



Portchester & District Community Association CIO Annual Report 2020

Portchester Community Association CIO

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Registered Charity No. 1154548

Where volunteers make it happen

Governance and Workforce

Volunteers

This year more than ever before, volunteers are at the core of PCA and bring with them enthusiasm, goodwill and energy. In previous years we thank retiring volunteers and welcome new ones at our AGM. Unfortunately, this year because of Covid restrictions our AGM was held remotely via teams. People volunteer at PCA in many ways, great and small according to their ability, interest and availability—each person is different but all are valued. We thank them for all they do and for their dedication to PCA.

Acknowledgments

PCA wishes to thank the many voluntary, community and faith groups with which it worked with during 2020 across Portchester, Fareham and beyond: Local traders, our funders and donors, those officers and members of local authorities who have supported us in what has been a challenging year. Most of all our sincere thanks go to all the local people of Portchester who have provided advice, help, good ideas and kept us in good spirits and have touched us with their kindness during this year. We thank you all.

Trustees

The board of Trustees has retained the same number of valued people during 2020, with the hope that we will be able to welcome new dedicated individuals in the coming year.

Staff & Andy Pandy Preschool

During 2020 we were delighted that a previous bank staff member, Kelly Gould joined the preschool as a Part time member of staff. Cheryl Coleman continues in her role as Manager of PCA, and was thrilled that Wendy Pyatt after volunteering during the lockdown months with PCA, re-joined us at the end of the year as Admin Support staff member. With her enthusiasm and work ethic she will be an asset to PCA in the coming years. Unfortunately, Fay and Clare both left Andy Pandy preschool in March, and we wish them every success for the future. Sophie continues brilliantly in her role as Preschool Manager and is supported by Shanice as Preschool Supervisor.

Work Placements

Hannah Linge continued with her work experience placement from Fareham College, but due to lockdown restrictions was unable to join us in the Hub for many, many months of the year. Her contribution to the Hub in using her flair for design in updating our leaflets has been valuable.

Report from the Board of Trustees'

Annual review for Portchester and District Community Association CIO

In the first three months of the year we were all looking forward to building on to the very successful 2019 at Portchester Community Association CIO.

With getting to know our new groups and clubs, planning all the annual events the Gala, Christmas light switch on and how we can expand our ability in providing the community with further support and welcoming new members and volunteers to PCA.

Pre-school had a full agenda of events and activities planned for the children and parents were looking forward to welcoming new children and their parents to our pre-school.

Our very successful crafty group were planning all their activities for the year including craft sales, summer events and fund raising for PCA.

Our popular badminton club held at Portchester Community Centre was looking forward to possibly holding a 2nd class each week.

The Petanque club were also looking ahead to another packed and eventful year.

All our groups and clubs were looking to the future and widening our capabilities.

This all came to an abrupt stop in March 2020 with the cancellation of all our activities, groups, events and the shop had to close due to the devastating effect that Covid-19 was having on our population in this country and across the world.

Most of our members were classed as high risk so daily life became very challenging and going out was not recommended.

PCA manager Cheryl Coleman was able to bridge this gap with providing a hot meal for those who required this and the service was opened up to anyone in our local community.

The meals were delivered by a core group of volunteers from our community and the flexibility of all our own staff.

A new service was introduced for the community collecting and delivering prescriptions. This was not just a meals and prescription service but provided an opportunity for a short social event and a wellbeing check for each person visited.

These meals were cooked by our volunteer chef Adey in our small kitchen as we were not able to secure a larger, empty venue to support this vital service.

At the end of the year over 4,800 meals had been cooked and delivered in the community. Adey our volunteer chef cooked every meal by himself, keeping the standard extremely high and this service was much enjoyed by all.

The board of trustees learnt new skills when they had to call our meetings via "Teams" using our internet skill or in this case lack of skills. This tested the patience of Cheryl with many phone calls from the trustees who couldn't "log on".

Report from the Board of Trustees'

Annual review for Portchester and District Community Association CIO

PCA's motto is "Where Volunteers make it Happen" and they certainly did!

We, the Board of Trustees have no words that can ever "say thank you" enough to our staff who as a team worked throughout, with some working 7 days a week and who also gave a lot of their own time including enlisting family members as volunteers to support Portchester Community Association CIO and the local community in this exceptional year.

A big thank you must also go out to all from the local community and across the world who kept on supporting us throughout the year, both mentally and financially and for the many "Thank You" cards we received.

Kate Tame

Chair, on behalf of the Board of Trustees

Portchester Community Association CIO

Andy Pandy Preschool



We started off in January 2020 with **37** children on our roll. Getting straight stuck into learning after the Christmas break, we learnt about winter and what happens during these months, explored space themes and various planets and of course celebrated 'Chinese new year' and 'Valentine's day'.

As in previous years we celebrated world book day, by holding a dress up day for the children and the staff too.

The children seemed to enjoy their continuous learning once a week about healthy eating and we were well underway with our weekly cookery sessions. Parents were giving feedback that children were trying new foods they had never tried before at home too!

