



## Trustees' Annual Report for the period

|                   |            |                 |             |
|-------------------|------------|-----------------|-------------|
| Period start date |            | Period end date |             |
| From              | 1 JAN 2022 | To              | 31 DEC 2022 |

### 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 Kerry Sutton  | Secretary       |                                   |                                                               |
| 3  | Mr Nick Roworth   | Treasurer       |                                   |                                                               |
| 4  | Mr Paul Hollingum |                 | 1-Jan – 15-May-22                 |                                                               |
| 5  | Mrs Clare Agate   |                 |                                   |                                                               |
| 6  | Mrs Kathryn Neil  |                 |                                   |                                                               |
| 7  |                   |                 |                                   |                                                               |
| 8  |                   |                 |                                   |                                                               |
| 9  |                   |                 |                                   |                                                               |
| 10 |                   |                 |                                   |                                                               |
| 11 |                   |                 |                                   |                                                               |
| 12 |                   |                 |                                   |                                                               |

#### 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)

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

### Description of the charity's trusts

|                                                                     |              |
|---------------------------------------------------------------------|--------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution |
| How the charity is constituted<br>(eg. trust, association, company) | Association  |
| Trustee selection methods<br>(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 its 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 Kerry Sutton - Secretary  
Mr Nick Roworth – Treasurer

#### Committee:

Paul Hollingum  
Mrs Clare Agate  
Ms Kathryn Neil

#### Non voting committee members:

Mr Pradeep Rana – Payroll and Financial Advisor

## Section C Objectives and activities

### 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 role of Centre Administrator includes all booking and administration tasks, as well as centre management; unlocking and locking for private hirers. Our Cleaner resigned in March, We advertised for a replacement but unfortunately, there were no suitable candidates. We currently have a contract with a local company but would look to employ our own cleaner in the future.

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**

The last 12 months have continued to be challenging for the Community Association. Despite COVID restrictions being lifted the previous year we did not see the return of some regular hirers that we lost during the pandemic whilst others had to reduce the number of hours being hired as the economic situation in the country deteriorated. However, we did gain a handful of new hirers towards the latter part of this reporting period.

In May we said goodbye to one of the original Community Association members – Paul Hollingum. He was a Trustee and had been actively involved with JPCA since 2011, he passed away after a short illness. Paul, and his wife Sue, had managed our 'Community Café' for a number of years and always supported events held by the Association – He will be greatly missed.

Occasional weekend hire remains as popular as ever, with bookings being made several months ahead from as far away as Newbury in the West and Slough in the East. The Community Centre continues to be one of the most popular 'community' venues for hire in the Bracknell Forest area – this is, in part, thanks to the hard work of our Centre Administrator, Lindsey Mellor who has helped to revamp our online bookings system and website in conjunction with LemonBooking.

## Section D

## Achievements and performance

Utility costs, insurance, salaries, etc all increased over this reporting period and these increases all have an effect on how we plan ahead for events. The Management Committee decided that we would not go ahead with the Pantomime that we have hosted for a number of years pre-COVID but it is hoped that the tradition could be restarted in future years.

Aside from the regular and occasional hire, the Bracknell Forest lottery remains as one of our revenue sources, although not currently supported as well as it has been in previous years.

The Community Centre was decorated throughout during the Summer holidays and in the October half term break we replaced the old carpet tiling in our meeting rooms with more modern and fit-for-purpose flooring which will allow us to host additional activities in them that we had previously declined. We also started to look at replacing the curtains throughout the centre.

In line with our constitution and giving back to the community, we saw the start of a new drop-in group – JP Crafters. They meet on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of the month in the meeting rooms.

## 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 £25,000 taking into account reduced usage during a closure. This is a worst-case scenario with no hire income. The balance of £46,287 from 2022'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.

During 2022 we received a grant of £2,667 from BFC under the Omicron Hospitality Scheme.

