



# **Portchester & District Community Association CIO**

## ***Annual Report 2022***

**Portchester Community Association CIO**

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Charity Number: 1154548

*Where volunteers make it happen*



## Governance and Workforce

### Volunteers

Our volunteers are always at the heart of PCA, whether helping at the various groups we hold or helping in the Hub, they all bring unique skills with energy and enthusiasm. Each one is valued for the contribution they make to the Association, and their dedication is “second to none”. We have welcomed new volunteers during this year as well as said goodbye to a few long standing ones.

### Acknowledgments

During 2022 PCA has worked with many voluntary, community and faith groups across Portchester, Fareham and beyond, along with officers and members of the local authorities who have all supported the association. Thank you also to our funders, donors and local traders who have contributed to PCA, and without their support the association would struggle to survive. Above all, huge thanks go to the local people of Portchester who have supported PCA in many ways over the last year.

### Trustees

During 2022, PCA welcomed several new trustees to the board. Their background and skills will bring a much-needed diversity to the Board of Trustees. Although a voluntary role, the trustee's contribution is valued and they bring fresh ideas to take the Association forward.

### Staff and Andy Pandy Preschool

Thank you to Hollie for all her outstanding efforts as Admin support for PCA. Also, thanks to the staff of Andy Pandy Preschool who continue to provide a good setting to the local area for childcare.

Portchester Community Association continues to strive to provide the best service and support to all members of the local community, whether it be in The Hub or across the many groups it holds throughout the year.

Cheryl Coleman

## Report from the Board of Trustees'

### Annual review for Portchester and District Community Association CIO

Thankfully Portchester Community Associations New Year started off with everything open as usual this year. We were very thank full to start a new year without any restrictions. The book shop was open and business was as busy as ever selling a range of books, DVD's, CD's and Puzzles. Sales on eBay have also increased.

We have continued to claim Gift Aid on monetary donations which is 25p for every £1 donated. Every penny helps. We were also recognised by eBay as having charitable status and we no longer have to pay any fees on our listings and sales.

Our fantastic team of volunteers have really pulled together this year. The various sections are running smoothly and if not at full capacity are gaining numbers regularly. Throughout the year we have received various grants to support the sections. Some from Fareham Borough Council, Neighbourly Community fund and the Kenwood Community Fund etc.

Both the Gala and the Christmas lights switch on event were both a huge success. Many people attended both events and we had positive feedback from everyone. The Remembrance event was held again this year, with volunteers prom PCA marshalling the event. Local schools and groups performed at all events which always shows a great community spirit.

Overall a positive year for us all.

Board of Trustees

### An additional review from Terry Lupton, PCA Trustee

My name is Terry Lupton and the first happy time spent at the hub was with Kate tame and Pamela Wayman At St Mary's church. We and several other volunteers worked in the churchyard uncovering buried headstones. We cleaned and recorded them for the church records for families who had lost the names and whereabouts, quite rewarding and very enjoyable.

Then onwards to lunch club serving meals, helping at the food bank and working alongside other volunteers in the bookshop.

So a great introduction to the hub, for me and as I joined later in the 21/22 year I will leave others to bring you up update with their different groups throughout the report.

All I will add is that the board of trustees that I joined, all work towards a common goal for the good of Portchester community and its residents. They are a great bunch of individuals and it's a pleasure to work alongside them.



## The Hub

After a two week break over the Christmas period, we returned to the Hub at the beginning of January, with a new year to look forward too, thankfully this new year we were able to open and not stuck in a lockdown.

The book shop has been busier than ever and we have been inundated with books. We actually had to have a huge book sale and reduce the prices to 50p to allow room for more book donations. Along with people coming into the Hub to donate books, people come in daily for general help and advice.

In November it was great to have our AGM reflecting on 2021. Members of our groups, Volunteers and Trustees all gathered in the Hub for our meeting. We combined this with our Volunteers party, where a glass (of something a little bit alcoholic) and nibbles were laid on. An enjoyable evening to thank everyone for all their hard work!

Coming into the colder months unfortunately the hot water and heating in the Hub and the preschool started to play up, due to a leaky water pipe. We struggled to get anyone out quickly enough to repair it without charging a vast amount of money. Luckily Kevin from PKS Plumbing & Heating Services stepped up. After taking a look, coming back at the end of the day once the children had gone home and repaired in 20 minutes all without charge!! Thank you so much, this was true Portchester Community Spirit in action and a fantastic job well done!

