



Lockswood Community and Sports Association

Annual Report of the Trustees
For the year from 1 August 2020 to 31 July 2021



Lockswood Community and Sports Association is a charitable incorporated organisation, registered as a charity in England and Wales no: 1151561

REPORT OF THE TRUSTEES MANAGEMENT COMMITTEE **August 1 2020 to July 31 2021**

Reference and Trustees/Administrative Information
 Charity Name: Lockwood Community and Sports Association
 Charity Registration Number: 1151561

Operational address: Lockwood Community Centre
 Locks Heath District Centre
 2 Centre Way
 Locks Heath
 Southampton
 SO31 6DX

Trustees/Management Committee

Mr Raymond Randall	Chairman/Treasurer
Mr Geoffrey Eales	
Mrs Jacqueline Palmer	
Mrs Dee Readhead	Publicity
Miss Kirsten Skinner	
Councillor Susan Bayford	Appointed Fareham Borough Council Representative

Employees

Mrs Beverley Colborne	Office Manager
Miss Katrina West	Office Administrator
Mrs Marion Craig	Cleaning Duties
Mrs Nikola Wilkes	Cleaning Duties/Casual Office Cover
Mrs Rita Boyle	Retired March 2021
Mrs Sarah Rowland	Office Support (Finance)

Independent Examiner

Mr Ralph Crump
 Ralph Crump Accountants Ltd
 14 Bakers Drove
 Rownhams
 Southampton
 SO16 8AD

Bank HSBC -Eastleigh SO50 9YW

Our Aims and Objectives:

Our Charity aims are as set out in our Constitution which was approved on 8 February 2013.

The aims of the Association are to benefit the residents of Locks Heath and the wider neighbourhood without distinction of gender, sexual orientation, race or political, religious, or other opinions. This can be achieved by improving the running of the Centre to provide facilities in the interests of social welfare, health, and wellbeing for recreation leisure.

Ensuring our work delivers its Aims:

This is our eighth review of our aims and activities this year ending 31 July 2021. This review looks at our achievements in the previous 12 months. The review looks at success and benefits our users have obtained due to our efforts. Trustees can then access if they have achieved aims and objectives over 12 months.

The focus of the work carried out during the 12 months:

During August 2020 we were in Lockdown due to the Covid-19 pandemic. Our two members of office staff and two part-time cleaners were paid in full throughout the year. The working arrangements were mainly office based, home working and when the Government introduced flexi furlough this was implemented for two months. Government grants were paid to LCSA via online payments from FBC.

In late September 2020 until 16 December 2020 the Centre was only open to a small number of groups that fitted the restriction criteria. During the year the library remained open for a 'click and collect' service - book quarantine procedures were introduced. The library fully re-opened in March 2021.

Southern Child Health Visitors (NHS) were still able to operate as they were classed as an essential service for parents of babies/young children. A Foot Clinic also continued due to being an essential service. Therefore, these two hires helped to bring in some much-needed income even though only a small amount.

During February due to the absence of our groups we were able to scrub and apply a double seal on our Sports Hall floor. The cost of the work carried out was: £2,145.00. A grant of £1,000 was awarded to us from Hampshire County Council to assist with the cost of this project.

All folding chairs were fitted with new ferrules - which help to protect flooring and was also done whilst we were quiet.

LCSA were advised to upgrade our CCTV system - new cameras and a video monitor were installed, the cost of this upgrade was: £600.

An office refurbishment is still on hold for the time being.

Fareham Borough Council carry out a Community Building Health Check every year and this was carried out in May 2021. The result was very positive and FBC were pleased with the current management and running of the Centre. The only item flagged up was some additional PAT testing that needed to be carried out – This was implemented immediately.

In April most of our children's groups were able to return following government guidelines, in May adult groups were able to return. The year ended positively considering the effects of the pandemic but no profit was made due to a greatly reduced income and outgoings continuing e.g. – Gas/Electric, lease, maintenance costs etc.

