specialist group.

The role of chair has been undertaken on a rotation basis until new directors become established and a new permanent chair is identified.

During the 2023-24 year the chair role has been undertaken by:

A Mumford

The work of running the charity has been assisted by the Manager.

The methods used to recruit and appoint new charity trustees

In recruiting new Directors/charity trustees the Board will comply with its Equal Opportunities Policy.

It is the Board's policy to endeavour to recruit members who represent the groups or organisations that use the hall or who can offer specific skills or experience that can fill gaps in the Board's or the Hall Management Committee's knowledge or capability.

The trustees' report was approved by the Board of Trustees.


A Mumford
Chair

Date: 29/5/25

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2024

The trustees, who are also the directors of Topsham Community Association Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TOPSHAM COMMUNITY ASSOCIATION LIMITED

I report to the trustees on my examination of the financial statements of Topsham Community Association Limited (the charity) for the year ended 31 August 2024, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the Companies Act 2006 and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011. In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the Charities Act 2011.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

J R Banks FCA
Qualified member of the ICAEW
Hammett Spire LLP

Hammett Spire LLP

21 Heavitree Road
Exeter
Devon
EX1 2LD

Dated: 29/05/2025

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
Income from:							
Donations and legacies	3	-	2,224	2,224	1,500	11,730	13,230
Charitable activities	4	107,526	-	107,526	72,474	-	72,474
Other trading activities	5	-	467	467	-	-	-
Investments	6	3,326	-	3,326	1,570	-	1,570
Total income		110,852	2,691	113,543	75,544	11,730	87,274
Expenditure on:							
Charitable activities	7	101,340	8,209	109,549	96,479	-	96,479
Total expenditure		101,340	8,209	109,549	96,479	-	96,479
Net income/(expenditure) and movement in funds		9,512	(5,518)	3,994	(20,935)	11,730	(9,205)
Reconciliation of funds:							
Fund balances at 1 September 2023		60,820	28,583	89,403	81,755	16,853	98,608
Fund balances at 31 August 2024		70,332	23,065	93,397	60,820	28,583	89,403

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 AUGUST 2024

	Notes	2024 £	£	2023 £	£
Current assets					
Debtors	12	1,683		953	
Cash at bank and in hand		93,051		89,427	
		94,734		90,380	
Creditors: amounts falling due within one year	13	(1,337)		(977)	
Net current assets			93,397		89,403
The funds of the charity					
Restricted income funds	14		23,065		28,583
Unrestricted funds	15		70,332		60,820
			93,397		89,403

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2024.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on



A Mumford
Chair

Company registration number 8111534 (England and Wales)

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

Charity information

Topsham Community Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Matthews Hall, Fore Street, Topsham, Exeter, EX3 0HF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accruals basis when a liability is incurred.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

1 Accounting policies (Continued)

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Restricted funds	Unrestricted funds	Restricted funds	Total
	2024	2023	2023	2023
	£	£	£	£
Grant income	2,224	1,500	11,730	13,230
Grants receivable for core activities				
Exeter City Council	-	500	-	500
Devon County Council	-	1,000	-	1,000
TEG grant	-	-	140	140
Tennis Club	-	-	500	500
Exeter Community Lottery	-	-	15	15
Library of Things	2,224	-	10,985	10,985
National Theatre Live	-	-	90	90
	2,224	1,500	11,730	13,230

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

4 Income from charitable activities

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Saturday market traders	20,214	16,741
Cafe bar and hire charges	20,365	7,048
Hall bookings	42,460	48,121
Other income	-	564
National Theatre Live	24,487	-
	<u>107,526</u>	<u>72,474</u>

5 Income from other trading activities

	Restricted funds 2024 £	Restricted funds 2023 £
Fundraising events	467	-
	<u>467</u>	<u>-</u>

6 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	3,326	1,570
	<u>3,326</u>	<u>1,570</u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

7 Charitable activities

	Direct spending on charitable activities 2024 £	Direct spending on charitable activities 2023 £
Staff costs	54,478	54,371
Community activities operating costs	21,704	381
Repairs and maintenance	4,873	7,942
Rent, rates, light and heat	16,180	21,919
Insurances and licenses	3,995	5,276
General expenses	7,119	6,390
	108,349	96,279
Grant funding of activities (see note 8)	1,200	200
	109,549	96,479
Analysis by fund		
Unrestricted funds	101,340	96,479
Restricted funds	8,209	-
	109,549	96,479

8 Grants payable

	2024 £	2023 £
Goat Walk Land Trust	500	200
Topsham Pool	700	-
	1,200	200
	1,200	200

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2024

10 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
	5	7
	<u> </u>	<u> </u>

Employment costs

	2024 £	2023 £
Wages and salaries	54,478	54,371
	<u> </u>	<u> </u>

There were no employees whose annual remuneration was more than £60,000.

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Prepayments and accrued income	1,683	953
	<u> </u>	<u> </u>

13 Creditors: amounts falling due within one year

	2024 £	2023 £
Other creditors	317	237
Accruals and deferred income	1,020	740
	<u> </u>	<u> </u>
	1,337	977
	<u> </u>	<u> </u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

14 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
Funds to build a skate park	16,560	-	-	16,560
Jubilee celebrations	293	-	-	293
Tennis Club	500	-	-	500
TEG	140	-	-	140
Exeter Community Lottery	15	467	-	482
National theatre	90	-	(90)	-
Library of Things	10,985	2,224	(8,119)	5,090
	<u>28,583</u>	<u>2,691</u>	<u>(8,209)</u>	<u>23,065</u>

Previous year:

	At 1 September 2022	Incoming resources	Resources expended	At 31 August 2023
	£	£	£	£
Funds to build a skate park	16,560	-	-	16,560
Jubilee celebrations	293	-	-	293
Tennis Club	-	500	-	500
TEG	-	140	-	140
Exeter Community Lottery	-	15	-	15
Natinal theatre	-	90	-	90
Library of Things	-	10,985	-	10,985
	<u>16,853</u>	<u>11,730</u>	<u>-</u>	<u>28,583</u>

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2023	Incoming resources	Resources expended	At 31 August 2024
	£	£	£	£
General funds	<u>60,820</u>	<u>110,852</u>	<u>(101,340)</u>	<u>70,332</u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2024

15 Unrestricted funds (Continued)

Previous year:	At 1 September 2022	Incoming resources	Resources expended	At 31 August 2023
	£	£	£	£
General funds	81,755	75,544	(96,479)	60,820
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

16 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 August 2024:			
Current assets/(liabilities)	70,332	23,065	93,397
	<u> </u>	<u> </u>	<u> </u>
	70,332	23,065	93,397
	<u> </u>	<u> </u>	<u> </u>
	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 August 2023:			
Current assets/(liabilities)	60,820	28,583	89,403
	<u> </u>	<u> </u>	<u> </u>
	60,820	28,583	89,403
	<u> </u>	<u> </u>	<u> </u>

17 Related party transactions

There were no disclosable related party transactions during the year (2023 - none).

TOPSHAM COMMUNITY ASSOCIATION LIMITED

England & Wales - Charity number 1148398

Accounts

Charity registration number 1148398

Company registration number 8111534 (England and Wales)

TOPSHAM COMMUNITY ASSOCIATION LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023

TOPSHAM COMMUNITY ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M M Butt	
	A R Leadbetter	
	R R Drury	
	A Mumford	
	M R Johnson	(Appointed 13 September 2023)
	J C Troy	(Appointed 17 May 2023)
	T J Bailey	(Appointed 11 October 2023)
Secretary	R R Drury	
Charity number	1148398	
Company number	8111534	
Registered office	Matthews Hall Fore Street Topsham Exeter EX3 0HF	
Independent examiner	Hammett Spire LLP 21 Heavitree Road Exeter Devon EX1 2LD	

TOPSHAM COMMUNITY ASSOCIATION LIMITED

CONTENTS

	Page
Trustees' report	1 - 7
Statement of trustees' responsibilities	8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 19

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees present their report and financial statements for the year ended 31 August 2023, which also comprises the Directors' Report required by the Companies Act 2006.

The legal name of the charity is: - Topsham Community Association Limited.

The charity is also known by its operating name, Topsham Community Association (herein 'the Community Association').

The charity's areas of operation and UK charitable registration

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1148398.

The charity is registered in England & Wales under Company Registration Number 8111534.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The purposes of the charity as set out in its governing document are:

- (1) to promote the benefit of the inhabitants of Topsham without distinction of sex or of political, religious or other opinions by assisting the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for its inhabitants;
- (2) to establish or to secure the establishment of a Community Centre or Hall (the "Centre") and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of the Centre for activities promoted by the Association and its constituent bodies in furtherance of its objects;
- (3) the Association shall be non-party in politics and non-sectarian in religion;
- (4) the Association has power to affiliate to the National Federation of Community Organisations and to other organisations with similar charitable objects.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

The main activities undertaken in relation to those purposes during the year

The following activities relate particularly to the first objective set out above.

The Community Association continues to ensure that the Matthews Hall ("the Hall") acts as the prime focus for community activities in Topsham, meeting the needs of all age groups from the very young to the very elderly. In support of its first objective it endeavoured to make the facilities of the Matthews Hall and the Dorothy Holman Centre available to a wide ranging selection of groups across the community, providing facilities when allowed to do so for club general meetings, sport (badminton), exercise (pilates, yoga, karate Zumba and Qigong), recreation and leisure-time occupation (Film Club, dancing, amateur dramatics, felting, dog training, concerts, mindfulness, bingo, wine tasting, birdwatching, Beavers, flower arranging, Seniors Club and bridge), education (art classes, drawing/fine art appreciation, Topsham Museum and the Topsham Society). The Hall is also used, mainly by local people, as a venue for parties and celebrations of all sorts.

The Community Association continues to run and manage a Saturday Community Market in the Hall with about 15-25 stalls selling a variety of products.

The Community Association arranges a supervisor to run a Seniors Club on a Tuesday afternoon in the Dorothy Holman Centre (now leased to the Community Association by Exeter City Council) for local inhabitants who are over 50. They are able to participate in many activities including table tennis (sometimes with the aid of a coach), board games (competitive Scrabble), petanque, pool etc.

The Community Association continues to support the local initiative from Love Topsham to provide Christmas lights and trees to improve the festive decoration of the main shopping area of Topsham.

The Topsham Emergency Group, a sub-group of the Community Association, supported its Flood Wardens and considered flood relief provision.

The Community Association has continued to hire out the café facility at the entrance to the Hall to independent contractors who provide a highly regarded and appreciated refreshment outlet for members of the community and the general public.

A mobile take-away food van "Harry's Kitchen" was encouraged to set up on the drive alongside the Hall on a Monday, when many of the restaurants in Topsham are closed. This has been very successful.

The Community Association amalgamated with Topsham Society, a local charity with a remit to promote the preservation and enhancement of the built fabric of Topsham and take over its key function of running a Planning Panel which monitors and submits observations to planning applications affecting the town.

The second objective set out above was met by running of the Hall and undertaking improvements to its fabric while still complying with general good practice.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2023**

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The Community Association usually generates much of its income from hiring out the facilities at the Hall, in particular the main Hall and the Council Chamber. The venues thus provided constitute a major benefit both to the inhabitants of Topsham, as required by the charity's governing document, and also to the general public who attend many events taking place in Matthews Hall.

One such event is the Community Market that under normal conditions takes place on virtually every Saturday throughout the year. This facility is much appreciated by the general public, and we have seen an increase in footfall during the year.

Another activity pursued by the Community Association is running a Seniors Club as described above. It provides a welcome, friendly and relaxed point of social contact for all those eligible, including those who might not otherwise feel up to participating in more organised activities.

As a riverside community that has seen flooding in the past, an important aspect of the Community Association's activities is maintaining and supporting the Topsham Emergency Group and their Flood Wardens whose activities are for the benefit of all members of the public who could be affected by flooding. They send out flood warnings and encourage and support the use of flood barriers on domestic properties.