We have been joined during 2022 by many new volunteers, and along with existing volunteers, they have all given so much time to the Hub during the year. Without this little band of volunteers we would not be able to keep up with the workload. We thank each and everyone of them for the endless cups of tea, the support they give, and their dedicated time.

Hollie Ming,  
Office staff



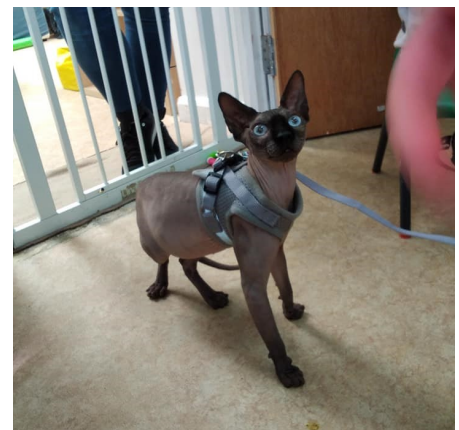
## Andy Pandy Preschool



Andy Pandy Preschool had a very busy January getting back into the swing of things after the Christmas break. All the children and staff members were very excited to be back and welcome in the new year and also the Chinese new year in February. The children enjoyed Chinese food, Chinese themed colouring in and also a fun sensory activity.

The Preschool staff relaunched the toddler stay and play group, they had such a good interest in the group that they had to relocate to the Methodist Church. The first week had a theme of the Hungry Caterpillar, the parents and children enjoyed various activities, singing, story time and even some healthy snacks. The group turned out to be very popular and continued throughout the year.

- The children loved exploring all the different key dates and events throughout the year, the kids dressed up in yellow and blue to raise money for Ukraine, Green to celebrate St Patrick's day, red white and blue to celebrate St George's day and they even celebrated national pet month. Family and staff members brought in their pets to show all the children how to care for their animals. This was a great opportunity and they all managed to meet a dog, Guinea pigs, a tortoise, a hairless cat and even a tarantula.





## Andy Pandy Preschool Continued

Throughout the month of May, the preschool enjoyed looking after 19 little chicks, they watched them hatch out of their eggs one by one. The children enjoyed keeping their home clean and also feeding them.

As the summer came quickly upon us, the preschool took part in the Portchester Gala raising money for the children and staff. They all enjoyed their annual Poulton's park trip and also had a chance to watch caterpillars turn into beautiful butterflies. Unfortunately as the summer came to an end, it was time to say goodbye to all the school leavers, Andy Pandy preschool organised a teddy bears picnic to thank everyone for all their lovely memories throughout the years.

Towards the end of the year, the preschool enjoyed various activities to celebrate the different seasons and memorable dates. The children learnt all about autumn, recycling, oral hygiene, Halloween and Christmas. All the children, parents and Andy Pandy staff joined PCA at the Christmas lights switch on to perform carols in the Precinct. This was the perfect way to end the year.

Andy Pandy Preschool



## Art Class

This very social group started the year meeting to undertake art work in the café at the Methodist Church, on Saturday afternoons, under the tuition of Gerry Kelly with the assistance of his wife, Jean.

These sessions were very enjoyable with Gerry demonstrating the varied mediums and subjects and Jean providing refreshments. The artists discussed each other's work during break time – it was amazing how everyone's interpretation of the same image differed!

For the last few weeks of term the group concentrated on completing any unfinished work and brought their favourite pieces in for display.

Towards the end of the summer term, Jean and Gerry moved to the North of England to be near their family so, sadly, the group had no tutor.

It was hoped that the group would continue, without a tutor, by amalgamating with a Fareham Art Group where artists would work on their own topics. This was arranged and the new group started in September on Saturday mornings. Unfortunately, the group no longer comes under the PCA banner.

Pamela Wayman,

Art Class member

## PCA Craft Group

Another year has passed by with our group, crafting and fellowship together, knitting etc. for personal use and sales.

Inspector Rob Kearley and PCSO Tom Hillier from Fareham Police Station even came to visit the craft group as we had been busy knitting over 30 teddy bears for the Police. If the Police go to an incident where there are children they give the children a Police teddy bear.

We've also been busy making twiddlemuffs for dementia sufferers at QA Hospital, dog pulls for the RSPCA, beading and painting on glass bottles, mosaic characters and mobiles and cards to name a few. We also enjoyed making gifts for the Andy Pandy Preschool children at easter and Christmas.

New members are also welcome to come and join us.