In March 2020 we celebrated Mother's day by holding an afternoon tea for all of our lovely Mummy's and invited them in to share the lovely achievements their child had made and sing some songs.

We explored 'life cycles' as always, the 'Life Cycle of a chick' being our favourite and the life cycle of a tadpole too. This was a new one for us and very interesting! We sadly only had the chicks for a very short time as lockdown was rapidly upon us.

We were very saddened by the country going into lock down from 23rd March



2020 but we managed to stay open for those who were vulnerable and for key workers only! To keep everyone safe most families de-

cided to stay at home. We went from having **26** on our busiest day to between 1 or 2 children daily.

All staff and children were adapting to the new changes, teaching the children hygiene routines, washing hands songs, and talking about the coronavirus in an age appropriate way. Of course we know children are very inquisitive and always asking questions.

Cheryl, PCA manager held the fort together by providing meals for the elderly within the community, so we as a setting got the children involved by sending out crafts such as poems, cards and flowers to the elderly who were having meals delivered. As you can imagine they were delighted with their goodies!

I took up the role of coordinating the daily delivery lists, manned the telephones and made daily visits to the local chemists collecting the prescriptions. Preschool staff also helped take out meals and prescriptions. More than ever before, staff came together during what was a very challenging time.



Cont.....



From 1st June 2020, we were given the go ahead to invite more children back to setting. We were over the moon with this and couldn't wait to welcome the children back. Not all families decided to return, however those who returned were separated into two bubbles! We focused on children's feelings, emotions, talking about these and addressing them as they settled back into group. Andy Pandy's even learnt a song about Boris Johnson and hand washing which we were all singing on a daily basis.

Sadly, we weren't able to have a teddy bears picnic, those school leavers who did return had a small party within their bubble only, in the setting. We said a farewell to **24** school leavers at the end of the summer term.

Numbers were steady for September 2020 with only 13 children on our roll, but soon picked up with new starters. We all worked hard on preparing for the return of the children and the adaptations in place.

The Christmas Nativity also wasn't held this year due to Coronavirus restrictions, this is traditionally a big event and we always have a lot of parents and relatives who want to attend! This however, didn't stop us learning about and celebrating Christmas and getting creative with our Christmas crafts!

The Christmas party was also a bit different this year, we made the most of it by having party food for the last day rather than a Christmas lunch. With a special virtual visit from Father Christmas, a very different but lovely end to a challenging year at Andy Pandy's.



Art Class

The Covid-19 pandemic forced the Art class to stop meeting face to face as it did for every other group up and down the country. However, I thought that art might be something that people needed during a time of extreme stress and isolation. As soon as the lockdown came into force we opened up a Facebook page: Facebook/PortchesterArt.

Each week I recorded a short lesson giving a demonstration of an art technique. At first the videos were very raw recorded on a handheld phone with the images jumping all over the screen. After a tutorial with a technician who knew what they were doing I was able to use a new system to record much better lessons. By the end of the year over 60 different videos had gone out. Class members posted their own pictures on the Facebook page and commented on each other's work.

At the start of 2020 I had between 15 and 20 class members, as the year progressed the number taking part in lessons rose to over 60. Although all of these lessons were free and provided no income for the association, members have told me that in many ways they made life a lot easier during the difficult times.



Gerry Kelly—Group leader/Trustee

3rd Friday Club

Having taken on the Greenfingers Club, a local group which was closing down in 2019, we re-branded the group with a wider focus, moved to a new venue and started the new group, 3rd Friday Club, on 17th January in the Methodist Church Hall.

A good number of members enjoyed a quiz night, ably hosted by Rev Ian Meredith from St Mary's Church. The first evening held was good fun, with lots of laughs, and was followed by a raffle and refreshments.

In February we were lucky enough to have a slide show of beautiful birds, taken by local, amateur photographer, Maurice Oliver. Everyone was astounded at the depth of his knowledge about the birds.

Sadly, there were no further meetings for 2020 due to Covid 19 lockdowns but the group will resume in the new year!!

Paradise in Portchester

The first few months of 2020 saw the group enjoying talks on the Dogs Trust, including a big cuddly dog in attendance, also the Hampshire & IOW Air Ambulance Service came to give a very interesting talk to the group. A local resident, Peter Fassam, shared his memories of his service in the Royal Engineers. Peter talked without slides or notes for an hour about his extremely interesting career.

We were treated to a delicious 1940's afternoon tea prepared with love by Margaret Gillmore and Joan Searle. Everyone loved the return to more delicate days with bone China cups and saucers and tea made in a pot, not to mention the amazing cakes made to 1940's recipes. We will definitely be asking the ladies to repeat that treat in the future!!

Darby and Joan Club

2020 started with a great singalong led by Ruth Knight and Portchester Community Choir. A few technical difficulties with the karaoke machine gave us some laughs too.

We also enjoyed the talks from Dogs Trust and Hampshire & IOW Air Ambulance Service and members who attended both PIP and DJ were surprised to see how each speaker focussed on different aspects of their charities so neither talk was boring.

Claire and the girls from Andy Pandy's preschool brought a small group of children to the club for a Boogie Mites session which had all the ladies joining in, waving scarves in the air and thoroughly enjoying themselves. It's always great to bridge that generation gap and bring out the child in all the adults.



Primetime

At the end of the first lockdown we decided to merge PIP and Darby & Joan clubs into one, larger group. We called it Primetime! It's some prime time to enjoy ourselves and we are in the prime of our lives!!

We held our first get together in our new venue, Portchester Methodist Church Hall, on 7th October with a quiz, lots of chat about how people had coped with the isolation of lockdown, and then a game of Bingo with Nick Hall.

We then watched a very interesting talk with slides on "Tintern Abbey and the Walled Garden" presented by Margaret Gillmore. At the next meeting and had a very lengthy game of Beetle, which was enjoyed immensely!

It was all very different as we all had to wear face masks, sit at least 2m apart and wipe everything in sight with antibacterial wipes. Even the tea and coffee break was unusual as the drinks had to be brought to the ladies, complete with milk and sugar if required!!

Despite all of this everyone seemed to have a great time and it was very sad that we then had to close again for the second lockdown.

Fit and Fun Lunch club and Lunch Deliveries

At the start of the year, Lunch Club resumed with our fantastic and hard working team of Chef Adey helped by volunteers June, Pam, Penny and waitress Sam. Continuing with fresh cooked food which was enjoyed weekly by our members. Maggie was still very popular with her chair based exercises and members taking part in board games and quizzes.

Then at the beginning of March, Lunch Club along with all our other groups had to cease as lockdown was looming due to the Coronavirus pandemic gripping the country!

What could we do to help those elderly members who relied on their weekly lunch..... Of course take out a hot lunch to their homes instead!! During that first week just before lockdown 18 meals were delivered on Lunch club day. The following week lunch was delivered five days a week, then the following week the service was increased to include weekends.

Before long, word spread to other lunch club organisers in the local area who had members who were isolated and would benefit from a hot, fresh meal delivered to their front door. Numbers soon increased to over 30 meals a day being delivered!

In those first few weeks, it was a daily round of shopping (with restrictions in place) delivering meals, telephones ringing in the office, and help was desperately needed! Then came a phone call from a previous member of staff, Wendy Pyatt who was furloughed along with her husband, and then other volunteers got in touch to help! The meal delivery became a slick operation.

With so many meals to cook, a larger oven was desperately needed! Thankfully funding was secured from HIWF emergency covid fund, and Chef Adey could carry on with his hard work and dedication (seven days a week) preparing and cooking meals to be delivered.



Whilst the lunches were much appreciated by the recipients, who by and large lived on their own, the lockdown was taking its toll! The staff and children from Andy Pandey's made cards and pictures which helped brighten the days. Boredom packs were made up of puzzle books, jigsaws, sweets and packs of seeds for the garden and were delivered along with the hot lunches.

After the queues for the local chemist got longer and longer every day, and after a quick chat with the pharmacist, volunteers then took up delivering prescriptions to residents in the local community who were isolating. When residents had stopped shielding at the beginning of August over 700 prescriptions had been delivered!!

All through the summer months as the weather got hotter and hotter, meals continued to be delivered. Numbers decreased as slowly people were able to leave their homes.



By September, our Lunch Club was able to resume, although because of government restrictions a larger space was needed. A move to a larger room in the Methodist Church enabled our members to once again attend Lunch Club. As numbers were limited to 15 people, Lunch club was held 3 days a week and meals continued to be delivered to those who were unable to leave their homes.

After nine weeks, as the Government changed restrictions again, unfortunately Lunch Club was again closed. Meal deliveries increased again as residents once again were told to stay at home.



As the year drew to an end, a delicious Christmas lunch with all the trimmings was cooked by volunteers Adey and June, and along with gifts of a Poinsettia, which was generously donated by The Flower Studio, jigsaws, mince pies, biscuits and sweets were delivered to 32 of our lunch delivery members.

After a year full of challenges, where we had to adapt and find different ways of doing things at PCA, with the hard work and dedication from every one involved over 5,000 meals were delivered to local elderly residents of our Community.....



Some of our brilliant volunteer delivery drivers:

Thank you to Diane Findlater, Chris Bainbridge, Lorna Young, Sue Dixon, Amanda Collins, Penny Mortimer, Kevin & Catherine Murphy, Martine Egan, Simon Smith, Elaine Wheeler, and Amanda Kent.



Crafty PIP Group

The crafty group started the year making rabbit egg cosies for the children in Andy Pandy's preschool as an easter gift. Unfortunately, we found ourselves in lockdown due to the government restrictions so we had only met a few times.

All our members spent most of 2020 in lockdown, but that didn't stop us from keeping busy! We made headbands for the nurses at QA Hospital. As the nurses were finding it very uncomfortable wearing masks all day, every day!



We also made face masks which were given to the Hub, and once the bookshop was reopened were given in exchange for a donation to customers visiting. They proved very popular with the call going out to our group members to make more! We also made twiddle muffs for dementia patients at QA Hospital, which were collected on behalf of the ward.

Our keen crafters also made bags and toddler knitwear for Meon Valley baby bank. Then our clever knitters got busy knitting small teddy bears for the children of

Andy Pandy Preschool as Christmas presents. In total 90 teddies were made so the extra ones were given to the local food bank who distributed them to children in the community over Christmas.



Fundraising Group

Due to the restrictions in place, unfortunately our Fundraising group has not been able to hold the annual summer and autumn craft fair's this year.

We did however hold a bric-a-brac sale along with our popular plant sale! Setting up our wares outside the Hub, we braved the cold weather and very strong winds to raise £160.00 for the Association.



Portchester Petanque Club

Portchester Petanque Club continued to survive, despite severe restrictions forced upon it by the Covid Pandemic.

Membership was maintained, even though the opportunity to play was severely curtailed. Our Committee kept the club in a good state to return, even though the opportunity only arose over limited periods. We held our regular meetings, having learnt the skills of “Zoom and Teams”. Our AGM was also held via “Teams” and apart from one exception, with a bit of tuition all attendees mastered the art! There was a reasonable attendance which met Quorum requirements.

Work was carried out throughout the year, improving and maintaining facilities, so that we would be ready to recommence the many activities we provide to all people within the community.

Under normal circumstances this would include providing a social meeting point where anyone can be involved at any level from beginners to highly skilled participants. We have continued to keep our large group of Junior players in touch and at the beginning of the year we increased our coaching ability to benefit all members should they desire.

When we were allowed to return for limited periods, meetings were held for limited numbers at a time, 3 times a week as well as opening a coaching session every Tuesday evening, which was greeted with enthusiasm.

One of our League Teams gained promotion but sadly we have not played due to all leagues being curtailed during 2020. We hope to start again during 2021.

In summary then, we are in a good position to recommence providing a valuable contribution to all members of our community, whatever their age or ability.



Nick Hall (Trustee/ Chairman of Petanque Club)

The Hub

This year, more than any other year the Hub has provided the local Community with a place that can offer help, information and valuable support. Although the bookshop was closed for many months, staff were still on hand in the office dealing with enquiries for help. Whether it be collecting an elderly gentleman's hearing aids and taking them to QA hospital for repair, signposting to local support agencies or providing comfort through a little chat on the phone. With help from volunteers we delivered prescriptions, delivered meals and helped in any way we could during a very difficult period of time for many people.

So many cards and generous donations have been received this year which has recognised the important part the Community Association plays in the local community.

Although modifications had to be made to the layout of the bookshop for us to comply with government guidelines on social distancing, the bookshop thankfully opened its doors again on 15th June. Once opened we could see that our residents had been very busy and had spent lockdown decluttering and we received so many donations of books, jigsaws, DVD's and CD's. One day four trolley full of books came in! we have also received many vintage books, which went on sale online or in our bookshop. Thankfully, our helpful volunteers set to work sorting and cleaning! And we have had a very well stocked bookshop since, even introducing a click and collect service when the bookshop had to close once more.



Cheryl Coleman—Hub Manager

Remembrance and Christmas

Due to restrictions the Remembrance parade which is held annually in Portchester could not go ahead, although local dignitary's laid wreaths at the memorial in the Precinct. The Hub also was a drop off point for a community project of over 800 knitted poppies which went on display in the Health Centre—A fitting tribute organised by a local resident!



Christmas was also different this year. As our usual Christmas carols around the tree couldn't take place, a small ceremony turning on the Christmas tree lights by Councillor Roger Price with Reverend Ian Meredith from St Mary's Church blessing the tree. The Gala raffle would usually provide the funds to purchase the tree, but this year thanks must go to Councillor Roger Price who provided a grant from his devolved funds to provide a tree in the precinct. A video made by Wendy, showing behind the scenes and the switch on and Christmas messages from members of the Traders Association was posted online, with thanks going to the volunteers and traders who helped out.



Treasurers report 2020

Reserves Policy

Introduction

It is important to remember that the year has been heavily influenced by the effects of Covid 19 since April 2020. However, possible short falls have been managed well and some advantages have been encouraged within financial restrictions.

Reserves Policy

The Reserves Policy that was successful during 2019 has continued with results maintained as follows on:

- Unrestricted reserves representing the previous 3 months expenditure, the loss on realisation of any fixed assets and any additional contractual liabilities.
- Designated reserves to accumulate funds for specific purposes determined by the Board from time to time.
- Restricted reserves to the extent that funds for restricted purposes have not been fully expended. No additional reserves have been established for restricted projects.

The review now indicates another trading profit for the year of £44K. This has been achieved with the following factors in mind:

Income.

- Section Activities Increased by £5.5K
- Andy Pandy Preschool Decreased by £7.0K
- Lunch Deliveries New Income of £20K
- Restricted and Designated Funds Stable.
- Other sources of income came from a) Lunch Club £2.5K b) Rent of Flat £7.5K
- Overall increase in Income amounted to £6.5K.

General Funds. Increased Overall to £7.5K

TOTAL INCOME including General Funds £185K

Expenditure

The major drop in Expenditure occurred within Andy Pandy by £11K

The overall drop in expenditure amounted to £10K

TOTAL EXPENDITURE including General Funds £141K

TOTAL BALANCE £212K

An Increase of £44K up to the end of 2020.

There was little or no change to Restricted Funds

The figures above indicate that the Staff and Volunteers have dealt admirably with the ongoing Covid-19 crisis.

The Preschool is being run efficiently and prospects look good for the future.

Due to the pandemic Local Authority Grants, by way of local restriction grants and Retail Covid-19 funding have covered the loss in income with all groups and activities closed. Funding from other organisations covered the expenses of the Lunch delivery service to vulnerable members of the local community.

Overall a good situation and bodes well for a return to normality.

Nick Hall—Treasurer

PORTCHESTER AND DISTRICT COMMUNITY ASSOCIATION CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Portchester and District Community Association (charity registration number 1154548) constitution dated November 2013 that requires the Association be managed by a Board of Trustees who are appointed each year at the Annual General Meeting by a ballot of the members. Members are individuals of over 18 years of age who have paid the appropriate PCA subscription.

The Charity's managing Trustees during the period ended 31 December 2020 or appointed since are:

Kate Tame	Chair
Gerry Kelly	Vice Chair
Pamela Wayman	Hon Secretary
Nick Hall	Treasurer

Other Trustees:

- Jean Kelly
- Paula-May Houghton-Clarke
- Margaret Gillmore
- Bron Kirk

Managerial Staff:

Cheryl Coleman
Accounts Manager

Sophie Madgewick
Andy Pandy Supervisor

Advisers:

Community First—Fareham

Local Authority Representatives

Cllr R.H Price – Hampshire County Council

ADDRESS: 2 New Parade, 38 West Street, Portchester, Fareham, Hampshire, PO16 9UY

BANKERS: Lloyds TSB Plc, 43 West Street, Fareham, Hampshire

Ways to Beat Coronavirus

A Assist your gut and Immune system too,
B is for Beans and Bananas and beating the bug,
and resist giving your family a hug.
C is for Covering your mouth and your nose,
you may have the virus, for now, who knows,
D Coupled with C, for Vitamins helping the most.
E is for E-mails and Essential phone calls,
F for the Future when we can get out of these walls.
G for the Good people who all volunteered,
to keep the wheels turning in circumstances weird.
H is for Hand washing first and foremost,
also for Home we must stay the most.
I for the Immunity for which we all hope,
but testing is dubious. How can we cope.
J is for Joy, however conveyed, to help beat,
the boredom, if home we have stayed.
K for thrown kisses, the only safe way,
L for Laundering and learning how best to stay.
M for two Meters we must stay apart,
also for music, balm for the heart.
N for Number 111 if symptoms persist, a cough
and a temperature, first on the list.
O for Occupation of the mind, try that craft,
or hobby which time has denied.
P for Personal Protection equipment so much in demand,
Q for our Queen, or the Queue extended in length.
R stands for Register if we need a test,
S for the Sadness for those in eternal rest.
T for the Treatment so caringly given.
U is for the Unity of all Nations struck down,
V is for Vaccine, please God will be found,
so many are trying they are all around.
W is for washing, all suspect surfaces and hands,
and for Wish that they will all get better,
X is for Kisses we can all put on a letter.
Y is for Yoghurt a good thing to eat, also
For Youth whose schooling is so incomplete.
Z so we reach Z and Zoo comes to mind,
Food and care for animals they still need to find.
The Zone cordoned off including the beach,
And the Zenith we all hope to reach.



PCA would like to say 'Thank you' all to funders and partners for their invaluable support



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Registered Charity No. 1154548

Portchester and District Community Association CIO

Report of the Trustees For the year ended 31 December 2020

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity registration number	1154548
Principal address	2 New Parade, 38 West Street Portchester Fareham Hampshire PO16 9UY
Trustees	Nicholas Hall Pamela Wayman John Gerrard Kelly Jean Kelly Margaret Gillmore Bronwyn Kirk Kate Tame (Chair)
Senior Management	Cheryl Coleman

OBJECTS OF THE CHARITY

The objects of the Portchester Community Association are:

- to promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- to establish, or secure the establishment of, a community centre and/or other community premises, and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the objects;
- to promote such other charitable purposes as may from time to time be determined.

The charity is non-party in politics and non-sectarian in religion. The area of benefit is Portchester and the surrounding neighbourhoods.

The annual review which forms part of the Trustees Annual Report to the Charity Commission shows the activities that we have carried out throughout the year to achieve these objects.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and Under Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each 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, of the charity for that period. In preparing the financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Constitution. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the Board on and signed on its behalf by:

K Tame

Kate Tame
Chair

6 August 2021

Portchester and District Community Association CIO

**Independent Examiners Report to the Trustees
for the year ended 31 December 2020**

I report on the accounts of the Charity for the year ended 31 December 2020.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (The Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees for any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me 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 the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than in 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 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.

P A Nicholls

P A Nicholls MBE MAAT
5 Nursery Road
Havant
Hants PO9 3BG

6 August 2021

Portchester and District Community Association CIO

**Statement of Financial Activities
for the year ended 31 December 2020**

	Notes	Unrestricted funds £	Restricted income funds £	2020 £	2019 £
Incoming resources					
Income from:					
Donations and legacies	3	2,213	-	2,213	2,031
General Grants	3	34,900	-	34,900	-
Charitable activities	3	134,290	-	134,290	153,033
Other trading activities	3	14,204	-	14,204	14,676
Total		185,607	-	185,607	169,740
Resources expended					
Expenditure on:					
Raising funds	4	6,619	-	6,619	6,291
Charitable activities	4	134,865	-	134,685	145,764
Other		-	-	-	-
Total		141,484	-	141,484	152,055
Net income/(expenditure)		44,123	-	44,123	17,686
Transfers between funds	12	-	-	-	-
Net movement in funds		44,123	-	44,123	17,686
Reconciliation of funds:					
Total funds brought forward	12	176,188	-	176,188	158,502
Total funds carried forward		220,310	-	220,310	176,188

Portchester and District Community Association CIO

Balance Sheet as at 31 December 2020

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	8	45,833	43,487
		45,833	43,487
Current assets			
Stocks	9	50	50
Debtors	10	61	1,458
Cash at bank and in hand		171,042	137,075
		171,153	138,582
Creditors: Amounts falling due within one year	11	3,324	-5,881
Net current assets		174,477	132,701
Total assets less current liabilities		220,310	176,188
Net assets		220,310	176,188
 The funds of the charity			
Restricted income funds	12	8,029	8,028
Unrestricted income funds	12	212,281	168,160
Total funds		220,310	176,188

These financial statements were approved and authorised for issue by the Board and signed on its behalf by:

N Hall

Nicholas Hall – Treasurer

6 August 2021

Portchester and District Community Association CIO
Notes to the Financial Statements
for the year ended 31 December 2020

1 ACCOUNTING POLICIES

The financial statements are prepared under the historic cost convention and in accordance with applicable accounting standards. Charities Statement of Recommended Practice October 2019 and the provisions of the Charities Act 2011. Significant policies adopted are:

Income

- a. Donations are included in the Statement of Financial Activities (SOFA) when the fund becomes entitled to the donation or grant and it is reasonably certain that it will be received.
- b. Income from fund raising is reported gross in the SOFA.
- c. Intangible income is not included in the accounts.
- d. As it is impractical to measure the fair value of goods donated for resale, the value of donated goods is recognised when they are sold.
- e. Membership subscriptions are recognised as income from charitable activities as they confer benefits

Expenditure and Liabilities

- a. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure
- b. Governance and support costs - support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to sections and other projects on a basis consistent with the use of resources, in particular core staff time,

Assets

Tangible fixed assets, other than freehold land, are stated at cost or valuation less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Land and buildings	6% Straight line
Fixtures and fittings	25% Reducing balance
Equipment	25% Reducing balance

2. VOLUNTEERS

The value of voluntary help received is not included in the accounts but is described in the Trustees Annual Report.

3. ANALYSIS OF INCOME

		Unrestricted funds	Restricted income funds	2020 £	2019 £
Donations and legacies:					
	Donations and gifts	2,213	-	2,213	1,111
	General grants	34,900	-	34,900	920
		37,113	-	37,113	2,031
Charitable activities:					
	Portchester Hub activities	2,910	-	2,910	9,529
	Section activities	18,399	-	18,399	13,758
	Andy Pandy Preschool	110,562	-	110,562	117,317
	Projects - Restricted funds	-	-	-	1
	Projects - Designated funds	2,419	-	2,419	12,428
		134,290	-	134,290	153,033
Other trading activities:					
	Sale of donated books	6,331	-	6,331	7,111
	Rent of flat	7,863	-	7,863	7,500
	Sale of Port Rem books	10	-	10	65
		14,204	-	14,204	14,676
TOTAL INCOME		185,607	-	185,607	169,740

Portchester and District Community Association CIO
Notes to the Financial Statements
for the year ended 31 December 2020

4. ANALYSIS OF EXPENDITURE

		Unrestricted funds	Restricted Income funds	2020	2019
		£	£	£	£
Expenditure on raising funds:	Rent and maintenance charges	6,619	-	6,619	6,291
		6,619	-	6,619	6,291
Expenditure on charitable activities					
	Portchester Hub activities	31,991	-	31,991	25,880
	Section activities	12,781	-	12,781	11,853
	Andy Pandy Preschool	88,203	-	88,203	97,002
	Projects - restricted funds	-	-	-	231
	Projects - designated funds	1,890	-	1,890	10,798
		134,865	-	134,865	145,764
TOTAL EXPENDITURE		141,484	-	141,484	152,055

Other information:

Analysis of expenditure on charitable activities	Activities undertaken directly	Support costs	2020	2019
	£	£	£	£
Activity or programme				
Portchester Hub activities	26,028	5,963	31,991	25,880
Section activities	6,273	6,508	12,781	11,853
Andy Pandy Preschool	73,880	14,323	88,203	97,002
Projects- Restricted funds	-	-	-	231
Projects - Designated funds	240	1,650	1,890	10,798
	106,421	28,444	134,865	145,764

Portchester and District Community Association CIO
Notes to the Financial Statements
for the year ended 31 December 2020

Other information:

5. SUPPORT COSTS

	Portchester Hub Activities	Section Activities	Andy Pandy Preschool	Projects - Restricted funds	Projects- Designated funds	Total
	£	£	£	£	£	£
Governance	243	216	546	-	86	1,091
Premises costs	2,429	2,424	5,799	-	745	13,397
Utilities	942	1,126	2,293	-	225	4,586
Depreciation	1,505	1,829	3,700	-	366	7,400
Support staff	844	913	1,986	-	228	3,971
Total	5,963	6,508	14,323	-	1,650	28,444

Support costs relating to Governance and Support Staff Costs are apportioned based on the time by support staff working on each area.

Support costs relating to premises, utilities and depreciation are allocated according to the occupation of space.

6. PAID EMPLOYEES

	2020	2019
	£	£
Salaries and wages	72,012	78,329
Employers NI contributions	1,166	1,560
Pension costs (defined contribution scheme)	1,615	855
Other employee benefits	-	-
	<u>74,794</u>	<u>80,743</u>

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000.

The average number of employees during the year was 7 (2019:8). All employees were working on charitable activities.

7. DEFINED CONTRIBUTION PENSION SCHEME

The Charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the Charity to the scheme and amounted to £1,615 (2019– £855)

Portchester and District Community Association CIO
Notes to the Financial Statements
for the year ended 31 December 2020

8. TANGIBLE FIXED ASSETS

8.1 Cost

	Other land & buildings	Fixture and fittings	Equipment	Total
	£	£	£	£
at 1 January 2020	51662	26,478	12,879	76,980
Additions	-	8,620	1,127	9,747
at 31 December 2020	51662	35,098	14,006	86,727

8.2 Depreciation

at 1 January 2020	14,039	24,174	9,319	47,532
Depreciation	3,100	2,599	1,701	7,400
at 31 December 2020	17,139	26,773	11,020	54,932

8.3 Net book value

at 1 January 2020	37,623	2,304	3,560	43,487
at 31 December 2020	34,523	7,796	3,514	45,833

Portchester and District Community Association CIO
Notes to the Financial Statements
for the year ended 31 December 2020

9.1 STOCKS AND WORK IN PROGRESS

	2020	2019
	£	£
Stock	50	50
	<u>50</u>	<u>50</u>

10. DEBTORS

	2020	2019
	£	£
Amounts due within one year:		
Trade debtors	61	1,458
	<u>61</u>	<u>1,458</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020	2019
	£	£
Trade creditors	3,324	[5,881]
Accruals	<u>3,324</u>	<u>[5,881]</u>

Portchester and District Community Association CIO
Notes to the Financial Statements
for the year ended 31 December 2020

12. CHARITY FUNDS

12.1 Details of material funds held and movements during the CURRENT reporting period

Unrestricted Funds	Balance as 1 January 2020	Incoming resources	Outgoing resources	Transfers	Balance at 31 December 2020
	£	£	£	£	£
Designated funds					
Building Fund	38,975	-	-	-	38,975
Gala	6,736	832	-416	-	7,152
Outreach Projects	3,091	-	-	-	3,091
Lunch Club	10,326	1,587	-1,475		10,438
	59,128	2,419	-1,891		59,656
Section Funds					
Art Group	989	975	-604	-	1,360
Badminton club	712	422	-213	-	921
Family&Community Learning	4,090	-	-41	-	4,049
New Age Kurling club	154	548	-300	-	402
Paradise in Portchester	509	389	-361	-	537
Petanque club	2,094	2,759	-2,539	-	2,314
Andy Pandy Preschool	77,528	110,586	-88,203		99,911
Fundraising activities	2,612	1,190	-90	-	3,712
D-Day/Portchester Remembered	95	10	-		105
Darby & Joan	675	370	-266		779
3 rd Friday Club	-	260	-96	-	164
Lunch Deliveries	-	19,775	-8270	-	11,505
	89,459	137,284	-100,983	-	125,759
General funds	19,573	45,903	-38,610	-	26,866
Total Unrestricted funds	168,159	185,606	-141,484	-	212,281
Restricted funds					
Apprenticeship	70	-	-	-	70
Garden Furniture	201	-	-	-	201
Toy Library	3,417	-	-	-	3,417
Defibrillator	73	-	-	-	73
Emergency Planning	4,268	-	-	-	4,268
	8,029	-	-	-	8,029
Total Funds	176,188	185,606	-141,484	-	220,310