The Community Association provided facilities when possible for many events in Matthews Hall to support local events, societies (such as the Topsham Film Society), schools (school productions) and groups (such as Topsham Allotments and Gardens Society).

A proposal was approved during the year for the introduction of National Theatre Live events to take place monthly in the Matthews Hall. This, if successful, should prove to be a source of much needed revenue to the Community Association.

The Community Association enabled the mobile fish van to continue its service to the community and added a take-away food van to provide very good meals to the public on Monday evenings.

The work on caring for and maintaining the garden at the Matthews Hall with the benches outside it for use by the general public provides a highly valued place for community interaction as well as individual rest and reflection.

The Board has continued the operation of the Dorothy Holman Centre after previous trustees resigned.

The main achievements and performance of the charity during the year.

Our part-time manager has assisted in the work of running the Community Association throughout the past year, taking over many functions previously operated by Directors including dealing with day-to-day financial management. A new market manager was appointed during the year, and has successfully ensured that the market has run smoothly. This person was also appointed to the position of manager of the Community Association at the end of the financial year.

The caretaking team has supported the delivery of services to all users of the Matthews Hall and Dorothy Holman Centre.

The Community Association has continued to run the Saturday Market in Matthews Hall.

During the year a Repair Café proposal was put forward and successfully executed. This café runs once a month in the Dorothy Holman Centre, and has proved a very popular and useful adjunct to the Community Association's activities. A proposal was also put forward to create a Library of Things to hire out items of domestic use such as drills and power washers for short periods. An application was made to the National Lottery for funds to acquire the equipment needed for the project.

At the Annual General Meeting in July the company's objects clause was amended to incorporate a clause promoting and encouraging high local standards of architecture and town planning to facilitate the functioning of the Topsham Society's Planning panel within the Community Association's structure. A further amendment was made to take account of the fact that the Community Association was now operating from two venues.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2023**

Achievements and performance

The difference the charity's performance during the year has made to the beneficiaries of the charity.

Having effectively organised, run and welcoming community halls with a vibrant café has provided a facility which is well used and highly valued by the community that the Association seeks to serve.

Older members of the community have for part of the year been able to make use of the facilities provided by the Seniors Club to enjoy the social and sporting activities on offer and maintain their physical and mental health.

The ability to take broken or malfunctioning articles to the Repair Café has been very beneficial to the community at large. The team of volunteer repairers have been busy attending to the needs of a wide variety of local residents.

The Recreation Ground (where the equipment was provided by the fund raising and other actions of the Community Association) continues to be well used and is a very valuable facility for all of those with young children (who can play there in a secure environment), for young people and for adults who wish to use the exercise facilities or rest in the riverside environment.

The degree to which the achievements and performance during the year have benefited wider society

The Community Association, with the assistance of its local authority Councillors on the Board, continues to campaign to improve the parking provision in Topsham.

Any person walking through the main shopping street of Topsham during the festive season was able to enjoy the support given by the Association for the Christmas lights and trees as detailed above.

Residents and visitors alike have enjoyed the Matthews Hall café and gardens and have use the recreation ground and its amenities.

Any member of the wider community can take articles to the Repair Café and use its services, possibly in return for a small donation.

The Coronation was screened in the Hall for all those visiting the market and any passers-by.

The wide range of performances, events and activities in Matthews Hall has contributed to sense of community cohesion and wellbeing.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2023**

Financial review

During the year the Board has worked on and implemented proposals for improving the financial position of the Community Association. These have included the introduction of National Theatre Live and increasing occupancy levels in the Matthews Hall and the Dorothy Holman Centre. Stricter monitoring of spending was introduced and other measures discussed.

A Business Interruption claim was made under the Community Associations insurance policy, and the proceeds, which were accounted for in last year's accounts but actually received in the current year, helped with the financial situation.

The financial position of the charity at 31 August 2023 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows:

Net expenditure over income for the year was £9,205 (2022: there was net income over expenditure of £41,139);

Unrestricted Revenue Funds available for the general purposes of the charity were £60,820 (2022: £81,755);

Restricted Revenue Funds were £28,583 (2022: £16,853);

Total Funds held were £89,403 (2022: £98,608).

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between nine and twelve month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year. Reserves were boosted by the transfer of funds from the Dorothy Holman Trust last year, resulting in an ongoing review of reserves policy.

Grants received

The charity was given grants totalling £10,985 towards establishing the Library of Things. It also received grants from Exeter City Council (£1,000) and Devon County Council (£1,000) during the year.

Year 2022 – 2023

The hall made an operating loss of £9,205 in the year, a decrease from the profit of £41,139 the previous year. However it should be noted that the previous year included two large 'one-off' items - £51,251 transfer of funds from the Dorothy Holman Trust and £16,121 business interruption insurance claim.

Unrestricted reserves were down to £60,820 but Restricted reserves were up to £28,583, so at the end of the year the Community Association was still in a decent financial position.

Structure, governance and management

The charity is a company limited by guarantee and the governing document, the Articles of Association, was dated 19 June 2012 and subsequently amended 4 July 2023.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

M M Butt	
A R Leadbetter	
R R Drury	
Dr C Buckingham	(Resigned 4 July 2023)
F C Murrell	(Resigned 4 July 2023)
J Northey	(Resigned 4 July 2023)
D C Burley	(Resigned 4 July 2023)
A C Dunn	(Resigned 4 July 2023)
A Mumford	
M R Johnson	(Appointed 13 September 2023)
J C Troy	(Appointed 17 May 2023)
S W Szaroleta	(Appointed 24 January 2023 and resigned 23 May 2023)
T J Bailey	(Appointed 11 October 2023)

All the trustees are also members of the charity.

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charity legislation and have responsibilities, as such, under both company and charity legislation.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The principal operating address, telephone number, email and web addresses of the charity are:-

Matthews Hall
Fore Street
Topsham
Exeter
Devon
EX3 0AF

Administrative telephone number: 07940 960560
Email address: info@topshamcommunityassociation.co.uk
Web address: <https://www.topshamcommunityassociation.co.uk>

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

Structure, governance and management of the charity

Topsham Community Association Limited is a company limited by guarantee, of which anyone who is aged 16 years or more and lives or works in Topsham, is eligible to become a member.

The company is a registered charity. The major decision-making body is the Board of Directors whose members are also regarded as the trustees of the charity. To enable more effective management and decision making the board has formed 3 sub committees and put in place a scheme of delegated authority to govern their and the Managers scope of authorisation to act.

- The Governance Sub Group - Dealing with governance structures, HR and finance.
- The Operational Sub Group – Dealing with Hall Management.
- The Communication Sub Group – Dealing with Public Relations, IT and Online presence.

These are in addition to the Emergency Flood Group and The Planning Panel, who report to the board.

The planning team from the Topsham Society has continued to meet under the auspices of the Community Association, and has been able to continue to respond to planning applications on behalf of the people of Topsham.

Matters connected with the operation and management of the Matthews Hall were dealt with by a Hall Users Forum, and by an Operational Staff Forum which will enable staffing issues to be dealt with by a specialist group.

The role of chair has been undertaken on a rotation basis until new directors become established and a new permanent chair is identified.

During the 2022-23 year the chair role has been undertaken by:

A Leadbetter
D Burley
J Northey

The work of running the charity has been assisted by the Manager.

The methods used to recruit and appoint new charity trustees

In recruiting new Directors/charity trustees the Board will comply with its Equal Opportunities Policy.

It is the Board's policy to endeavour to recruit members who represent the groups or organisations that use the hall or who can offer specific skills or experience that can fill gaps in the Board's or the Hall Management Committee's knowledge or capability.

The trustees' report was approved by the Board of Trustees.



A Mumford
Chair

Date: 30/5/24

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2023

The trustees, who are also the directors of Topsham Community Association Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TOPSHAM COMMUNITY ASSOCIATION LIMITED

I report to the trustees on my examination of the financial statements of Topsham Community Association Limited (the charity) for the year ended 31 August 2023, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

J R Banks FCA
Qualified member of the ICAEW
Hammett Spire LLP

Hammett Spire LLP

21 Heavitree Road
Exeter
Devon
EX1 2LD

Dated: *30 May 2024*

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
Income from:							
Donations and legacies	3	1,500	11,730	13,230	58,373	2,070	60,443
Charitable activities	4	72,474	-	72,474	75,229	-	75,229
Investments	5	1,570	-	1,570	119	-	119
Total income		75,544	11,730	87,274	133,721	2,070	135,791
Expenditure on:							
Charitable activities	7	96,479	-	96,479	92,875	1,777	94,652
Total expenditure		96,479	-	96,479	92,875	1,777	94,652
Net income/(expenditure) and movement in funds		(20,935)	11,730	(9,205)	40,846	293	41,139
Reconciliation of funds:							
Fund balances at 1 September 2022		81,755	16,853	98,608	40,909	16,560	57,469
Fund balances at 31 August 2023		60,820	28,583	89,403	81,755	16,853	98,608

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 AUGUST 2023

	Notes	2023 £	£	2022 £	£
Current assets					
Debtors	12	953		19,978	
Cash at bank and in hand		89,427		81,098	
		90,380		101,076	
Creditors: amounts falling due within one year	13	(977)		(2,468)	
Net current assets			89,403		98,608
Net assets excluding pension liability			89,403		98,608
The funds of the charity					
Restricted income funds	14	28,583		16,853	
Unrestricted funds		60,820		81,755	
		89,403		98,608	

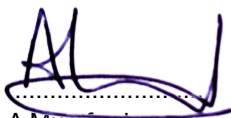
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 30/5/24



A Mumford
Chair

Company registration number 8111534 (England and Wales)

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

Charity information

Topsham Community Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Matthews Hall, Fore Street, Topsham, Exeter, EX3 0HF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accruals basis when a liability is incurred.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

1 Accounting policies

(Continued)

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations and gifts	-	-	-	288	-	288
Grant income	1,500	11,730	13,230	6,834	2,070	8,904
Dorothy Holman Trust	-	-	-	51,251	-	51,251
	<u>1,500</u>	<u>11,730</u>	<u>13,230</u>	<u>58,373</u>	<u>2,070</u>	<u>60,443</u>

Funds were transferred from Dorothy Holman Trust to Topsham Community Association Limited during the previous year.

Grants receivable for core activities

Exeter City Council	500	-	500	5,334	-	5,334
Devon County Council	1,000	-	1,000	1,500	-	1,500
TEG grant	-	140	140	-	-	-
Jubilee Grants and Income	-	-	-	-	2,070	2,070
Tennis Club	-	500	500	-	-	-
Exeter Community Lottery	-	15	15	-	-	-
Library of Things	-	10,985	10,985	-	-	-
National Theatre	-	90	90	-	-	-
	<u>1,500</u>	<u>11,730</u>	<u>13,230</u>	<u>6,834</u>	<u>2,070</u>	<u>8,904</u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

4 Income from charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Saturday market traders	16,741	12,629
Cafe bar and hire charges	7,048	5,483
Hall bookings	48,121	40,841
Other income	564	16,276
	<u>72,474</u>	<u>75,229</u>

5 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Interest receivable	<u>1,570</u>	<u>119</u>

6 Other material income

The comparative figure for other income includes £16,121 in respect of a business interruption insurance claim.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

7 Charitable activities

	Direct spending on charitable activities 2023 £	Direct spending on charitable activities 2022 £
Staff costs	54,371	46,219
Community activities operating costs	381	3,277
Repairs and maintenance	7,942	14,372
Rent, rates, light and heat	21,919	17,804
Insurances and licenses	5,276	4,544
General expenses	6,390	8,036
	<u>96,279</u>	<u>94,252</u>
Grant funding of activities (see note 8)	200	400
	<u>96,479</u>	<u>94,652</u>
Analysis by fund		
Unrestricted funds	96,479	92,875
Restricted funds	-	1,777
	<u></u>	<u></u>
Sale of goods		

8 Grants payable

	2023 £	2022 £
Topsham Charter Day	-	400
Goat Walk Land Trust	200	-
	<u>200</u>	<u>400</u>
	<u>200</u>	<u>400</u>

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

10 Employees

The average monthly number of employees during the year was:

2023 Number	2022 Number
7	6

Employment costs

	2023 £	2022 £
Wages and salaries	54,371	46,219

There were no employees whose annual remuneration was more than £60,000.

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

11 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

12 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Other debtors	-	16,121
Prepayments and accrued income	953	3,857
	953	19,978

13 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors	237	228
Accruals and deferred income	740	2,240
	977	2,468

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2023

14 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 September 2022	Incoming resources	Resources expended	At 31 August 2023
	£	£	£	£
Funds to build a skate park	16,560	-	-	16,560
Jubilee celebrations	293	-	-	293
Tennis Club	-	500	-	500
TEG	-	140	-	140
Exeter Community Lottery	-	15	-	15
Natinal theatre	-	90	-	90
Library of Things	-	10,985	-	10,985
	<u>16,853</u>	<u>11,730</u>	<u>-</u>	<u>28,583</u>

Previous year:

	At 1 September 2021	Incoming resources	Resources expended	At 31 August 2022
	£	£	£	£
Funds to build a skate park	16,560	-	-	16,560
Jubilee celebrations	-	2,070	(1,777)	293
	<u>16,560</u>	<u>2,070</u>	<u>(1,777)</u>	<u>16,853</u>

15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 September 2022	Incoming resources	Resources expended	At 31 August 2023
	£	£	£	£
General funds	<u>81,755</u>	<u>75,544</u>	<u>(96,479)</u>	<u>60,820</u>

Previous year:	At 1 September 2021	Incoming resources	Resources expended	At 31 August 2022
	£	£	£	£
General funds	<u>40,909</u>	<u>133,721</u>	<u>(92,875)</u>	<u>81,755</u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2023

16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 August 2023:			
Current assets/(liabilities)	60,820	28,583	89,403
	<u>60,820</u>	<u>28,583</u>	<u>89,403</u>
	<u>60,820</u>	<u>28,583</u>	<u>89,403</u>
	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
At 31 August 2022:			
Current assets/(liabilities)	81,755	16,853	98,608
	<u>81,755</u>	<u>16,853</u>	<u>98,608</u>
	<u>81,755</u>	<u>16,853</u>	<u>98,608</u>

17 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

TOPSHAM COMMUNITY ASSOCIATION LIMITED

England & Wales - Charity number 1148398

Accounts

Charity registration number 1148398

Company registration number 8111534 (England and Wales)

TOPSHAM COMMUNITY ASSOCIATION LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2022

TOPSHAM COMMUNITY ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M M Butt A R Leadbetter R R Drury Dr C Buckingham F C Murrell J Northey D C Burley A C Dunn	(Appointed 27 September 2021)
	A Mumford	(Appointed 10 January 2022)
Secretary	F C Murrell	
Charity number	1148398	
Company number	8111534	
Registered office	Matthews Hall Fore Street Topsham Exeter EX3 0HF	
Independent examiner	Hammett Spire LLP 21 Heavitree Road Exeter Devon EX1 2LD	

TOPSHAM COMMUNITY ASSOCIATION LIMITED

CONTENTS

	Page
Trustees' report	1 - 7
Statement of trustees' responsibilities	8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 18

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 AUGUST 2022

The trustees present their report and financial statements for the year ended 31 August 2022, which also comprises the Directors' Report required by the Companies Act 2006.

The legal name of the charity is: - Topsham Community Association Limited.

The charity is also known by its operating name, Topsham Community Association (herein 'the Community Association').

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1148398.

The charity is registered in England & Wales under Company Registration Number 8111534.

The charity is a company limited by guarantee and the governing document, the Articles of Association, is dated 19 June 2012.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The purposes of the charity as set out in its governing document are:

(1) to promote the benefit of the inhabitants of Topsham without distinction of sex or of political, religious or other opinions by assisting the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for its inhabitants.

(2) to establish or to secure the establishment of a Community Centre or Hall (the "Centre") and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of the Centre for activities promoted by the Association and its constituent bodies in furtherance of its objects.

(3) the Association shall be non-party in politics and non-sectarian in religion.

(4) the Association has power to affiliate to the National Federation of Community Organisations and to other organisations with similar charitable objects.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2022**

The main activities undertaken in relation to those purposes during the year

The following activities relate particularly to the first objective set out above.

The Community Association continues to ensure that, as far as was possible under the COVID restrictions, the Matthews Hall ("the Hall") acts as the prime focus for community activities in Topsham along with the The Dorothy Holman Centre (DHC) meeting the needs of all age groups from the very young to the very elderly. In support of its first objective it endeavoured to make the facilities of the Matthews Hall and DHC available to a wide ranging selection of groups across the community, providing facilities when allowed to do so for club general meetings, sport (badminton), exercise (pilates, yoga, karate Zumba and Qigong), recreation and leisure-time occupation (Film Club, dancing, amateur dramatics, felting, dog training, concerts, mindfulness, bingo, wine tasting, birdwatching, Beavers, flower arranging and bridge), education (art classes, drawing/fine art appreciation, Topsham Museum and the Topsham Society). The Hall and DMC are also used, mainly by local people, as a venue for parties and celebrations of all sorts.

The Community Association continues to run and manage a Saturday Community Market in the Hall with about 15 -25 stalls selling a variety of products. This market had been considerably affected by the COVID restrictions.

The Community Association arranges a supervisor to run a Seniors Club on a Tuesday afternoon for local inhabitants who are over 50. They are able to participate in many activities including table tennis (sometimes with the aid of a coach), board games (competitive Scrabble), petanque, pool etc.

The Community Association continues to support the local initiative from Love Topsham to provide Christmas lights and trees to improve the festive decoration of the main shopping area of Topsham.

The Topsham Emergency Group, a sub-group of the Community Association, supported its Flood Wardens and considered flood relief provision.

The Community Association has continued to hire out the café facility at the entrance to the Hall to independent contractors who provide a highly regarded and appreciated refreshment outlet for members of the community and the general public when and how the COVID restrictions allowed.

Further income is generated by the Matthews Hall café, a much valued benefit to the community and visitors, and open most weekdays till 4pm.

A mobile take-away food van "Harry's Kitchen" was encouraged to set up on the drive alongside the Hall on a Monday, when many of the restaurants in Topsham are closed. This has been very successful, especially during the COVID restrictions when many established restaurants had to close completely.

The Community Association amalgamated with Topsham Society, a local charity with a remit to promote the preservation and enhancement of the built fabric of Topsham and take over its key function of Planning Panel which monitors and submits observations to planning applications affecting the town.

The second objective set out above was met by running of the Hall and the DHC and undertaking improvements to their fabric while still complying with general good practice arising from COVID.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2022**

The main activities undertaken during the year to further the charity's purpose for the public benefit

The Community Association usually generates much of its income from hiring out the facilities at the Hall and DMC, in particular the Mathews Hall main Hall, the DMC main room and the Council Chamber. The venues thus provided constitute a major benefit both to the inhabitants of Topsham, as required by the charity's governing document, and also to the general public who attend many events taking place in Matthews Hal and the Dorothy Holman Centre.

One such event is the Community Market that under normal conditions takes place on virtually every Saturday throughout the year. It has been greatly limited by the need to comply with COVID restrictions, but has nevertheless operated successfully through the year. This facility is much appreciated by the general public, and we have seen an increase in footfall during the year.

Another activity pursued by the Community Association is running a Seniors Club as described above. It provides a welcome, friendly and relaxed point of social contact for all those eligible, including those who might not otherwise feel up to participating in more organised activities.

As a riverside community that has seen flooding in the past, an important aspect of the Community Association's activities is maintaining and supporting the Topsham Emergency Group and their Flood Wardens whose activities are for the benefit of all members of the public who could be affected by flooding. They send out flood warnings and encourage and support the use of flood barriers on domestic properties.

The Community Association provided facilities when possible for many events in Matthews Hall and DHC to support local events, societies (such as the Topsham Society), schools (school productions) and groups (such as Topsham Allotments and Gardens Society).

The Hall was used as a Polling Station for the December Election.

The Community Association enabled the mobile fish van to continue its service to the community and added a take-away food van to provide very good meals to the public on Monday evenings.

The work on caring for and maintaining the garden at the Matthews Hall with the benches outside it for use by the general public provides a highly valued place for community interaction as well as individual rest and reflection. This is currently being improved and upgraded to a design provided free by a local landscape architect, with plantings funded by a local benefactor.

The Jubilee weekend in June was successfully celebrated by the community under the umbrella management by Topsham Community Association. Societies and groups joined together to hold street parties, events – including a Jubilee Street Procession - and workshops; plant a Jubilee oak tree as part of the late Queen's Green Canopy scheme on Goat Walk Land Trust fields; and light a Jubilee beacon on Topsham Quay. TCA also assisted with the revival of the bi-annual Nello's Table when the community and friends gather to eat al fresco on the streets of Topsham

The main achievements and performance of the charity during the year

Our newly appointed part-time manager has assisted in the work of running the Association throughout the past year, taking over many functions previously operated by Directors including dealing with day-to-day financial management.

The caretaking team has supported the delivery of services to all users of the Matthews Hall and Dorothy Holman Centre.

The Community Association has continued to run the Saturday Market in Matthews Hall.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2022**

Achievements and performance

The difference the charity's performance during the year has made to the beneficiaries of the charity.

Having effectively organised, run and welcoming community halls with a vibrant café has provided a facility which is well used and highly valued by the community that the Association seeks to serve.

Older members of the community have for part of the year been able to make use of the facilities provided by the Seniors Club to enjoy the social and sporting activities on offer and maintain their physical and mental health.

The Recreation Ground (where the equipment was provided by the fund raising and other actions of the Community Association) continues to be well used and is a very valuable facility for all of those with young children (who can play there in a secure environment), for young people and for adults who wish to use the exercise facilities or rest in the riverside environment.

Due to continued post COVID concerns, a 2022 AGM was held online and therefore the usual pre AGM speaker, was not possible.

The degree to which the achievements and performance during the year have benefited wider society

The Community Association, with the assistance of its local authority Councillors on the Board, continues to campaign to improve the parking provision in Topsham.

Any person walking through the main shopping street of Topsham during the festive season was able to enjoy the support given by the Association for the Christmas lights and trees as detailed above.

Residents and visitors alike have enjoyed the Matthews Hall café and gardens and have use the recreation ground and its amenities.

The wide range of performances, events and activities in Matthews Hall has contributed to sense of community cohesion and wellbeing.

Financial review

The financial position of the charity at 31 August 2022 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows: -

Net income for the year was £41,139 (2021: there was net expenditure of £9,845);

Unrestricted Revenue Funds available for the general purposes of the charity were £81,755 (2021: £40,909);

Restricted Revenue Funds were £16,853 (2021: £16,560);

Total Funds held were £98,608 (2021: £57,469).

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained or exceeded throughout the year. Reserves have been boosted by the transfer of funds from the Dorothy Holman Trust and the resulting position is being considered by the board.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

Grants received

Topsham Community Association was given a grant of £5,334 out of the Council's Community Building Fund to contribute to its annual running costs. The Association also received the sum of £1,500 from Devon County Council and £2,070 for the Jubilee celebrations.

Year 2021 – 2022

During the year turnover from hall bookings was £75,229 representing a 294% increase from the previous year when turnover was £25,604. This was primarily due to closures and cancellations caused by the pandemic in the previous year and the addition of the Dorothy Holman Centre in the current year.

Prior to the COVID-19 outbreak the Association was in the process of continuing to improve sections of the fabric of the hall and its online presence as previously reported:

The hall made an operating profit of £41,139 in the year, a massive improvement from the loss of £9,845 the previous year.

Unrestricted reserves were up to £81,755 (and Restricted up to £16,853), so at the end of the year TCA was still in a strong financial position.

Structure, governance and management

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

M M Butt	
A R Leadbetter	
R R Drury	
F J Trollope	(Resigned 30 January 2022)
Dr C Buckingham	
F C Murrell	
J Vanrenen	(Resigned 1 April 2022)
E Tuijl	(Resigned 22 January 2022)
J Bell	(Resigned 24 August 2022)
J Northey	
D C Burley	
A C Dunn	(Appointed 27 September 2021)
A Mumford	(Appointed 10 January 2022)
L E A Pattison	(Appointed 25 November 2021 and resigned 13 August 2022)

All the trustees are also members of the charity.

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charity legislation and have responsibilities, as such, under both company and charity legislation.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2022**

The principal operating address, telephone number, email and web addresses of the charity are:-

Matthews Hall
Fore Street
Topsham
Exeter
Devon
EX3 0AF

Email address: info@topshamcommunityassociation.co.uk

Website: www.topshamcommunityassociation.co.uk

Telephone: 07940 960560.

The Association also has presence on social media, including Facebook, Twitter and Instagram.

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

Topsham Community Association Limited is a company limited by guarantee, of which anyone who is aged 16 years or more and lives or works in Topsham, is eligible to become a member.

The company is a registered charity.

The major decision-making body is the Board of Directors whose members are also regarded as the trustees of the charity. To enable more effective management and decision making the board has formed 3 sub committees and put in place a scheme of delegated authority to govern their and the Managers scope of authorisation to act.

- The Governance Sub Group - Dealing with governance structures, HR and finance.
- The Operational Sub Group – Dealing with Hall Management.
- The Communication Sub Group – Dealing with Public Relations, IT and Online presence.

These are in addition to the Emergency Flood Group and The Planning Panel, who report to the board.

Matters connected with the operation and management of the Matthews Hall were dealt with by a Hall Users Forum, and by an Operational Staff Forum which will enable staffing issues to be dealt with by a specialist group.

The role of chair has been undertaken on a rotation basis until new directors become established and a new permanent chair is identified.

During the 2021-22 year the chair role has been undertaken by:

- A Leadbetter
- D Burley
- J Northey

The work of running the charity has been assisted by the Manager.

In recruiting new Directors/charity trustees the Board will comply with its Equal Opportunities Policy.

It is the Board's policy to endeavour to recruit members who represent the groups or organisations that use the hall or who can offer specific skills or experience that can fill gaps in the Board's or the Hall Management Committee's knowledge or capability.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 AUGUST 2022*

The trustees' report was approved by the Board of Trustees.

J Northey
Acting Chair

27 March 2023

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2022

The trustees, who are also the directors of Topsham Community Association Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TOPSHAM COMMUNITY ASSOCIATION LIMITED

I report to the trustees on my examination of the financial statements of Topsham Community Association Limited (the charity) for the year ended 31 August 2022.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

J R Banks FCA
Qualified member of the ICAEW
Hammett Spire LLP

21 Heavitree Road
Exeter
Devon
EX1 2LD

Dated: 28 April 2023

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
Income from:							
Donations and legacies	3	58,373	2,070	60,443	30,460	-	30,460
Charitable activities	4	75,229	-	75,229	25,604	-	25,604
Investments	5	119	-	119	5	-	5
Total income		133,721	2,070	135,791	56,069	-	56,069
Expenditure on:							
Charitable activities	7	92,875	1,777	94,652	65,914	-	65,914
Net income/(expenditure) for the year/							
Net movement in funds		40,846	293	41,139	(9,845)	-	(9,845)
Fund balances at 1 September 2021		40,909	16,560	57,469	50,754	16,560	67,314
Fund balances at 31 August 2022		81,755	16,853	98,608	40,909	16,560	57,469

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 AUGUST 2022

	Notes	2022 £	£	2021 £	£
Current assets					
Debtors	11	19,978		1,881	
Cash at bank and in hand		81,098		56,771	
		<u>101,076</u>		<u>58,652</u>	
Creditors: amounts falling due within one year	12	<u>(2,468)</u>		<u>(1,183)</u>	
Net current assets			98,608		57,469
Income funds					
Restricted funds	13		16,853		16,560
Unrestricted funds			81,755		40,909
			<u>98,608</u>		<u>57,469</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2022.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 27 March 2023

J Northey
Trustee

Company registration number 8111534

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

Charity information

Topsham Community Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Matthews Hall, Fore Street, Topsham, Exeter, EX3 0HF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

Expenditure is recognised on an accruals basis when a liability is incurred.

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

1 Accounting policies

(Continued)

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2022 £	2022 £	2022 £	2021 £
Donations and gifts	288	-	288	-
Legacies receivable	-	-	-	515
Grant income	6,834	2,070	8,904	29,945
Dorothy Holman Trust	51,251	-	51,251	-
	<u>58,373</u>	<u>2,070</u>	<u>60,443</u>	<u>30,460</u>

Funds were transferred from Dorothy Holman Trust to Topsham Community Association Limited during the year.

Grants receivable for core activities

Coronavirus Job Retention Scheme	-	-	-	5,387
Exeter City Council	5,334	-	5,334	22,431
Devon County Council	1,500	-	1,500	1,418
TEG grant	-	-	-	709
Jubilee Grants and Income	-	2,070	2,070	-
	<u>6,834</u>	<u>2,070</u>	<u>8,904</u>	<u>29,945</u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

4 Charitable activities

	Income from charitable activities 2022 £	Income from charitable activities 2021 £
Saturday market traders	12,629	9,795
Cafe bar and hire charges	5,483	7,062
Hall bookings	40,841	8,661
Other income	16,276	86
	<u>75,229</u>	<u>25,604</u>

5 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	<u>119</u>	<u>5</u>

6 Material other income

Other income includes £16,121 in respect of a business interruption insurance claim.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

7 Charitable activities

	Direct spending on charitable activities 2022 £	Direct spending on charitable activities 2021 £
Staff costs	46,219	36,639
Community activities operating costs	3,277	149
Repairs and maintenance	14,372	5,582
Rent, rates, light and heat	17,804	16,147
Insurances and licenses	4,544	1,770
General expenses	8,036	5,627
	<u>94,252</u>	<u>65,914</u>
Grant funding of activities (see note 8)	400	-
	<u>94,652</u>	<u>65,914</u>
Analysis by fund		
Unrestricted funds	92,875	65,914
Restricted funds	1,777	-
	<u>94,652</u>	<u>65,914</u>
Sales within charitable activities		

8 Grants payable

	2022 £	2021 £
Topsham Charter Day	400	-
	<u>400</u>	<u>-</u>

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2022

10 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	6	6

Employment costs

	2022 £	2021 £
Wages and salaries	46,219	36,639

There were no employees whose annual remuneration was more than £60,000.

11 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	-	402
Other debtors	16,121	-
Prepayments and accrued income	3,857	1,479
	19,978	1,881

12 Creditors: amounts falling due within one year

	2022 £	2021 £
Other taxation and social security	-	176
Trade creditors	-	347
Other creditors	228	120
Accruals and deferred income	2,240	540
	2,468	1,183

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 AUGUST 2022

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds		
	Balance at 1 September 2020	Incoming resources	Balance at 1 September 2021	Incoming resources	Resources expended
	£	£	£	£	£
Funds to build a skate park	16,560	-	16,560	-	-
Jubilee celebrations	-	-	-	2,070	(1,777)
	<u>16,560</u>	<u>-</u>	<u>16,560</u>	<u>2,070</u>	<u>(1,777)</u>
	<u>16,560</u>	<u>-</u>	<u>16,560</u>	<u>2,070</u>	<u>(1,777)</u>
	<u>16,560</u>	<u>-</u>	<u>16,560</u>	<u>2,070</u>	<u>(1,777)</u>
	<u>16,560</u>	<u>-</u>	<u>16,560</u>	<u>2,070</u>	<u>(1,777)</u>
	<u>16,560</u>	<u>-</u>	<u>16,560</u>	<u>2,070</u>	<u>(1,777)</u>

14 Analysis of net assets between funds

	Unrestricted funds 2022	Restricted funds 2022	Total 2022	Unrestricted funds 2021	Restricted funds 2021	Total 2021
	£	£	£	£	£	£
Fund balances at 31 August 2022 are represented by:						
Current assets/(liabilities)	81,755	16,853	98,608	40,909	16,560	57,469
	<u>81,755</u>	<u>16,853</u>	<u>98,608</u>	<u>40,909</u>	<u>16,560</u>	<u>57,469</u>
	<u>81,755</u>	<u>16,853</u>	<u>98,608</u>	<u>40,909</u>	<u>16,560</u>	<u>57,469</u>
	<u>81,755</u>	<u>16,853</u>	<u>98,608</u>	<u>40,909</u>	<u>16,560</u>	<u>57,469</u>
	<u>81,755</u>	<u>16,853</u>	<u>98,608</u>	<u>40,909</u>	<u>16,560</u>	<u>57,469</u>

15 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

TOPSHAM COMMUNITY ASSOCIATION LIMITED

England & Wales - Charity number 1148398

Accounts

Charity Registration No. 1148398

Company Registration No. 8111534 (England and Wales)

TOPSHAM COMMUNITY ASSOCIATION LIMITED
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2021

TOPSHAM COMMUNITY ASSOCIATION LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	M M Butt	
	A R Leadbetter	
	R R Drury	
	F J Trollope	
	Dr C Buckingham	
	F C Murrell	
	J Vanrenen	
	E Tuijl	
	J Bell	
	J Northey	(Appointed 1 April 2021)
	D C Burley	(Appointed 1 April 2021)
	A C Dunn	(Appointed 27 September 2021)
Secretary	F C Murrell	
Charity number	1148398	
Company number	8111534	
Registered office	Matthews Hall Fore Street Topsham Exeter EX3 0HF	
Independent examiner	Hammett Spire LLP 21 Heavitree Road Exeter Devon EX1 2LD	

TOPSHAM COMMUNITY ASSOCIATION LIMITED

CONTENTS

	Page
Trustees' report	1 - 7
Statement of trustees' responsibilities	8
Independent examiner's report	9
Statement of financial activities	10
Balance sheet	11
Notes to the financial statements	12 - 17

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 AUGUST 2021

The trustees present their report and financial statements for the year ended 31 August 2021, which also comprises the Directors' Report required by the Companies Act 2006.

The legal name of the charity is: - Topsham Community Association Limited.

The charity is also known by its operating name, Topsham Community Association (herein 'the Community Association').

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1148398.

The charity is registered in England & Wales under Company Registration Number 8111534.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The purposes of the charity as set out in its governing document are:

(1) to promote the benefit of the inhabitants of Topsham without distinction of sex or of political, religious or other opinions by assisting the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for its inhabitants.

(2) to establish or to secure the establishment of a Community Centre or Hall (the "Centre") and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of the Centre for activities promoted by the Association and its constituent bodies in furtherance of its objects.

(3) the Association shall be non-party in politics and non-sectarian in religion.

(4) the Association has power to affiliate to the National Federation of Community Organisations and to other organisations with similar charitable objects.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

The main activities undertaken in relation to those purposes during the year.

The following activities relate particularly to the first objective set out above.

The Community Association continues to ensure that, as far as was possible under the COVID restrictions, the Matthews Hall ("the Hall") acts as the prime focus for community activities in Topsham, meeting the needs of all age groups from the very young to the very elderly. In support of its first objective it endeavoured to make the facilities of the Matthews Hall available to a wide ranging selection of groups across the community, providing facilities when allowed to do so for club general meetings, sport (badminton), exercise (pilates, yoga, karate Zumba and Qigong), recreation and leisure-time occupation (Film Club, dancing, amateur dramatics, felting, dog training, concerts, mindfulness, bingo, wine tasting, birdwatching, Beavers, flower arranging and bridge), education (art classes, drawing/fine art appreciation, Topsham Museum and the Topsham Society). The Hall is also used, mainly by local people, as a venue for parties and celebrations of all sorts.

The Community Association continues to run and manage a Saturday Community Market in the Hall with about 15 -25 stalls selling a variety of products. This market has been considerably affected by the COVID restrictions.

The Community Association arranges a supervisor to run a Seniors Club on a Tuesday afternoon, so far as COVID restrictions allow, for local inhabitants who are over 50. They are able to participate in many activities including table tennis (sometimes with the aid of a coach), board games (competitive Scrabble), petanque, pool etc.

The Community Association continues to support the local initiative from Love Topsham to provide Christmas lights and trees to improve the festive decoration of the main shopping area of Topsham.

The Topsham Emergency Group, a sub-group of the Community Association, supported its Flood Wardens and considered flood relief provision.

The Community Association has continued to hire out the café facility at the entrance to the Hall to independent contractors who provide a highly regarded and appreciated refreshment outlet for members of the community and the general public when and how the COVID restrictions allowed.

A mobile take-away food van "Harry's Kitchen" was encouraged to set up on the drive alongside the Hall on a Monday, when many of the restaurants in Topsham are closed. This has been very successful, especially during the COVID restrictions when many established restaurants had to close completely.

The Community Association has been in negotiations with Topsham Society a local charity with a remit to promote the preservation and enhancement of the built fabric of Topsham, with a view to amalgamating its key function of Planning Panel which monitors and submits observations to planning applications affecting the town. Revisions to the Associations constitution have been formulated and approved at its AGM. The Society's membership have approved the amalgamation at its AGM and both organisations are about to seek Charity Commissioners approval.

The second objective set out above was met by running of the Hall and undertaking improvements to its fabric while complying fully with the restrictions imposed by the COVID regulations.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

The main activities undertaken during the year to further the charity's purpose for the public benefit.

The Community Association usually generates much of its income from hiring out the facilities at the Hall, in particular the main Hall and the Council Chamber. The venues thus provided constitute a major benefit both to the inhabitants of Topsham, as required by the charity's governing document, and also to the general public who attend many events taking place in Matthews Hall.

One such event is the Community Market that under normal conditions takes place on virtually every Saturday throughout the year. It has been greatly limited by the need to comply with COVID restrictions, but has nevertheless operated successfully through the year. This facility is much appreciated by the general public, and we have seen an increase in footfall during the year.

Another activity pursued by the Community Association is running a Seniors Club as described above. It provides a welcome, friendly and relaxed point of social contact for all those eligible, including those who might not otherwise feel up to participating in more organised activities.

As a riverside community that has seen flooding in the past, an important aspect of the Community Association's activities is maintaining and supporting the Topsham Emergency Group and their Flood Wardens whose activities are for the benefit of all members of the public who could be affected by flooding. They send out flood warnings and encourage and support the use of flood barriers on domestic properties.

The Community Association provided facilities when possible for many events in Matthews Hall to support local events, societies (such as the Topsham Society), schools (school productions) and groups (such as Topsham Allotments and Gardens Society).

The Hall was used as a Polling Station for the December Election.

The Community Association enabled the mobile fish van to continue its service to the community and added a take-away food van to provide very good meals to the public on Monday evenings.

The work on caring for and maintaining the garden at the Matthews Hall with the benches outside it for use by the general public provides a highly valued place for community interaction as well as individual rest and reflection. This is currently being improved and upgraded to a design provided free by a local landscape architect, with plantings funded by a local benefactor.

The Board has proceeded with arrangements for the continuation of the Dorothy Holman Centre after its present trustees resign and the Youth Centre Trust is closed down. The terms of a new lease from Exeter City Council have been agreed, along with a Deed of Surrender of the trustees' interest under their old lease of the site. Transfer of remaining financial assets of £51,250.57 was delayed and not received until 16 November 2021, after the Association's year end, due to administrative issues experienced by the DHC Trustees. This facility will continue to be open to the public for booking classes, events or parties as it has been in the past.

The trustees have had regard to the Charity Commission's guidance on public benefit.

The main achievements and performance of the charity during the year.

Since the start of the COVID pandemic directors have monitored the evolving regulatory environment and implemented measures to ensure the highest possible standards of public health and safety are maintained at the halls. This involved diligently monitoring the latest information on the COVID pandemic and the Government's Regulations, conducting a risk assessment for the Matthews Hall and the Dorothy Holman Centre and ensuring all of the necessary practices and procedures are explained and complied with. All of this has enabled the Community Association to continue with its activities as far as has been possible while complying with the relevant regulations.

The work of our part-time administrator has helped enormously in the work of running the Association throughout the past year. The Administrator has greatly assisted the Treasurer in dealing with day-to-day receipts and payments.

The caretaking team has ensured delivery of a first-class service to all users of the Matthews Hall and diligently spent time when the Hall was closed to the public in redecorating the premises.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

The Community Association has continued, through the efforts of our Bookings Manager, to provide an increasingly popular venue where possible for events of all kinds in Topsham, including those which bring members of the community together in shared endeavours.

The Community Association has continued to run the Saturday Market in the Hall with the aid of volunteer Board members who have acted as ushers to ensure compliance with COVID regulations and the smooth running of the market. A vegetable stall organised and run by volunteers proved a popular addition to the range of stalls in the market.

Achievements and performance

The difference the charity's performance during the year has made to the beneficiaries of the charity.

Having a well organised, welcoming and well-run community hall with a vibrant café has provided a facility which is well used and highly valued by the community that the Association seeks to serve.

Older members of the community have for part of the year been able to make use of the facilities provided by the Seniors Club to enjoy the social and sporting activities on offer and maintain their physical and mental health.

The Recreation Ground (where the equipment was provided by the fund raising and other actions of the Community Association), despite being closed by Exeter City Council for a time because of the COVID restrictions, continues to be well used and is a very valuable facility for all of those with young children (who can play there in a secure environment), for young people and for adults who wish to use the exercise facilities or rest in the riverside environment.

The Community Association, with the assistance of its local authority Councillors on the Board has for quite a while been campaigning to improve the parking provision in Topsham.

Any person walking through the main shopping street of Topsham during the festive season was able to enjoy the support given by the Association for the Christmas lights and trees as detailed above.

Residents and visitors alike have enjoyed the Matthews Hall café and gardens and have use the recreation ground and its amenities.

The wide range of performances, events and activities in Matthews Hall has contributed to sense of community cohesion and wellbeing.

Financial review

The financial position of the charity at 31 August 2021 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows: -

Net expenditure for the year was £9,845 (2020: £8,755);

Unrestricted Revenue Funds available for the general purposes of the charity were £40,909 (2020: £50,754);

Restricted Revenue Funds were £16,560 (2020: £16,560);

Total Funds held were £57,469 (2020: £67,314).

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Grants received

The previous Rent Support Grant from Exeter City Council has now been terminated because of financial cutbacks. However, this year the Community Association applied for and was given a grant of £22,431 over three years out of the Council's Community Building Fund to contribute to its annual running costs. The Association also received the sum of £1,418 from Devon County Council, £709 from TEG and £5,387 from the Cononavirus JRS which helped to offset, in part, the loss of income caused by the closure of the Hall because of the COVID restrictions.

Year 2020 – 2021

During the year turnover at Matthews Hall was £25,604 representing a 62% decrease from the previous when turnover was £40,955. This was primarily due to closures and cancellations caused by the pandemic.

Prior to the COVID-19 outbreak the Association was in the process of continuing to improve sections of the fabric of the hall and its online presence as previously reported:

The Association was fortunate to benefit from a number of grants from the Council, while staff and other directors gave up their time to deliver the improvements. As a result, the hall made an operating loss of £9,845 in the year, less than could have been expected under the difficult circumstances. This was due to the hard work of the Directors and Staff.

Reserves were down to £40,909 (Restricted £16,560), however at the end of the year TCA was still in a strong financial position.

Structure, governance and management

The charity is a company limited by guarantee and the governing document, the Articles of Association, is dated 19 June 2012.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

M M Butt	
A R Leadbetter	
R R Drury	
F J Trollope	
Dr C Buckingham	
F C Murrell	
J Vanrenen	
E Tuijl	
J Bell	
J Northey	(Appointed 1 April 2021)
D C Burley	(Appointed 1 April 2021)
A C Dunn	(Appointed 27 September 2021)
M D Bush	(Resigned 1 June 2021)
Cllr R C Newby	(Resigned 1 April 2021)
E P Wright	(Resigned 1 April 2021)
S E Wright	(Resigned 1 April 2021)

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 AUGUST 2021**

By operation of law, all trustees are directors under the Companies Act 2006 and all directors are trustees under Charity legislation and have responsibilities, as such, under both company and charity legislation.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

In recruiting new Directors/charity trustees the Board will comply with its Equal Opportunities Policy.

It is the Board's policy to endeavor to recruit members who represent the groups or organisations that use the hall or who can offer specific skills or experience that can fill gaps in the Board's or the Hall Management Committee's knowledge or capability.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The principal operating address, telephone number, email and web addresses of the charity are:-

Matthews Hall
Fore Street
Topsham
Exeter
Devon
EX3 0AF

Email address: info@topshamcommunityassociation.co.uk

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

Topsham Community Association Limited is a company limited by guarantee, of which anyone who is aged 16 years or more and lives or works in Topsham, is eligible to become a member.

The company is a registered charity. The major decision-making body is the Board of Directors whose members are also regarded as the trustees of the charity. Matters connected with the operation and management of the Matthews Hall were dealt with by a Hall Management Committee on which representatives of users of the Hall and of the employees sat. During last year this was replaced by a Hall Users Forum, which more Hall users can attend, and by an Operational Staff Forum which will enable staffing issues to be dealt with by a specialist group.

There are several sub-groups or sub-committees such as the Topsham Emergency Group which report to the Board. Other matters are dealt with by ad hoc working groups. Some directors have been appointed to be portfolio holders for various activities.

In June Martin Bush retired from the position of Chair due to leaving the area and the role of chair has been undertaken on a 3 month rotation basis until new directors become established and a new permanent chair is identified.

The work of running the charity has been assisted by the Administrator for several years. However, with the proposed expansion of the association's brief and retirement of several key long standing directors, the current directors are reviewing management needs and considering if a new role of Manager would assist its expanded brief.

In recruiting new Directors/charity trustees the Board will comply with its Equal Opportunities Policy.

It is the Board's policy to endeavour to recruit members who represent the groups or organisations that use the hall or who can offer specific skills or experience that can fill gaps in the Board's or the Hall Management Committee's knowledge or capability.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 AUGUST 2021***

The trustees' report was approved by the Board of Trustees.