Margaret and Joan,  
Craft Group Leaders.





## Fundraising

Our Fundraising ladies have been very busy throughout the year. In fact, they've managed to raise a total of £1020.59 in 2022! Fantastic job ladies.

Throughout the summer, the ladies held a table top sale outside the Hub. Even though perhaps the weather didn't feel like summer, they still managed to sit outside with their coats and hot cups of tea! They had been selling a range of plants, craft materials and Bric-A-Brac.

In August Margaret and Joan held a fantastic 1940's tea party to raise funds for the Hub. They used posh teapots, plates, table clothes and memorabilia to take us all back to the 1940's. They even had war times cakes made at home by Joan! Everyone thoroughly enjoyed it!

PCA's Christmas fundraising event was held on November 19th which raised over £200. The team managed to sell various Craft materials and had a Tombola. This was alongside the Macmillan Coffee Morning which was a great success. We can't thank Margaret, Joan and everyone else involved with the fundraising enough!

Hollie Ming,

Office staff



## 3<sup>rd</sup> Friday Club

Although numbers were never very high 3<sup>rd</sup> Friday Club had some fun evenings and events this year. We had some very interesting guest speakers: Barbie Walker from Staunton Country Park told us about their amazing scheme, Right to Work, which enables young adults with additional needs to work in the beautiful grounds of the park. Graham Dash, an amazing amateur photographer took us on a photographic, historical tour of Painshill Country Park where he volunteers as a tour guide. Everyone now wants to go there on a trip!

Representatives from the Commonwealth Graves Commission and the Woodland Trust gave us talks on the wonderful work their organisations do and Alan Jones told us the history of Hypnosis and promised not to turn anyone into a chicken!

We had a fun quiz night and a great skittles evening at the Crofton Pub. The year ended with a lovely Christmas party and the sad news that it would be our last meeting as the group couldn't keep running with such low numbers. Many thanks to those who did come regularly, it was fun.

Bron Kirk

3<sup>rd</sup> Friday Club Leader

## Primetime

Well, what a busy year Primetimers have had this year! As well as the occasional quiz, bingo and beetle afternoons we have had 4 parties – Easter, our birthday, Halloween and Christmas!

We were lucky enough to have 2 visits from Portchester Community Choir. In June they came and lead a 60's sing along which had us all on our feet dancing as well as singing our heads off. Then they came and started our Christmas party with some old favourite Christmas songs and carols. We do enjoy singing!

We were all singing and laughing at our birthday party too with our old friends Colin & Lynn, Doorstep Entertainments. They never fail to cheer us up.

We had various guest speakers including Terry Smith from Open Sight who gave us tips on looking after our eyes, Brian Masters from the RNLI with a talk all about the work of a lifeboat and the lovely ladies from Wymering Manor Trust who told us the history of the oldest remaining house in Portsmouth. Our thanks go out to all of them. The weather smiled on us for our day trip in June to Exbury Gardens where we all enjoyed a trip on the miniature steam railway and we also had a day out in November for our annual trip to Haskins & Hobbycraft.



In August we started a new tradition – the Primetime Annual Village Fete. We had stalls including hook-a-duck, coin drop, roulette, treasure map and more. Everyone enjoyed it so much that we will now hold this event every year. Grateful thanks to the group helpers and some of Bron's family for manning the stalls.

On a more relaxing note we also tried Chair Yoga with Jo from My Wonderful Yoga and found that we were all able to move a lot more than we thought we could!

The pace was slightly more hectic though when some children from Andy Pandy Preschool came along with Natalie from Jiggy Wrigglers for an intergenerational, musical movement session. We kept up the moving about theme with games afternoon too including kurling, beanbag toss and even crazy golf.

When we took a survey which asked us to choose our 3 favourite activities during the year we all ticked them all, so no help at all for future planning but we know there will be some fun sessions ahead.

Bron Kirk, Primetime Leader





## Lunch Club

It has been another successful year for the Lunch Club, numbers for the Monday sitting have continued to rise, and Wednesday is at full capacity, with extra seats sometimes having to be fitted in at the last minute. Adrian the chef and his merry band of helpers have produced some memorable meals which have been enjoyed by all.

To celebrate the Queens Platinum Jubilee we held two very special lunch clubs. On the menu was Coronation Chicken, Roast Potatoes with Carrots and cabbage, with yummy Eton Mess for pudding! It was such a lovely way to celebrate and was enjoyed by everyone.



We were also pleased to receive a hygiene rating of 5 following an impromptu inspection for the second year running. Keeping a varied menu when there are two sittings a week, with some of the same people attending both days can be a bit of a challenge, but Adrian manages to keep everyone happy and provide for the vegetarians and people with special dietary requirements. The top favourite meal still seems to be fish and chips, but liver and bacon casserole, corned beef hash, and chicken pie, gammon steaks and savoury mince all result in clean plates returned.



The year hasn't been entirely trouble free, in January the microwave burst into flames, which was a bit disconcerting to say the least, and Adrian burnt his hand quite badly with boiling water. However, both these troubles were swiftly overcome. One sad piece of news was the death of Mary Mitchell's husband Brian. Although he didn't stay to lunch, he brought her and her friends, and often stayed to chat when he came to take them home. He is very much missed, and we all send Mary our heartfelt condolences.

Dec 14th, the members presented the helpers with gifts of flowers, sweets, and biscuits, a lovely generous gesture which touched all of us. We also organised the usual Christmas lunch with all the trimmings which was held on December 21st. The Christmas lunch well attended, with extra chairs needed to accommodate everyone who wanted to come! Thank you to all our volunteers, Platinum Care Solutions and also everyone who entered our Christmas card competition. All the Lunch members loved seeing all the fantastic card designs signed by the children. What a lovely way to end the year!



June Wilson, Volunteer

## Portchester Petanque Club

### Portchester Pétanque Club

The Club is now virtually up and running as it was before Covid. Improvements have been made in several ways at our terrain and some of these are highlighted below:



Morale is high throughout the club, and I think we are becoming a more adaptable place where all members are getting what they come along for.

We still have two league teams, Pumas and Pirates both of whom play at the same level. This year we have entered the European Cup competition and we won our first match 5.0. Our Junior Section is still envied by many other clubs with our junior members achieving awards and competing well in both regional and national competitions.



Naturally we would welcome new youngsters if any of you are aware of any that need a friendly and challenging pastime. Juniors are given the opportunity to be involved and their improvement is apparent.

Some of our members have left but have been replaced by others which has kept our membership at 73. Many of these have become involved with the running and maintenance of club facilities and we now have a very strong and adaptable committee, that has in many ways kept the club more responsive to regular demands.

Generally, then this has been a good year for our club with members entering both regional and national competitions and there is good reason to believe this will continue.

Nick Hall, Chairman



## New Age Kurling

Since the last AGM the group has gone from strength to strength. The community centre remains an excellent venue and as an indoor venue it allows members to actively play all year round and despite the fee increase this spring our numbers have remained stable.

Members continue to enjoy the friendship and comradeship of like minded people and readily support each other as well as fostering a competitive atmosphere. During a well earned tea break much friendly banter is exchanged regarding winners and losers but happily friendship remain.

Members work together as a team to set up the session and pack up at the end of play and regularly set up when holidays occur. This also enables members to feel part of the team and allows sessions to continue to run smoothly.

We hop to continue the friendly approach we offer within the group and welcome the enthusiasm from members to new members when required.

Hazel Flahey, Leader of NAK



## In the Community

### **Portchester Remembrance Service**

The annual remembrance service was once again held on Saturday 12<sup>th</sup> November and was attended by local groups, representatives from the Armed Services, Police and Fire Brigade along with Councillors, dignitaries and Fareham's MP Suella Braverman. PCA provides support to this event with marshalling of the precinct area and handing out programmes for the event. TS Tenacity Band marched the parade through the precinct followed by Scout groups, brownies, guides and Service Veterans. Portchester Choir led the crowd with appropriate songs for the occasion. Thank you to Jane and Iain from the Flower Studio for providing the poppy wreath for PCA to lay at the memorial.



### **MacMillan Coffee Morning**

As is tradition PCA once again held a MacMillan Coffee Morning alongside its PCA fundraising event on Saturday 19th November. This year the coffee morning was presided over by our Volunteer Ann and her daughter who made some delicious cakes. The sum of over £100 was raised for MacMillan which was a fantastic effort from those involved.

### **Beat Surgery**

PCA continued to provide a venue for Fareham Policing Team to hold a Beat Surgery at the Hub. Members of the community could come along and raise concerns with our local PCSO's and police officers on a wide range of local issues.

### **Free lunch and Advice**

With a grant from Hampshire County Council, Connect 4 Communities funding we held a free lunch at the Methodist Church every Tuesday through September to give the over 55's confidential advice on benefits, utilities and the cost of living. Partnering with Citizen's Advice, the lunches were very well attended and all those who came along enjoyed a freshly cooked meal and refreshments.



## Christmas Lights

The Christmas light switch on event was held on Friday 2<sup>nd</sup> December 2022. Thankfully the weather was kind, no rain and not too cold!

The switch on event was taken over by PCA this year, and was very well organised by Hollie. She came up with the idea of a Christmas Card competition, with the winner turning on the lights and the winning design printed on the event programme. The competition was won by Amelia aged 5 and Erin Aged 8, with all the other entry designs given out to our lunch club members. Reverend Ian from St Mary's Church once again presided over the event, with the grand switch on carried out by the winner of the competition.



The Christmas Tree and light switch on event is funded by proceeds from the Raffle held at Portchester Gala in June. Thanks to all those who purchased tickets and contributed prizes.



Trinity Ensemble “kicked off” the event by playing Christmas music to the waiting crowd, with Christmas carols performed by Andy Pandy Preschool, Castle Primary School, Red Barn Primary School, Portchester Community Choir, Abstract Dance and Performing Arts along with dance performances from Cams Hill School.

There was a visit from “Santa” who handed out sweets during the evening and posed for photos and was ably helped by a visit from an Elf. With food stalls providing refreshments, a fun evening was had by all.

Huge thanks go to the volunteers for putting up the lights, and decorating the Christmas tree. Also thank you to the numerous volunteers on the evening for handing out programmes, going around with collection buckets for next year's Christmas tree fund and marshalling the event so well.

Cheryl Coleman





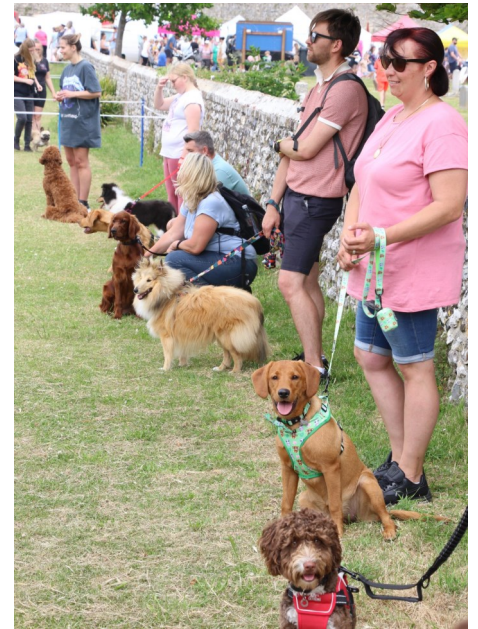
## Portchester Gala

The Gala as always, was held on the third Saturday in June. This year on 18<sup>th</sup> June. The weather was bright, although quite windy with only one gazebo “casualty”!

Once again, the Gala was very well attended with large crowds enjoying the traditional village atmosphere. Lee Matthews funfair was back with lots of rides and all the fun of the fair, with something for everyone, big and small “kids” alike! The classic cars were in attendance in even greater numbers than previous years. The Academy of Modern Canine Behaviour & Training once again ran the fun dog show, with lots of entrants in classes such as best puppy, most handsome boy, best rescue and waggiest tail. Russell gave a demonstration with his rescue dogs, which is always very entertaining for the assembled crowd.

The arena was presided over by Reverend Ian from St Mary’s Church, who introduced TS Tenacity to open the event with their rousing band music! Following on we were treated to a performance from Aziza Egyptian Dance group then a fantastic magician – Nick Magic who did two shows during the day, and delighted the crowds, young and old with his unique brand of magic.

We also had performances from local groups, Evolution Majorettes, Everyone Active Gymnastics, Abstract Dance and Performing Arts and Fareham Division Rainbows, Brownies and Guides. Also joining the arena line-up was Natalie from Jiggy Wrighlers, who gathered quite the crowd of little ones who enjoyed joining in with her. Finally, to close the arena was a fun and active dance routine from Fit N Funky, who as always performed with such energy, especially when they were joined in the arena by members of the public and what must have been a highlight of the day for many, Stormtroopers!!





## Portchester Gala Continued

The raffle was hugely successful again, topping the previous record of over 1800 tickets sold! First prize of £250 was donated by Castle Estate Agents, 2<sup>nd</sup> prize a luxury hamper and third prize £100 donated by Portchester Choir with many more prizes donated by local traders. The proceeds of the Gala raffle fund the Christmas Tree and light switch on event in Portchester precinct.

With over 40 stalls again this year, with local community groups having a platform to showcase their groups. We also had many new stalls, and also a jammed craft tent with local people showcasing their craft skills.

Special thanks to 3<sup>rd</sup> Portchester Scouts who put up plenty of tents and gazebos and marquees and provide much needed refreshments to PCA staff and volunteers. As with every year, huge thanks must go to the many volunteers who give up their time on the day, marshalling, car park duties (a thankless task!) litter picking and lots of very unglamorous duties to make the Gala an annual success!!

Cheryl Coleman





## Woodsy's Pantry

Following on from the Community Pantry starting up the previous year, 2022 has brought a lot of hard work from a dedicated team of committed volunteers led by Julie Sexton.

With the cost of living crisis hitting many within the local community, Woodsy's Pantry continues to provide a much appreciated "helping hand". Open three mornings a week (Mondays, Wednesdays and Fridays) the pantry has seen a steep rise in membership. The pantry provides not just support to those within the local community who might be struggling financially with basic food, but also a friendly welcome with no embarrassment or shame. There is always a kind and listening ear from the friendly volunteers for those who are struggling.



Woodsy's pantry has continued to receive huge support from the local community by way of financial donations as well as many, many donations of ambient foods. Staff at our local Co-op Funeral Care collected lots of Easter eggs and also Fareham parkrun, a local group collected hundreds of Christmas treats to be handed out in the pantry, White Hart Lane Co-op gave gift cards to the pantry to distribute as well at Christmas. Along with grants from the local authority and funding from other businesses the Community Pantry continues to be very well stocked!

This year the pantry has been supported again by advisors from Citizen Advice Bureau, during the warmer months are to be found outside the Hub on Wednesday mornings. Once the weather turns grey and wet are set up in Portchester Library, and helped the members of the pantry with the growing cost of fuel crisis with additional financial support.



## Woodsy's Pantry Continued

Bill and Barbara Wright residents of Portchester once again decorated the outside of their house with thousands of Christmas lights and collected money for Woodsy's Pantry. A very much appreciated cheque was handed over to Julie outside the Hub. We can't thank them enough for their hard work and dedication to the local community and the Pantry.



The pantry is so thankful to all those local groups, schools and religious groups who continue to support with their generosity.

It is brilliant that many who have used the Community Pantry, have continued to support it once their circumstances have changed for the better and no longer need to use it themselves. On behalf of everyone connected to the Community Pantry, a huge thank you to everyone who has made such a difference in difficult times.

Woodsy's really is part of Portchester's Community and a big part of the Hub!!

Cheryl Coleman





# Treasurers Report 2022

## Introduction

There are now signs that we are getting back into a controllable situation. The introduction of Woodsy's Pantry has been successful and with the help of HCC Grants is financially viable. The setting up, however, has been expensive and will be looked at with a view to some of PCA expenditure being clawed back this year.

## Reserves Policy

The Reserves Policy that was successful during 2021/22 has continued with results maintained as follows on:

Designated reserves to accumulate funds for specific purposes continue to be held for their intended purposes and kept under review by the Board from time to time.

No additional reserves will be established at this time for restricted projects.

There have been several factors involved over this year to influence an outcome in our

Total Funds of £222,308, an increase on last year of £11.5K.

## Income. (From beginning of Year)

Section Activities Fell by £14.5K (Reallocation of £11.5 Meal Del.

to Lunch Club – Designated Fund)

Andy Pandy Preschool Decreased by a further £4.5

Woodsy's Pantry, Des. Fund) Further Income of £23.5K

Restricted and Des. Funds Both Stable.

Other sources of income came from Continued Rent of Flat £7.5K

Overall increase in Income amounted to **£14.7K.**

General Funds. Fell by £9.0K

**TOTAL INCOME including General Funds £208K**

## Expenditure

Over the year the major rise in expenditure was within Andy Pandy by £5K

The overall increase in expenditure amounted to **£30K**

**TOTAL EXPENDITURE including General Funds £197.5K**

**BALANCE £208.5K + 200.3K -197.5K = £211.3K**

**An Increase of £30K up to the end of 2022.**

**There was little or no change to Restricted Funds**

Continued..



## Treasurers Report 2022 Continued

The figures indicate that the Assn is still holding on but there is still cause for concern with the Pre School

Although this group is running with the aid of Grants from HCC Education Authority its income from taking on new children is not meeting the number to ensure its long-term survival. Serious steps will have to be taken during 2023 if the situation does not improve.

Woodsy's Pantry has now been fully established for most of the year. Financially it is OK but needs to be looked at in the way it can affect the smooth operation of the Hub.

After looking at its operation more fully, it is apparent that our ability to run groups at the Hub has been seriously affected. As well as this the major use of our electricity is by the Pantry and charges for Services and Rent need to be applied.

Generally, our finances are under control, but the two units mentioned above cannot be allowed to milk us dry if we do not address them seriously during 2023.

Our Financial objective is to provide good support for the people of Portchester and the major effects are being indicated and felt under the Heading of General Funds, which covers this and being drained through not getting its financial support.

Other than this the Association is getting excellent support from Staff (Volunteers) and Management.

Nick Hall

PCA 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 to 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 31st December 2022 or appointed since are:

Kate Tame	Chair
John Gerrald Kelly	Vice Chair (Until 31 May 22)
Pamela Wayman	Hon Secretary
Nicolas Hall	Treasurer

#### **Other Trustees:**

Margaret Gilmore	
Joanne Lowery	(From 27 Jul 22)
Julie Rhodes	(From 14 Oct 22)
David Johnson	(From 14th Oct 22)
Teresa Lupton	(From 27 Jul 22)
Trudy Bishop	(From 27 Jul 22)

#### **Senior Management**

Cheryl Coleman

#### **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

## **Portchester and District Community Association CIO**

### **Report of the Trustees**

**For the year ended 31 December 2022**

#### **Reference and Administrative Information**

Charity Registration Number	1154548
Principal Address	2 New Parade 38 West Street Portchester Fareham Hampshire PO16 9UY
Trustees	Kate Tame (Chair) Nicolas Hall Pamela Wayman John Gerrard Kelly (Until 31 May 22) Margaret Gilmore Joanne Lowrey (From 27 Jul 22) Julie Rhodes (From 14 Oct 22) David Johnson (From 14 Oct 22) Teresa Lupton (From 27 Jul 22) Trudy Bishop (From 27 Jul 22)
Senior Management	Cheryl Coleman

#### **Objects of the Charity**

The objects of the Portchester and District Community Association are:

- to promote the benefit to 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 United 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 gives a true and fair view of the state of the affairs of the charity and the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, 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 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 may differ from legislation in other jurisdictions.

Approved by the Board and signed on its behalf by:



N Hall  
Treasurer

5 April 2023

**Portchester and District Community Association CIO**

**Charity Registration Number 1154548**

**BALANCE SHEET**

**31-Dec-22**

					<u>31-Dec-21</u>
<b><u>ASSETS</u></b>		UNRESTRICTED	RESTRICTED	TOTAL	
	<i>Note</i>	FUNDS	FUNDS	FUNDS	
<b><u>Fixed Assets</u></b>					
Property	10	£ 8,671	£ -	£ 8,671	£ 10,933
Total Fixed Assets		£ 8,671	£ -	£ 8,671	£ 10,933
<b><u>Current Assets</u></b>					
Stocks	11	£ 50	£ -	£ 50	£ 50
Debtors and prepayments	12	£ 176	£ -	£ 176	£ 654
Bank and Cash		£ 162,764	£ 53,973	£ 216,737	£ 205,246
Total Current Assets		£ 162,990	£ 53,973	£ 216,963	£ 205,950
<b><u>LIABILITIES</u></b>					
<b><u>Current Liabilities</u></b>					
Creditors	13	£ 965	£ -	£ 965	£ 1,468
Total Current Liabilities		£ 965	£ -	£ 965	£ 1,468
Net Current Assets		£ 162,025	£ 53,973	£ 215,998	£ 204,482
<b>Net Assets</b>		<b>£ 170,696</b>	<b>£ 53,973</b>	<b>£ 224,669</b>	<b>£ 215,415</b>

For the year ended 2021 the company was entitled to exemption from audit under section 477(2) of the Companies Act 2006.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for:

- (i) Ensuring the company keeps accounting records which comply with Section 386 and
- (ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with Section 393, and which otherwise comply with the requirements of the Companies Act relating to the accounts, so far as applicable to the Company.