Portchester and District Community Association CIO
Notes to the Financial Statements
for the year ended 31 December 2020

12.2 Details of material funds held and movements during the PREVIOUS reporting period

Unrestricted Funds	Balance as 1 January 2019	Incoming resources	Outgoing resources	Transfers	Balance at 31 December 2019
	£	£	£	£	£
Designated funds					
Building Fund	38,975	-	-	-	38,975
Gala	5,417	8,664	-7,345	-	6,736
Outreach Projects	3,091	-	-	-	3,091
Lunch Club	-	3,974	-3,453	9,805	10,326
	47,483	12,638	-10,798	9,805	59,128
Section Funds					
Art Group	825	1,947	-1,783	-	989
Badminton club	668	1,051	-1,007	-	712
Family&Community Learning	4,650	63	-623	-	4,090
New Age Kurling club	74	1,847	-1,767	-	154
Paradise in Portchester	354	2,254	-2,099	-	509
Petanque club	1,698	4,117	-3,721	-	2,094
Andy Pandy Preschool	56,985	117,545	-97,002	-	77,528
Fundraising activities	1,646	1,343	-377	-	2,612
D-Day/Portchester Remembered	-	65	-	30	95
Darby & Joan	-	1,151	-476	-	675
	66,930	131,383	-108,855	30	89,459
General funds	26,025	25,719	-32,171	-	19,573
Total Unrestricted funds	140,408	169,740	-151,824	9,835	168,159
Restricted funds					
Apprenticeship	70	-	-	-	70
D-Day/Portchester Remembered	30	-	-	-30	-
Garden Furniture	201	-	-	-	201
Lunch Club	9,805	-	-	-9,805	-
Toy Library	3,566	1	-150	-	3,417
Defibrillator	154	-	-81	-	73
Emergency Planning	4,268	-	-	-	4,268
	8,259	1	-231	-9,935	8,029
Total Funds	158,502	169,741	-152,055	-	176,188

Portchester and District Community Association CIO
Notes to the Financial Statements
for the year ended 31 December 2020

12.3 Transfers between funds

There have been no transfer of funds:

12.4 Designated Funds & Section Funds

Building Fund

This is a fund created to reflect the value of the lease of 2 New Parade in order to enable the appropriate amortization of that lease.

Gala Fund

This fund has been created to contribute towards meeting the costs of the Annual Portchester Gala

Outreach Projects

This is a fund created in order to contribute to the costs and seed-funding of new outreach projects.

Section Funds

A new section created "3rd Friday Club", this is a new activity group operating under PCA.

A new section created "Lunch Deliveries" in response to the Coronavirus Pandemic, whereby meals were delivered to elderly residents within the local area.

A Section is a specific interest, club or activity group operating under the auspices of PCA. All Sections:

- are legally responsible and accountable to the PCA Board of Trustees
- are bound by the PCA constitution (a legal document)
- may appoint a representative to the PCA Board of Trustees
- may have their own committees and bank accounts (as agreed by the Board)
- cannot operate or independently negotiate with external bodies without Board approval
- may enjoy the full benefits of being part of PCA under its charitable status
- Funds in Section bank accounts and Section equipment and resources are used for the purpose of Section activities but remain the legal property of PCA

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible Fixed assets	45,833	-	45,833
Net Current Assets	163,124	8,029	171,153
Current Liabilities	3,324	-	3,324
Total Net Assets	212,281	8,029	220,310

Portchester and District Community Association CIO
Notes to the Financial Statements
for the year ended 31 December 2020

14. GRANTS RECEIVED

Grants received during the year were as follows:

£

Andy Pandy Preschool - Early Years funding 2yrs	10,095.36
Andy Pandy Preschool - Early Years funding 3-4yrs	87,403.68
Andy Pandy Preschool - Hampshire County Council Pupil Premium	1,683.28
Andy Pandy Preschool - HCC Disability Access Fund	615.00
Hampshire County Council Food voucher scheme	495.00
Hampshire County Council Councillor (R Price) Devolved funds	1,500.00
HIWCF - Emergency fund	4,000.00
Neighbourly Community Fund	400.00
Sunlife Assurance - Covid 19 fund	2,000.00
Fareham Borough Council - Retail, Hospitality & Leisure closure grant	25,000.00
Fareham Borough Council - Retail, Hospitality & Leisure closure grant	2,000.00

135,192.32

15. Payments to Trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity, there have been no transactions with Trustees or related parties.

Portchester and District Community Association

**Independent Examiners Report to the Trustees
for the year ended 31 December 2020**

I report on the accounts of the Charity for the year ended 31 December 2020.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (The Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees for any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me 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 the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than in 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 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.



P A Nicholls MBE MAAT
5 Nursery Road
Havant
Hants PO9 3BG

6 August 2021