We currently have £1786 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                                                                      | NICHOLAS ROWORTH                                                                    |
| Position (eg Secretary, Chair, etc) | SECRETARY                                                                         | TREASURER                                                                           |
| Date                                | 25/10/2023                                                                        |                                                                                     |



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<br>from | Period start date<br>01/01/2022 | To | Period end date<br>31/12/2022 |
|------------------------|---------------------------------|----|-------------------------------|

### Section A Receipts and payments

|                                       | UF<br>Unrestricted<br>to the nearest<br>£ | RF<br>Restricted<br>to the nearest £ | Endowment<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|---------------------------------------|-------------------------------------------|--------------------------------------|-------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                    |                                           |                                      |                               |                                 |                               |
| Bank interest                         | 95                                        | -                                    | -                             | 95                              | 5                             |
| BFBC grant(General)                   | 2,667                                     | -                                    | -                             | 2,667                           | 184                           |
| BFBC grant(COVID-19)                  | -                                         | -                                    | -                             | -                               | 10,099                        |
| Hire income                           | 38,833                                    | -                                    | -                             | 38,833                          | 24,551                        |
| Cafe                                  | -                                         | -                                    | -                             | -                               | 188                           |
| X-mas activities                      | -                                         | -                                    | -                             | -                               | 848                           |
| Security deposits                     | -                                         | -                                    | -                             | -                               | 504                           |
| Other activities                      | -                                         | -                                    | -                             | -                               | 498                           |
| Donations                             | 1,318                                     | -                                    | -                             | 1,318                           | 796                           |
| JRS Grant                             | -                                         | -                                    | -                             | -                               | 1,096                         |
|                                       | -                                         | -                                    | -                             | -                               | -                             |
| <b>Sub total (Gross income for</b>    | <b>42,912</b>                             | <b>-</b>                             | <b>-</b>                      | <b>42,912</b>                   | <b>38,769</b>                 |
| <b>A2 Asset and investment sales,</b> |                                           |                                      |                               |                                 |                               |
|                                       | -                                         | -                                    | -                             | -                               | -                             |
|                                       | -                                         | -                                    | -                             | -                               | -                             |
| <b>Sub total</b>                      | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                      | <b>-</b>                        | <b>-</b>                      |
| <b>Total receipts</b>                 | <b>42,912</b>                             | <b>-</b>                             | <b>-</b>                      | <b>42,912</b>                   | <b>38,769</b>                 |
| <b>A3 Payments</b>                    |                                           |                                      |                               |                                 |                               |
| Cafe                                  | 222                                       | -                                    | -                             | 222                             | 558                           |
| Centre Operating costs                | 38,745                                    | -                                    | -                             | 38,745                          | 23,596                        |
| Insurance                             | 1,703                                     | -                                    | -                             | 1,703                           | 1,949                         |
| Utilities                             | 6,582                                     | -                                    | -                             | 6,582                           | 5,681                         |
| Security deposits                     | 143                                       | -                                    | -                             | 143                             | -                             |
| Other activities/events               | -                                         | -                                    | -                             | -                               | 1,670                         |
| Professional fees                     | 1,495                                     | -                                    | -                             | 1,495                           | 2,221                         |
| Bank fees                             | 61                                        | -                                    | -                             | 61                              | 4                             |
|                                       | -                                         | -                                    | -                             | -                               | -                             |
| <b>Sub total</b>                      | <b>48,952</b>                             | <b>-</b>                             | <b>-</b>                      | <b>48,952</b>                   | <b>35,680</b>                 |
| <b>A4 Asset and investment</b>        |                                           |                                      |                               |                                 |                               |
| Computer Equipment                    | 579                                       | -                                    | -                             | 579                             | -                             |
| Air conditioner for Main Hall         | 534                                       | -                                    | -                             | 534                             | 2,333                         |
| <b>Sub total</b>                      | <b>1,113</b>                              | <b>-</b>                             | <b>-</b>                      | <b>1,113</b>                    | <b>2,333</b>                  |
| <b>Total payments</b>                 | <b>50,065</b>                             | <b>-</b>                             | <b>-</b>                      | <b>50,065</b>                   | <b>38,013</b>                 |
| <b>Net of receipts/(payments)</b>     | <b>- 7,152</b>                            | <b>-</b>                             | <b>-</b>                      | <b>- 7,152</b>                  | <b>756</b>                    |
| <b>A5 Transfers between funds</b>     | <b>-</b>                                  | <b>-</b>                             | <b>-</b>                      | <b>-</b>                        | <b>-</b>                      |
| <b>A6 Cash funds last year end</b>    | <b>51,653</b>                             | <b>1,786</b>                         | <b>-</b>                      | <b>53,439</b>                   | <b>52,683</b>                 |
| <b>Cash funds this year end</b>       | <b>44,501</b>                             | <b>1,786</b>                         | <b>-</b>                      | <b>46,287</b>                   | <b>53,439</b>                 |

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

| Categories           | Details                 | Unrestricted<br>to nearest £ | Restricted<br>to nearest £ | Endowment<br>to nearest £ |
|----------------------|-------------------------|------------------------------|----------------------------|---------------------------|
| <b>B1 Cash funds</b> | Current Account         | 1,098                        | -                          | -                         |
|                      | Saving Account          | 41,908                       | 1,786                      | -                         |
|                      | Paypal & Stripe         | 1,099                        |                            |                           |
|                      | Cash & Cheque           | 397                          |                            |                           |
|                      | #REF!                   | -                            | -                          | -                         |
|                      | <b>Total cash funds</b> | <b>44,501</b>                | <b>1,786</b>               | <b>-</b>                  |

(agree balances with receipts and payments  
account(s))

OK

OK

OK

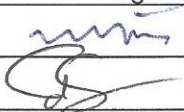
|                                 | Details | Unrestricted<br>funds<br>to nearest £ | Restricted<br>funds<br>to nearest £ | Endowment<br>funds<br>to nearest £ |
|---------------------------------|---------|---------------------------------------|-------------------------------------|------------------------------------|
| <b>B2 Other monetary assets</b> |         | -                                     | -                                   | -                                  |
|                                 |         | -                                     | -                                   | -                                  |
|                                 |         | -                                     | -                                   | -                                  |
|                                 |         | -                                     | -                                   | -                                  |
|                                 |         | -                                     | -                                   | -                                  |
|                                 |         |                                       |                                     |                                    |

|                             | Details | Fund to which<br>asset belongs | Cost (optional) | Current value<br>(optional) |
|-----------------------------|---------|--------------------------------|-----------------|-----------------------------|
| <b>B3 Investment assets</b> |         |                                | -               | -                           |
|                             |         |                                | -               | -                           |
|                             |         |                                | -               | -                           |
|                             |         |                                | -               | -                           |
|                             |         |                                | -               | -                           |
|                             |         |                                | -               | -                           |

|                                                         | Details                                                                                                                                                         | Fund to which<br>asset belongs | Cost (optional) | Current value<br>(optional) |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|-----------------------------|
| <b>B4 Assets retained for the<br/>charity's own use</b> | 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<br>display, Freezer, Slush machine (2017),<br>iZettle Reader, Dock (2019), Storage drives<br>(2020), Wifi booster (2020) | Unrestricted                   | 3,623           | -                           |
|                                                         | CCTV system (2018)                                                                                                                                              | Restricted                     | 4,925           | -                           |
|                                                         | Portable aircon units, laptop and LED disco<br>light bars (2018)                                                                                                | Unrestricted                   | 1,707           | -                           |
|                                                         | Xerox printer (2020)                                                                                                                                            | Unrestricted                   | 1,667           | -                           |
|                                                         | Lenovo Ideapad, Portable Air Conditioner,<br>Power Floor Plan (2021)                                                                                            | Unrestricted                   | 858             | -                           |
|                                                         | Defibrillator (2021)                                                                                                                                            | Restricted                     | 1,475           | -                           |
|                                                         | Network switches, Wireless Access points                                                                                                                        | Unrestricted                   | 1,113           | -                           |
|                                                         |                                                                                                                                                                 |                                |                 |                             |
|                                                         |                                                                                                                                                                 |                                |                 |                             |

|                       | Details | Fund to which | Amount due | When due |
|-----------------------|---------|---------------|------------|----------|
| <b>B5 Liabilities</b> |         |               |            |          |
|                       |         |               | -          |          |
|                       |         |               | -          |          |
|                       |         |               | -          |          |
|                       |         |               |            |          |
|                       |         |               |            |          |

Signed by one or two trustees on

| Signature                                                                           | Print Name       | Date of  |
|-------------------------------------------------------------------------------------|------------------|----------|
|  | NEIL LAWSON OASH | 30/10/23 |
|  | Ewan Sutton      | 30/10/23 |

# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

### Report to the trustees

Charity Name

JENNETTS PARK COMMUNITY ASSOCIATION

### On accounts for the year ended

31<sup>ST</sup> DECEMBER 2022

Charity no  
(if any)

1148928

### Set out on pages

(remember to include the page numbers of additional sheets)

### Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2022

As the charity's trustees, 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 all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### Independent examiner's statement

~~[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.~~

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (~~other than that disclosed below~~ \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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 accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:



Date:

17/10/2023

Name:

Vicky Garbett – Osborn Consultancy Ltd

### Relevant professional qualification(s) or body

MAAT

(if any):

Address: 

|                   |
|-------------------|
| 176 Fernbank Road |
| Ascot, Berkshire  |
| SI5 8LA           |

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material 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.**

|                        |  |
|------------------------|--|
| No disclosures needed. |  |
|------------------------|--|