The library recharge payment was: **£15,601.00** and was deposited in our bank account

4 July 2021. This is payment for the library using the building , utilities, cleaners, and foyer.

We continue to have a strong savings account; therefore, our current account has kept us going with the help from FBC/Government Grants.

How our Activities benefit the local people:

The areas we cover include: Warsash, Park Gate, Sarisbury Green, Titchfield Common and Locks Heath. Our charitable activities are focused on improving the health and wellbeing of all our users aged from birth to 90+ years of all genders, sexual orientation, race political, religious, or other options. We encourage disabled and disadvantaged members of the public to use our facilities and ensure everyone is happy with our efforts in achieving this.

Financial Review

Funding Sources

- As from June 2021 we increased our hire charges by approx. 2.5%.

Financial Costs

- Sports Hall flooring re-sealed at a cost of **£2,145.00 - £1,000 of this was a grant from HCC**
- CCTV upgrade which included new cameras and video box - **£600.00**

Miscellaneous

Reserves Policy

The Trustees Management Committee has monitored the charity's requirement for reserves in light of the possible risks to the organisation. Fareham Borough Council will continue to pay for heating system and any outside bills for the Community Centre.

Plans for Future Periods

As the Community Centre building is over 30 years old we are continually looking at ways to improve the Centre and demonstrate to our users that we are continuing to make the building as attractive and welcoming as possible. Our aim is to make the Community Centre more professional and encourage new hirers to use our facilities. We will endeavour to ensure a visit to our Community Centre is a very positive experience.

Structure, Governance and Management

Governing Document:

The Lockswood Community and Sports Association is a Charitable Incorporated Organisation and was registered as a charity on 8 February 2013. In the event of the CIO being wound up the Trustees/members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Recruitment and Appointment of Trustees/Management Committee

The directors of the company are also charity trustees for the purposes of the charity law. The trustees are elected to serve for a period of 3 years after which they must be re-elected at the next Annual General Meeting. Due to the Covid-19 pandemic the 2020 AGM was unable to take place - all Trustees remain in the same roles.

Risk Management

The Trustees/Management Committee has conducted a review of the major risks to which the charity is exposed. The main risk to the charity is the loss of users resulting in the charity making a loss which could result in the closure of the Community Centre. The Community Centre is part of Locks Heath Shopping Village which is privately owned by New River Retail. Also, a possible risk could be that as the building is over 30 years old it may have increased maintenance costs in the future. Procedures are in place to ensure the compliance with Health & Safety regulations for our staff, Trustees, hirers, and visitors of the Centre. These procedures are reviewed periodically to ensure that they meet the needs of the charity. We are fully GDPR compliant.

The library has remained open for 'Click and Collect' from July 2020 to May 2021. It fully re-opened May 2021.

Organisational structure

The Lockswood Community & Sports Association has a Management Committee of five trustees, and an FBC representative – Cllr Mrs Susan Bayford. Regular meetings take place and trustees are responsible for the policy of the charity. The five trustees are from various backgrounds. Although office staff attend meetings they have no voting rights.

Responsibilities of the Management Committee

Company Law requires the Management Committee to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity. The balance sheet date and its incoming resources and application of resources, including income and expenditure for the financial year. In preparing these statements the Management Committee should follow best practice and:

1. Select suitable accounting policies and then apply them consistently
2. Make judgements and estimates that are reasonable and prudent
3. Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company with the Companies Act of 2006. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee

Members of the Management Committee who are trustees for the purpose of charity law who served during the year and up to date of this report are set out at the beginning of this report. In accordance with charity law as the Associations Trustee's confirm that:

- So far as we are aware there is no relevant information for which the Association Independent Examiner is unaware of.
- As the Trustees of the Association, we have taken steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the Independent Examiner is aware of that information.

Independent Examiner

Mr Ralph Crump is appointed as the Associations Independent Examiner during our eighth year. He has expressed his willingness to continue in that capacity.

Approved by the Management Committee on the:
2021 and signed on its behalf by:

Mr Ray Randall (Chairman)

Mr Geof Eales (Trustee)

Date: