



Trustees' Annual Report for the period

		Period start date				Period end date	
From		1	JAN	2020	To		31 DEC 2020

Section A Reference and administration details

Charity name	Jennett's Park Community Association
Other names charity is known by	JPCA
Registered charity number (if any)	1148928
Charity's principal address	Jennett's Park Community Centre, 1 Tawny Owl Square Jennett's Park, Bracknell Postcode RG12 8EB

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Edwin Sutton	Chair		
2	Mrs Sarah Drablow	Vice Chair		
3	Mr Pradeep Kumar	Treasurer		
4	Mrs Kerry Sutton	Secretary		
5	Mr Nick Roworth	Assistant Treasurer		
6	Mr Paul Hollingum			
7	Mrs Clare Agate			
8	Mrs Elaine Peggrem		Feb 2020 - Oct 2020	
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Jennett's Park Community Association was constituted as a charitable organisation with the Charity Commission in September 2012 under charity number 1148928. It is governed by it's constitution last updated in November 2011

Organisational Structure

The charity trustees are responsible for the general control and management of the charity. The trustees give their time freely and receive no remuneration or other financial benefits. JPCA consists of;

Executive Team:

Mr Edwin Sutton - Chair
Mrs Sarah Drablow - Vice Chair
Mrs Kerry Sutton - Secretary
Mr Pradeep Kumar - Treasurer
Mr Nick Roworth – Assistant Treasurer

Committee:

Paul Hollingum
Mrs Clare Agate
Mrs Elaine Peggram

Non voting committee members:

Cllr Kathryn Neil - Elected Local Councillor (Appointed Council Representative)

Cllr Michael Gbadebo - Elected Local Councillor (Appointed Council Representative)

Summary of the objects of the charity set out in its governing document

Jennett's Park Community Association (JPCA) manages and runs Jennett's Park Community Centre (JPCC) for the benefit of the local community and residents. As well as providing resources to advance education, build community cohesion and to provide facilities in the interests of social welfare for recreation and leisure, JPCA aims to improve the conditions of life for the residents of Jennett's Park and Wykery Copse. This is performed in line with our current constitution.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

JPCA is committed to enabling as many people as possible to make use of and benefit from the community centre, which JPCA manage and maintain on behalf of Bracknell Forest Council. It also provides a resource for building and supporting the growing development of Jennett's Park and Wykery Copse.

JPCA fulfills these obligations through hiring the community centre for regular hirers that provide classes of a leisure and educational purpose, these classes are open to the whole community. These cover a wide and varied range of activities for babies, children and adults, and through various special one off events, subsidised by the association for the cohesion of the local community and centre users. Alongside this, the association provides the ability for the centre to be hired for private events, such as birthday parties, family celebrations, business meetings and local council, policing, voluntary and public surgeries.

In addition JPCA works in partnership with local organisations to provide a centre of information, support, and guidance to local residents.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Jennett's Park Community Centre is staffed by volunteers and one employee. The roles include all booking and administration tasks, as well as centre management; unlocking and locking for private hirers. JPCA would like to thank all our volunteers for their commitment, hard work and giving up their time to assist the running of the centre and association.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

2020 has been a very strange year. In March we had to close the centre to all use, except National Blood Donation sessions, due to the COVID-19 pandemic.

We continued to employ our centre administrator as the back-office admin functions continued. In Aug 2020 we also brought the cleaning contract in house due to poor management by the previous contract supplier.

Despite closure we did run a colouring competition for local children with entries submitted electronically. We grouped the children into three age categories and had prizes for each group. All entries were displayed in our centre windows for all to see. This had a good response.

In September we did manage to open the centre for some hires, however this was short lived as we were forced to close again on 5th November and remained closed for the remainder of the year.

The committee worked hard during the closures to ensure all COVID risk assessments (RA) were completed. This involved a substantial amount of work and expenditure in an ever-changing environment to ensure hand sanitisers, exterior lighting and signage were in place to meet guidelines.

The funding for the second defibrillator was reached however, due to COVID, there were delays on the order.

We continued to take part as a registered organization with the Bracknell Forest Lottery scheme.

We continued to work with Jennett's Park Church and in order to allow them to resume their services in a safe way, we loaned them some tables.

Section E

Financial review

Brief statement of the charity's policy on reserves

It is JPCA's policy to maintain a balance of unrestricted funds (if possible), which equates to at least 12 months basic operating costs, this would include utilities, insurance, cleaning, waste disposal, telecommunications, basic marketing, invoicing and booking systems. This is equivalent to around £20,000 taking into account reduced usage. This is a worst case scenario with no hire income. The balance of £52,683 from 2020's finances fulfills this requirement

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of income is from centre hiring fees, whether this be regular groups or occasional one-off hires.

We currently have £1641 of restricted funds, set aside for specific projects and activities.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	KERRY SUTTON	CLARE ACATE
Position (eg Secretary, Chair, etc)	SECRETARY	COMMITTEE MEMBER
Date	30/10/21	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Jennett's Park Community Association

No (if any)
1148928

Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2020	To	Period end date 31/12/2020
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Section A Receipts and payments

	UF Unrestricted funds to the nearest £	RF Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Bank interest	55	-	-	55	123
BFBC grant(General)	200	-	-	200	-
BFBC grant(COVID-19)	10,000	-	-	10,000	-
Hire income	17,592	-	-	17,592	39,516
Cafe	-	-	-	-	488
X-mas activities	-	-	-	-	898
Security deposits	2,489	-	-	2,489	6,574
Other activities	423	-	-	423	322
Donations	115	1,641	-	1,755	822
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	30,874	1,641	-	32,515	48,743
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,874	1,641	-	32,515	48,743
A3 Payments					
Cafe	-	-	-	-	1,048
Centre Operating costs	30,383	-	-	30,383	32,741
Insurance	1,745	-	-	1,745	1,719
Utilities	5,122	-	-	5,122	5,221
Security deposits	4,611	-	-	4,611	6,467
Other activities/events	759	-	-	759	1,890
Professional fees	1,740	-	-	1,740	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	44,359	-	-	44,359	49,086
A4 Asset and investment purchases, (see table)					
Electronic Equipment - iZettle Reader, Dock	-	-	-	-	139
Xerox Printer and other IT equipments	1,779	-	-	1,779	-
Sub total	1,779	-	-	1,779	139
Total payments	46,138	-	-	46,138	49,225
Net of receipts/(payments)	- 15,264	1,641	-	- 13,623	- 482
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	64,694	1,612	-	66,306	66,788
Cash funds this year end	49,430	3,253	-	52,683	66,306

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	2,514	-	-
	Saving Account	45,571	3,253	-
	Paypal & Stripe	1,090		
	Cash & Cheque	255		
		-	-	-
	Total cash funds	49,430	3,253	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

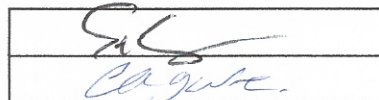
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	CCTV, aircon, drills, PA speaker (2015)	Unrestricted	940	-
	Defibrillator (2016)	Restricted	2,513	-
	CCTV cameras/hard drive (2016)	Unrestricted	1,440	-
	Electronic equipment, Entrance Hall TV display, Freezer, Slush machine (2017), iZettle Reader, Dock (2019), Storage drives (2020), Wifi booster (2020)	Unrestricted	3,623	-
	CCTV system (2018)	Restricted	4,925	-
	Portable aircon units, laptop and LED disco light bars (2018)	Unrestricted	1,707	-
	Xerox printer (2020)	Unrestricted	1,667	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Wages payable	UF	1,487	
	Accounts payable	UF	442	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Edwin Sutton	30/10/21
	CLARE AGATE	31/10/21



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Jennett's Park Community Association

**On accounts for the year
ended**

31st December 2020

**Charity no
(if any)**

1148928

Set out on pages

N/A

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 12 / 2020**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

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

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

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

Signed:

Date:

22/10/2021

Name:

Shahzad Saeed Khan Niazi

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

Association of Chartered Certified Accountants (ACCA)

Address:

105, London Street,
Reading RG1 4QD

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

N/A