D C Burley

Trustee

Dated: 22 December 2021

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 AUGUST 2021

The trustees, who are also the directors of Topsham Community Association Limited for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF TOPSHAM COMMUNITY ASSOCIATION LIMITED

I report to the trustees on my examination of the financial statements of Topsham Community Association Limited (the charity) for the year ended 31 August 2021.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

J R Banks FCA
Qualified member of the ICAEW
Hammett Spire LLP

21 Heavitree Road
Exeter
Devon
EX1 2LD

Dated: 23 December 2021

TOPSHAM COMMUNITY ASSOCIATION LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<u>Income from:</u>							
Donations and legacies	3	30,460	-	30,460	19,454	-	19,454
Charitable activities	4	25,604	-	25,604	40,955	-	40,955
Investments	5	5	-	5	243	-	243
Total income		56,069	-	56,069	60,652	-	60,652
<u>Expenditure on:</u>							
Charitable activities	6	65,914	-	65,914	69,407	-	69,407
Net expenditure for the year/ Net movement in funds		(9,845)	-	(9,845)	(8,755)	-	(8,755)
Fund balances at 1 September 2020		50,754	16,560	67,314	59,509	16,560	76,069
Fund balances at 31 August 2021		40,909	16,560	57,469	50,754	16,560	67,314

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

BALANCE SHEET

AS AT 31 AUGUST 2021

	Notes	2021 £	£	2020 £	£
Current assets					
Debtors	9	1,881		1,016	
Cash at bank and in hand		56,771		67,497	
		<u>58,652</u>		<u>68,513</u>	
Creditors: amounts falling due within one year	10	(1,183)		(1,199)	
Net current assets			57,469		67,314
Income funds					
Restricted funds	11		16,560		16,560
Unrestricted funds			40,909		50,754
			<u>57,469</u>		<u>67,314</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 August 2021.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 22 December 2021

D C Burley
Trustee

Company Registration No. 8111534

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

Charity information

Topsham Community Association Limited is a private company limited by guarantee incorporated in England and Wales. The registered office is Matthews Hall, Fore Street, Topsham, Exeter, EX3 0HF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1.5 Expenditure

Expenditure is recognised on an accruals basis when a liability is incurred.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

1 Accounting policies

(Continued)

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.7 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Legacies receivable	515	-
Grant income	29,945	19,454
	<u>30,460</u>	<u>19,454</u>
Grants receivable for core activities		
Coronavirus Job Retention Scheme	5,387	1,228
Exeter City Council	22,431	18,000
Devon County Council	1,418	-
TEG grant	709	226
	<u>29,945</u>	<u>19,454</u>

4 Charitable activities

	Income from charitable activities 2021 £	Income from charitable activities 2020 £
Saturday market traders	9,795	13,384
Cafe bar and hire charges	7,062	4,481
Hall bookings	8,661	22,890
Other income	86	200
	<u>25,604</u>	<u>40,955</u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

5 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	5	243

6 Charitable activities

	Direct spending on charitable activities	Direct spending on charitable activities
	2021	2020
	£	£
Staff costs	36,639	36,124
Community activities operating costs	149	43
Repairs and maintenance	5,582	8,711
Rent, rates, light and heat	16,147	16,970
Insurances and licenses	1,770	1,771
General expenses	5,627	5,788
	65,914	69,407
	65,914	69,407

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
	6	6
Employment costs	2021	2020
	£	£

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

8	Employees		(Continued)
	Wages and salaries	36,639	36,124
		<u> </u>	<u> </u>
9	Debtors		
		2021	2020
		£	£
	Amounts falling due within one year:		
	Trade debtors	402	1,016
	Prepayments and accrued income	1,479	-
		<u> </u>	<u> </u>
		1,881	1,016
		<u> </u>	<u> </u>
10	Creditors: amounts falling due within one year		
		2021	2020
		£	£
	Other taxation and social security	176	244
	Trade creditors	347	346
	Other creditors	120	134
	Accruals and deferred income	540	475
		<u> </u>	<u> </u>
		1,183	1,199
		<u> </u>	<u> </u>
11	Restricted funds		

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Movement in funds	
	Incoming resources	Balance at 1 September 2020	Incoming resources	Balance at 31 August 2021
	£	£	£	£
Funds to build a skate park	-	16,560	-	16,560
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

TOPSHAM COMMUNITY ASSOCIATION LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 AUGUST 2021

12 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 August 2021 are represented by:						
Current assets/ (liabilities)	40,909	16,560	57,469	50,754	16,560	67,314
	<u>40,909</u>	<u>16,560</u>	<u>57,469</u>	<u>50,754</u>	<u>16,560</u>	<u>67,314</u>

13 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

TOPSHAM COMMUNITY ASSOCIATION LIMITED

England & Wales - Charity number 1148398

Accounts

Company Registration Number - 8111534

The Charity Registration Number is:- 1148398

Topsham Community Association Limited

Report and Accounts

31 August 2020

Topsham Community Association Limited
Company Registration Number – 8111534
Trustees' Annual Report for the year ended 31 August 2020

The Trustees present their Report and Accounts for the year ended 31 August 2020, which also comprises the Directors' Report required by the Companies Act 2006.

Reference and administrative details

The charity name.

The legal name of the charity is: - Topsham Community Association Limited.

The charity is also known by its operating name, Topsham Community Association (herein 'the Community Association').

The charity's areas operation and UK charitable registration.

The charity is registered in England & Wales with the Charity Commission in England & Wales (CCEW) with charity number 1148398.

The charity is registered in England & Wales under Company Registration Number 8111534,

Legal structure of the charity

The charity is a company limited by guarantee and the governing document, the Articles of Association, is dated, 19 June 2012

By operation of law all, trustees are directors under the Companies Act 2006 and all directors are trustees under Charities legislation and have responsibilities, as such, under both company and charity legislation.

The principal operating address, telephone number, email and web addresses of the charity are: -

Matthews Hall

Fore Street, Exeter, Devon

EX3 0AF

Email Address info@topshamcommunityassociation.co.uk

[Web address - https://www.topshamcommunityassociation.co.uk](https://www.topshamcommunityassociation.co.uk)

The registered office of the charity for Companies Act purposes is the same as the operating address shown above.

The Trustees in office on the date the report was approved were: -

Jane Bell

Martin Bush (Chair)

Margaret Butt

Robert Drury

Andrew Leadbetter (Devon County Council)

Fran Murrell (Secretary)

Rob Newby (Exeter City Council)

Jane Trollope

Edward Tuijl

James Vanrenan (Treasurer)

Eliot Wright

Susan Wright

All the trustees are also members of the charity.

Objects and activities of the charity

The purposes of the charity as set out in its governing document.

- 1) to promote the benefit of the inhabitants of Topsham without distinction of sex or of political, religious or other opinions by assisting the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for its inhabitants.
- (2) to establish or to secure the establishment of a Community Centre or Hall (the "Centre") and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of the Centre for activities promoted by the Association and its constituent bodies in furtherance of its objects.
- (3) the Association shall be non-party in politics and non-sectarian in religion.
- (4) the Association has power to affiliate to the National Federation of Community Organisations and to other organisations with similar charitable objects.

The main activities undertaken in relation to those purposes during the year.

The following activities relate particularly to the first objective set out above.

- The Community Association continues to ensure that, as far as was possible under the COVID restrictions, the Matthews Hall ("the Hall") acts as the prime focus for community activities in Topsham, meeting the needs of all age groups from the very young to the very elderly. In support of its first objective it endeavored to make the facilities of the Matthews Hall available to a wide-ranging selection of groups across the community, providing facilities when allowed to do so for club general meetings, sport (badminton), exercise (pilates, yoga, karate Zumba and Qigong), recreation and leisure-time occupation (Film Club, dancing, amateur dramatics, felting, dog training, concerts, mindfulness, bingo, wine tasting, birdwatching, Beavers, flower arranging and bridge), education (art classes, drawing/fine art appreciation, Topsham Museum and the Topsham Society). The Hall is also used, mainly by local people, as a venue for parties and celebrations of all sorts.
- The Community Association continues to run and manage a Saturday Community Market in the Hall with about 15 -25 stalls selling a variety of products. This market has been considerably affected by the COVID restrictions, which have limited the number of stalls that can be accommodated inside the Hall, although during its opening periods during the summer, more stalls were able to set up on the lawn outside the Hall.
- The Community Association arranges a supervisor to run a Seniors Club on a Tuesday afternoon for local inhabitants who are over 50. They are able to participate in many activities including table tennis (sometimes with the aid of a coach), board games (competitive Scrabble), petanque, pool etc. However, for a considerable period during the financial year the supervisor Kristian Wheeler has been on furlough and the Club suspended.
- The Community Association supported a local initiative from Love Topsham to provide Christmas lights and trees to improve the festive decoration of the main shopping area of Topsham. This support took the form of a donation from the proceeds of a screening of the film Bohemian Rhapsody.
- The Topsham Emergency Group, a sub-group of the Community Association, supported its Flood Wardens and considered flood relief provision. This group reported to the Board in March with new plans for the installation and financing of demountable slatted aluminum board type barriers in selected locations and a swing barrier at the end of the Strand.

Topsham Community Association Limited
Company Registration Number – 8111534
Trustees' Annual Report for the year ended 31 August 2020

- The Community Association has continued to hire out the café facility at the entrance to the Hall to independent contractors who provide a highly regarded and appreciated refreshment outlet for members of the community and the general public when and how the COVID restrictions allowed.

- A mobile take-away food van "Harry's Kitchen" was encouraged to set up on the drive alongside the Hall on a Monday, when many of the restaurants in Topsham are closed. This has been very successful, especially during the COVID restrictions when many established restaurants had to close completely.

The second objective set out above was met by running of the Hall while complying fully with the restrictions imposed by the COVID regulations. The back kitchen has been refurbished, and new units were fitted by Edward Tuijl. New speakers have been fitted in the Hall to improve the sound system, and a new lighting controller was installed. New power sockets have been fitted in the stage area. Work has also been done to refurbish the café facilities and the cooker has been industrially cleaned. A second water leak has been repaired by replacing the mains pipes from the meter to the Building. Christopher Buckingham has, after a long negotiation, managed to obtain some compensation from South West Water for the wasted water. A local landscape architect, Roger Webster, has volunteered his services in planning a revision of the planting schemes in the garden adjacent to the Hall. The Hall has also been redecorated by the caretakers.

The main activities undertaken during the year to further the charity's purpose for the public benefit.

- The Community Association usually generates much of its income from hiring out the facilities at the Hall, in particular the main Hall and the Council Chamber. The venues thus provided constitute a major benefit both to the inhabitants of Topsham, as required by the charity's governing document, and also to the general public who attend many events taking place in Matthews Hall.

- One such event is the Community Market that under normal conditions takes place on virtually every Saturday throughout the year. It has been greatly limited by the need to comply with COVID restrictions, but despite the rigorous implementation of these the market has opened successfully on many occasions when permitted to do so. This facility is much appreciated by the general public, and we have seen an increase in footfall during the year.

- Another activity pursued by the Community Association is running a Seniors Club as described above. It provides a welcome, friendly and relaxed point of social contact for all those eligible, including those who might not otherwise feel up to participating in more organised activities. However, as stated above, it has had to be suspended for long periods because of the pandemic.

- As a riverside community that has seen flooding in the past, an important aspect of the Community Association's activities is maintaining and supporting the Topsham Emergency Group and their Flood Wardens whose activities are for the benefit of all members of the public who could be affected by flooding. They send out flood warnings and encourage and support the use of flood barriers on domestic properties.

- The Community Association provided facilities when possible for many events in Matthews Hall to support local events, societies (such as the Topsham Society), schools (school productions) and groups (such as Topsham Allotments and Gardens Society).

- The Hall was used as a Polling Station for the December Election.

- The Community Association enabled the mobile fish van to continue its service to the community and added a take-away food van to provide very good meals to the public on Monday evenings.

- The work on caring for and maintaining the garden at the Matthews Hall with the benches outside it for use by the general public provides a highly valued place for community interaction as well as individual rest and reflection. This is currently being improved and upgraded to a design provided free by a local landscape architect, with plantings funded by a local benefactor.

- The Board has continued to make arrangements for the continuation of the Dorothy Holman Centre after its present trustees resign and the Youth Centre Trust is closed down. The terms of a new lease from Exeter City Council have been agreed, along with a Deed of Surrender of the trustees' interest under their old lease of the site. An inventory of the contents of the Centre building was prepared by Martin Bush and a deed of transfer of the assets drafted. This facility will continue to be open to the public for booking classes, events or parties as it has been in the past.

The trustees have had regard to the Charity Commission's guidance on public benefit.

The main achievements and performance of the charity during the year.

- Since the start of the COVID pandemic Sue Wright has proactively monitored the evolving regulatory environment and implemented measures to ensure the highest possible standards of public health and safety are maintained at the halls. Her work involved diligently monitoring the latest information on the COVID pandemic and the Government's Regulations, conducting a risk assessment for the Matthews Hall and the Dorothy Holman Centre and ensuring all of the necessary practices and procedures are explained and complied with. All of this has enabled the Community Association to continue with its activities as far as has been possible while complying with the relevant regulations.
- The work of our part-time administrator has helped enormously in the work of running the Association throughout the past year. The Administrator has greatly assisted the Treasurer in dealing with day-to-day receipts and payments.
- The caretaking team has ensured delivery of a first-class service to all users of the Matthews Hall and diligently spent time when the Hall was closed to the public in redecorating the premises.
- The Community Association has continued, through the efforts of our Bookings Manager, to provide an increasingly popular venue where possible for events of all kinds in Topsham, including those which bring members of the community together in shared endeavors.
- The Community Association has continued to run the Saturday Market in the Hall with the aid of volunteer Board members who have acted as ushers to ensure compliance with COVID regulations and the smooth running of the market. A vegetable stall organised and run by volunteers proved a popular addition to the range of stalls in the market.

The difference the charity's performance during the year has made to the beneficiaries of the charity.

- Having a well organised, welcoming and well-run community hall with a vibrant café has provided a facility which is well used and highly valued by the community that the Association seeks to serve.
- Older members of the community have for part of the year been able to make use of the facilities provided by the Seniors Club to enjoy the social and sporting activities on offer and maintain their physical and mental health.
- The Recreation Ground (where the equipment was provided by the fund raising and other actions of the Community Association), despite being closed by Exeter City Council for a time because of the COVID restrictions, continues to be well used and is a very valuable facility for all of those with young children (who can play there in a secure environment), for young people and for adults who wish to use the exercise facilities or rest in the riverside environment.
- Last year's Annual General Meeting was made the occasion for a fascinating talk 'Now We Are Rather Older: revisiting Winnie-the-Pooh' by Emma Jackson, curator of the recent A.A. Milne exhibition at the Victoria and Albert Museum.

The degree to which the achievements and performance during the year have benefited wider society.

- The Community Association, with the assistance of its local authority Councillors on the Board has for quite a while been campaigning to improve the parking provision in Topsham.
- Any person walking through the main shopping street of Topsham during the festive season was able to enjoy the support given by the Association for the Christmas lights and trees as detailed above.
- Residents and visitors alike have enjoyed the Matthews Hall café and gardens and have use the recreation ground and its amenities.
- The wide range of performances, events and activities in Matthews Hall has contributed to sense of community cohesion and wellbeing.
- The talk 'Now We Are Rather Older: revisiting Winnie-the-Pooh' by Emma Jackson at last year AGM was open to the public, and much appreciated.

Structure, governance and management of the charity

- Topsham Community Association Limited is a company limited by guarantee, of which anyone who is aged 16 years or more and lives or works in Topsham, is eligible to become a member. The company is a registered charity. The major decision-making body is the Board of Directors whose members are also regarded as the trustees of the charity. Matters connected with the operation and management of the Matthews Hall were dealt with by a Hall Management Committee on which representatives of users of the Hall and of the employees sat. During last year this was replaced by a Hall Users Forum, which more Hall users can attend, and by an Operational Staff Forum which will enable staffing issues to be dealt with by a specialist group. There are several sub-groups or sub-committees such as the Topsham Emergency Group which report to the Board. Other matters are dealt with by ad hoc working groups. Some directors have been appointed to be portfolio holders for various activities.
- In July Robert Drury retired from the position of Chair and was replaced by Martin Bush.
- The work of running the charity continues to be ably assisted by the Administrator.

The methods used to recruit and appoint new charity trustees.

- In recruiting new Directors/charity trustees the Board will comply with its Equal Opportunities Policy.
- It is the Board's policy to endeavor to recruit members who represent the groups or organisations that use the hall or who can offer specific skills or experience that can fill gaps in the Board's or the Hall Management Committee's knowledge or capability.

Financial review

The charity's financial position at the end of the year ended 31 August 2020

The financial position of the charity at 31 August 2020 and comparatives for the prior period, as more fully detailed in the accounts, can be summarised as follows: -

	2020	2019
Net income	(8,755)	(43)
Unrestricted revenue Funds available for the general purposes of the charity	50,754	59,509
Restricted Revenue Funds	16,560	16,560
Total Funds	67,314	76,069

Financial review of the position at the reporting date, 31 August 2020.

Grants received

The previous Rent Support Grant from Exeter City Council has now been terminated because of financial cutbacks. However, this year the Community Association applied for and was given a grant of £15,000 over three years out of the Council's Community Building Fund to contribute to its annual running costs. The Association also received the sum of £10,000 from the Government's Retail Hospitality and Leisure Business Rates Relief grant scheme and £3,000 from Exeter City Council's Community Action Fund, both of which helped to offset, in part, the loss of income caused by the closure of the Hall because of the COVID restrictions.

Year 2019 – 2020

During the year turnover at Matthews Hall was £40,955 representing a 38% decrease from the previous when turnover was £65,846. This was primarily due to closures and cancellations caused by the pandemic.

Prior to the COVID-19 outbreak the Association was in the process of improving sections of the hall and its online presence. Works included:

- An upgrade of the kitchen for hall users with new cabinets and cooker.
- Upgrading the PA system for the cinema and general music.
- Upgrading the electric power sockets around the stage for theatre productions.
- General improvements to the stage, including curtains.
- Resolving problems in the Café kitchen.
- Improving and re launching the website for easier access to information.
- Implementing an online hall reservation and booking system.
- Painting and refurbishing the hall

The Association was fortunate to benefit from a number of grants from the Council, while staff and other directors gave up their time to deliver the improvements. As a result, the hall made an operating loss of £8,755 in the year, less than could have been expected under the difficult circumstances. This was due to the hard work of the Directors and Staff.

Reserves were down to £50,754 (Restricted £16,560), however at the end of the year TCA was still in a strong financial position.

Statement of the Directors Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008. Notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, the Trustees determined to interpret this responsibility as requiring them to follow current best practice and prepare the accounts according to the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), .

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and apply them consistently.
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

Topsham Community Association Limited

Company Registration Number - 8111534

Trustees' Annual Report for the year ended 31 August 2020

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the year.

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

Method of preparation of accounts - Small company provisions

The financial statements are set out on pages 12 to 20.

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), and in accordance with the Financial Reporting Standard 102.

These financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

This report was approved by the board of trustees on 21st February 2021

Director and trustee

Martin Bass

Topsham Community Association Limited
Company Registration Number – 8111534
Trustees' Annual Report for the year ended 31 August 2020

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 August 2020

I report to the Trustees on my examination of the financial statements of the charitable company on pages 12 to 20 for the year ended 31 August 2020 which have been prepared in accordance with the Charities Act 2011 (the Act) and with the Financial Reporting Standard 102, (effective 1st January 2016) as modified by FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , and under the historical cost convention and the accounting policies set out on page 19.

Respective responsibilities of the Trustees and the Independent Examiner and the basis of the report

As described on page 9, you, the charitable company's Trustees, who are also the Directors of the Company for the purposes of Company law, are responsible for the preparation of the financial statements in accordance with the Companies Act 2006, the Charities Act 2011 and all other applicable law and with United Kingdom Generally Accepted Accounting Practice, applicable to smaller entities, and for being satisfied that the financial statements give a true and fair view.

The Trustees consider that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the accounts do not require an audit in accordance with Part 16 of the Companies Act 2006 and that no member or members have requested an audit pursuant to Section 476 of the Companies Act 2006. As a consequence, the Trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the financial statements are not required to be audited under any legal provision, or otherwise, and are eligible for independent examination, it is my responsibility to:-

- a) examine the financial statements of the charity under Section 145 of the Act;
- b) follow the applicable procedures in the Directions given by the Charity Commission under section 145(5)(b) of the Act.

Basis of Independent Examiner's Statement and scope of work undertaken

I report in respect of my examination of the charity's financial statements carried out under s145 of the Act. In carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act setting out the duties of an independent examiner in relation to the conducting of an independent examination. An independent examination includes a review of the accounting records kept by the charitable company and of the accounting systems employed by the charitable company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you, as Trustees, concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of charity legislation and that, on a test basis of evidence relevant to the amounts and disclosures made, the financial statements comply with the SORP.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the Trustees in the course of the examination is not subjected to audit tests or enquiries and does not cover all the matters that an auditor would consider in arriving at an opinion. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide

Consequently, I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtained written assurances from the Trustees of all material matters.

Topsham Community Association Limited

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 August 2020

Independent Examiner's Statement, Report and Opinion

Attention is drawn to the accounting policy stating that, notwithstanding the explicit requirement in the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008, to prepare the financial statements in accordance with the SORP 2005, in view of the fact that the SORP 2005 has been withdrawn, and in order to accord with current best practice, the Trustees have determined to prepare the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP). I concur with this approach, and any references in my report to the regulations should be read subject to this comment.

Subject to the limitations upon the scope of my work as detailed above, I have completed my examination; and can confirm that:-

The accounts of this charitable company are not required to be audited under Part 16 of the Companies Act 2006.

This is a report in respect of an examination carried out under 145 of the Act and in accordance with Directions given by the Charity Commission under section 145(5)(b) of the Act which may be applicable;

and that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:-

accounting records were not kept in respect of the charity as required by Section 386 of the Companies Act 2006 and Section 130 of The Charities Act 2011;

the financial statements do not accord with those records; or

the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in 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;

have not been prepared in accordance with the methods and principles set out in the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Signed:-



David Blood FCCA - Independent Examiner

Chartered Certified Accountants

The Gabies
4 Yonder Meadow
Stoke Gabriel
Totnes
TQ9 6QE

This report was signed on
22 February 2021

Topsham Community Association Limited - Statement of Financial Activities for the year ended 31 August 2020

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 August 2020, as required by the Companies Act 2006)

	SORP Ref	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
		2020 £	2020 £	2020 £	2019 £
Income & Endowments from:					
Donations & Legacies	A1	19,454	-	19,454	9,050
Charitable activities	A2	40,955	-	40,955	65,846
Investments	A4	243	-	243	388
Total income	A	60,652	-	60,652	75,284
Expenditure on:					
Charitable activities	B2	69,407	-	69,407	75,327
Total expenditure	B	69,407	-	69,407	75,327
Net income for the year		(8,755)	-	(8,755)	(43)
Net income after transfers	A-B-C	(8,755)	-	(8,755)	(43)
Net movement in funds		(8,755)	-	(8,755)	(43)
Reconciliation of funds:-	E				
Total funds brought forward		59,509	16,560	76,069	76,189
Total funds carried forward		50,754	16,560	67,314	76,146

The 'SORP Ref' indicated above is the classification of income set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.

All the prior year transactions were unrestricted items, and no further analysis is required

All activities derive from continuing operations

Topsham Community Association Limited - Statement of Financial Activities for the year ended 31 August 2020

The notes attached on pages 19 to 20 form an integral part of these accounts.

	SORP Ref	Prior Year Unrestricted Funds 2019 £	Prior Year Restricted Funds 2019 £	Prior Year Total Funds 2019 £
Income & Endowments from:				
Donations & Legacies	A1	9,050	-	9,050
Charitable activities	A2	65,846	-	65,846
Other trading activities	A3	-	-	-
Investments	A4	388	-	388
Other	A5	-	-	-
Total income	A	75,284	-	75,284
Expenditure on:				
Raising funds	B1	-	-	-
Charitable activities	B2	75,327	-	75,327
Other	B3	-	-	-
Tax on surplus on ordinary activity	B3	-	-	-
Other taxation	B3	-	-	-
Total expenditure	B	75,327	-	75,327
Net gains on investments	B4	-	-	-
Net income for the year		(43)	-	(43)
Transfers between funds	C	-	-	-
Net income after transfers		(43)	-	(43)
Net movement in funds		(43)	-	(43)
Reconciliation of funds:- E				
Total funds brought forward		59,552	16,637	76,189
Total funds carried forward		59,509	16,637	76,146

All activities derive from continuing operations

A separate Statement of Total Recognised Gains and Losses is not required as this statement includes all recognised gains and losses.'

The notes attached on pages 19 to 20 form an integral part of these accounts.

Topsham Community Association Limited - Statement of Financial Activities for the year ended 31 August 2020

Topsham Community Association Limited - Resources applied in the year ended 31 August 2020 towards fixed assets for Charity use:-

	2020 £	2019 £
Funds generated in the year as detailed in the SOFA	(8,755)	(43)
Net resources available to fund charitable activities	(8,755)	(43)

The resources applied on fixed assets for charity use represents the cost of additions less proceeds of any disposals.

The notes attached on pages 19 to 20 form an integral part of these accounts.

Movements in revenue and capital funds for the year ended 31 August 2020

Revenue accumulated funds

	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Last year Total Funds 2019 £
Accumulated funds brought forward	59,509	16,560	76,069	76,189
Recognised gains and losses before transfers	(8,755)	-	(8,755)	(43)
	50,754	16,560	67,314	76,146
(From)/To unrestricted revenue funds	-	-	-	(77)
Closing revenue funds	50,754	16,560	67,314	76,069

Summary of funds

	Unrestricted and Designated funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Last Year Total Funds 2019 £
Revenue accumulated funds	50,754	16,560	67,314	76,069

The notes attached on pages 19 to 20 form an integral part of these accounts.

Topsham Community Association Limited - Statement of Financial Activities for the year ended 31 August 2020

**Topsham Community Association Limited
Income and Expenditure Account for the year ended 31 August 2020 as required by the Companies Act 2006**

	2020 £	2019 £
<i>Income</i>		
Income from operations	60,409	74,896
Investment income		
Income from investments, other than interest receivable	243	388
Gross income in the year before exceptional items	60,652	75,284
Gross income in the year including exceptional items	60,652	75,284
<i>Expenditure</i>		
Charitable expenditure, excluding depreciation and amortisation	69,407	75,327
Realised losses on disposals of social investments which are programme related	-	-
Total expenditure in the year	69,407	75,327
Net income before tax in the financial year	(8,755)	(43)
Tax on surplus on ordinary activities	-	-
Net income after tax in the financial year	(8,755)	(43)
Retained surplus for the financial year	(8,755)	(43)

All activities derive from continuing operations

In accordance with the provisions of the Companies Act 2006, the headings and subheadings used in the Income and Expenditure account have been adapted to reflect the special nature of the charity's activities.

The notes attached on pages 19 to 20 form an integral part of these accounts.

Topsham Community Association Limited - Balance Sheet as at 31 August 2020

	SORP		2020	2019
	Note	Ref	£	£
Current assets		B		
Debtors	6	B2	1,016	1,863
Cash at bank and in hand		B4	67,498	75,524
Total current assets			<u>68,513</u>	<u>77,387</u>
Creditors: amounts falling due within one year	7	C1	<u>(1,199)</u>	<u>(1,318)</u>
Net current assets			67,314	76,069
The total net assets of the charity			<u>67,314</u>	<u>76,069</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

Restricted funds				
Restricted Revenue Funds	10	D2	16,560	16,560
			16,560	16,560
Unrestricted Funds				
Unrestricted Revenue Funds	10	D3	50,754	59,509
			50,754	59,509
Designated Funds				
Total charity funds			<u>67,314</u>	<u>76,069</u>

The 'SORP Ref' indicated above is the classification of Balance Sheet items as set out in the formal SORP documents. As required by paragraph 4.60 of the SORP, the brought forward and carried forward funds above have been agreed to the SOFA..

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

Martin Busz

Trustee

Approved by the board of trustees on 21st February 2021

The notes attached on pages 19 to 20 form an integral part of these accounts.

Topsham Community Association Limited

Notes to the Accounts for the year ended 31 August 2020

1 Accounting policies

Policies relating to the production of the accounts.

Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016) and 'FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), published by the Charity Commission in England & Wales (CCEW) , effective January 2016, , and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in October 2018 and applicable to all accounting periods beginning on or after 1st January 2019), (The SORP), in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

Risks and future assumptions

The charity is a public benefit entity.

Policies relating to categories of income and income recognition.

Nature of income

Gross income represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers.

Categories of Income

Income is categorised as income from exchange transactions (contract income) and income from non-exchange transactions (gifts), investment income and other income.

Income from exchange transactions is received by the charity for goods or services supplied under contract or where entitlement is subject to fulfilling performance related conditions. The income the charity receives is approximately equal in value to the goods or services supplied by the charity to the purchaser.

Income from a non-exchange transaction is where the charity receives value from the donor without providing equal value in exchange, and includes donations of money, goods and services freely given without giving equal value in exchange.

Topsham Community Association Limited

Notes to the Accounts for the year ended 31 August 2020

Income recognition

Income, whether from exchange or non exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

Dividends are accrued when the shareholder's right to receive payment is established.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

Policies relating to assets, liabilities and provisions and other matters.

Debtors

Debtors are measured at their recoverable amounts at the balance sheet date.

Creditors and provisions

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

There are no endowment funds.

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Significance of financial instruments to the charity's position

There are no significant matters to disclose

Topsham Community Association Limited

Notes to the Accounts for the year ended 31 August 2020

5 Staff costs and emoluments

Salary costs	2020	2019
	£	£
Gross Salaries excluding trustees and key management personnel	35,120	37,118
Total salaries, wages and related costs	35,120	37,118

The average number of part time staff employed in the year was	6	6
The average number of full time staff employed in the year was	-	-

The estimated equivalent number of full time staff deployed in different activities in the year was:-

Engaged on charitable activities	6	6
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Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

No employees received emoluments (excluding pension costs) in excess of £60,000 per annum.

6 Debtors

	2020	2019
	£	£
Trade debtors	1,016	1,863

7 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	1,199	1,318

8 Income and Expenditure account summary

	2020	2019
	£	£
At 1 September 2019	76,069	76,189
Transfers in for the year	-	(77)
At 1 September 2019	76,069	76,112
Surplus after tax for the year	(8,755)	(43)
At 31 August 2020	67,314	76,069

Topsham Community Association Limited

Notes to the Accounts for the year ended 31 August 2020

9 Particulars of how particular funds are represented by assets and liabilities

At 31 August 2020	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	51,953		16,560	68,513
Current Liabilities	(1,199)	-	-	(1,199)
	50,754	-	16,560	67,314

At 1 September 2019	Unrestricted funds £	Designated funds £	Restricted funds £	Total Funds £
Current Assets	60,827	-	16,560	77,387
Current Liabilities	(1,318)	-	-	(1,318)
	59,509	-	16,560	76,069

10 Change in total funds over the year as shown in Note 9 , analyzed by individual funds

	Funds brought forward from 2019 £	Movement in funds in 2020 £	Transfers between funds in 2020 £	Funds carried forward to 2021 £
		See Note 11		
Unrestricted and designated funds: -				
Unrestricted Revenue Funds	59,509	(8,755)	-	50,754
Total unrestricted and designated funds	59,509	(8,755)	-	50,754
Restricted funds: -				
Total restricted funds	16,560	-	-	16,560
Total charity funds	76,069	(8,755)	-	67,314

Topsham Community Association Limited

Notes to the Accounts for the year ended 31 August 2020

11 Analysis of movements in funds over the year as shown in Note 10

	Income	Expenditure	Other Gains & Losses	Movement in funds
	2020	2020	2020	2020
	£	£	£	£
Unrestricted and designated funds:-				
Unrestricted Revenue Funds	60,652	(69,407)	-	(8,755)
	60,652	(69,407)	-	(8,755)

12 The purposes for which the funds as

Unrestricted and designated funds:-

Unrestricted Revenue Funds These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and , subject to charity legislation, are free from all restrictions on their use.

Unrestricted Revaluation Reserve This fund represents the unrestricted surplus arising on the revaluation of the charity's assets.

The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'.

Restricted funds:-

Restricted Fixed Asset Funds The purpose of these funds is described under the accounting policy 'Accounting for capital grants and fixed asset funds'.

Restricted Revaluation Reserve This fund represents the restricted surplus arising on the revaluation of the charity's assets.

13 Ultimate controlling party

The charity is under the control of its legal members.

Every member of the charity is obliged to contribute such amount as may be required not exceeding £1 to the assets of the company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Topsham Community Association Limited

Detailed analysis of income and expenditure for the year ended 31 August 2020 as required by the SORP 2015

This analysis is classified by conventional nominal descriptions and not by activity.

23 Donations, Grants and Legacies

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
	19,454	-	19,454	9,050
Total revenue grants	19,454	-	19,454	9,050
Revenue grants and donations from non public bodies (Include Gift Aid donations from subsidiaries) - Prior Year analysis				
	Prior Year Unrestricted Funds 2019 £	Prior Year Restricted Funds 2019 £	Prior Year Total Funds 2019 £	
Total Donations, Grants and Legacies				
Total Donations, Grants and Legacies A1	19,454	-	19,454	9,050

Topsham Community Association Limited

Detailed analysis of income and expenditure for the year ended 31 August 2020 as required by the SORP 2015

24 Income from charitable activities - Trading Activities

<i>Current year</i>	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total funds 2019 £
Primary purpose and ancillary trading				
Saturday market traders	13,384	-	13,384	23,798
Café bar and hire charges	4,481	-	4,481	8,597
Hall bookings	22,890	-	22,890	32,787
Other income	200	-	200	664
Total Primary purpose and ancillary trading	40,955	-	40,955	65,846

25 Total Income from charitable activities

<i>Current year</i>	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Total income from charitable trading	40,955	-	40,955	65,846
Total from charitable activities A2	40,955	-	40,955	65,846

26 Investment income

	Current year Unrestricted Funds 2020 £	Current year Restricted Funds 2020 £	Current year Total Funds 2020 £	Prior Year Total Funds 2019 £
Bank interest receivable	243	-	243	388
Total investment income A4	243	-	243	388

Topsham Community Association Limited

Detailed analysis of income and expenditure for the year ended 31 August 2020 as required by the SORP 2015

27 Expenditure on charitable activities - Direct spending

<i>Current Year</i>		Current year	Current year	Current year	Prior Year
		Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds		
		2020	2020	2020	2019
		£	£	£	£
Gross wages and salaries - charitable activities		35,120	-	35,120	37,118
Community activities operating costs		43	-	43	223
Repairs and maintenance		8,711	-	8,711	10,120
Rent, rates light and heat		16,970	-	16,970	19,239
Insurances and licenses		1,771	-	1,771	3,609
General expenses		5,788	-	5,788	5,018
Total direct spending	B2a	68,403	-	68,403	75,327

28 Total Charitable expenditure

<i>Current Year</i>		Current year	Current year	Current year	Prior Year
		Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds		
		2020	2020	2020	2019
		£	£	£	£
Total direct spending	B2a	68,403	-	68,403	75,327
Total charitable expenditure	B2	69,407	-	69,407	75,327

All the expenditure in the prior year was unrestricted.

<i>Prior Year</i>		Prior Year	Prior Year	Prior Year
		Unrestricted	Restricted	Total Funds
		Funds	Funds	
		2019	2019	2019
		£	£	£
Total direct spending	B2a	75,327	-	75,327
Total charitable expenditure	B2	75,327	-	75,327