Approved by the Board on

Signed on their behalf by

**C Coleman**

5 April 2023

**Portchester and District Community Association CIO**

**STATEMENT OF FINANCIAL ACTIVITIES**

**For year ended 31 Dec 22**

*Note*

		<u>2022</u>	<u>2021</u>
<b>Income from:</b>			
	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u>
Donations & Grants	£ 16,691	£ 29,222	£ 45,913
Charitable Activities	£ 144,106	£ -	£ 144,106
Other Trading Activities	<u>£ 19,376</u>	<u>£ -</u>	<u>£ 19,376</u>
Total Income	2 £ 180,173	£ 29,222	£ 209,395
			£ 202,249
<b>Expenditure on</b>			
Raising Funds	£ 7,286	£ -	£ 7,286
Charitable Activities	<u>£ 172,894</u>	<u>£ 19,961</u>	<u>£ 192,855</u>
Total Expenditure	3 £ 180,180	£ 19,961	£ 200,141
			£ 207,144
Net Gain or Loss	£ (7)	£ 9,261	£ 9,254
			£ (4,895)
Net Movement in Funds	£ (7)	£ 9,261	£ 9,254
			£ (4,895)
Total Funds brought forward	£ 207,386	£ 8,029	£ 215,415
Total Funds carried forward	<u><u>£ 207,379</u></u>	<u><u>£ 17,290</u></u>	<u><u>£ 224,669</u></u>
			<u><u>£ 215,415</u></u>

Movement on all reserves and all recognised gains and losses are shown above.

All of the organisation's operations are classed as continuing.

## **Portchester and District Community Association CIO**

### **Notes to the Accounts dated 31 December 2022**

#### **Note 1 - Accounting policies**

##### **a. Basis of Preparation**

The financial statements are prepared under the historic cost convention (as modified by the revaluation of fixed asset investments) and in accordance with applicable accounting standards: Charities Acts and Charities Statement of Recommended Practice 2019.

##### **b. Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are funds which are to be used in accordance with specific instructions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

##### **c. Assets**

Tangible fixed assets 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, less their residual value, over their expected useful lives on the following basis:

Fixtures and fittings	25% Reducing balance
Equipment	25% Reducing Balance

##### **d. Income**

i) Donations are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the donation or grant and it is reasonably certain that it will be received and the value can be measured with sufficient reliability.

ii) Income from fund raising is reported gross in the SOFA.

iii) Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. Income from grants, including capital grants, is included in income when these are receivable except as follows:

a) when donors specify that grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

b) when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, it is deferred and not included in income until the preconditions for use have been met.

When donors specify that grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in the income of restricted funds when receivable.

iv) Gifts in Kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in Kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in Kind for use by the charity are included in the SOFA as income when receivable. No amounts are included in the financial statements for services donated by volunteers but their value is described in the trustees' annual report.

v) Donated services and facilities are only recognised when sold, as it is impractical to measure the fair value of donated goods.

vi) No material items of deferred income has been included in the accounts.

**e. Expenditure and liabilities**

- i) Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure and the amount can be measured with reasonable certainty.
- ii) All expenditure is accounted for on an accruals basis
- iii) Support costs are allocated between governance and other support costs. 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.

**f. Changes to Accounting Policies and Previous Year Accounts**

There has been no change in the accounting policies since last year and no changes to the previous year accounts.



## Note 2 - Income

	<u>2022</u>			<u>2021</u>
<u>Donations</u>	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>	<u>All Funds</u>
Donations and Gifts	£ 10,891	£ -	£ 10,891	£ 4,504
Grants	£ 5,800	£ 29,222	£ 35,022	£ 55,247
	£ 16,691	£ 29,222	£ 45,913	£ 59,751
<u>Charitable Activities</u>				
Portchester Hub	£ 3,391	£ -	£ 3,391	£ 3,629
Section Activities	£ 11,718	£ -	£ 11,718	£ 13,366
Andy Pandey Preschool	£ 104,331	£ -	£ 104,331	£ 97,592
Projects	£ 24,666	£ -	£ 24,666	£ 11,610
	£ 144,106	£ -	£ 144,106	£ 126,197
<u>Other Trading Activities</u>				
Sale of Donated Books	£ 11,530	£ -	£ 11,530	£ 8,528
Rent of Flat	£ 7,800	£ -	£ 7,800	£ 7,625
Sale of Port Rem Books	£ 46	£ -	£ 46	£ 148
	£ 19,376	£ -	£ 19,376	£ 16,301
<b>Total Income</b>	<b>£ 180,173</b>	<b>£ 29,222</b>	<b>£ 209,395</b>	<b>£ 202,249</b>

## Note 3 - Expenditure

	<u>2022</u>			<u>2021</u>
<u>Charitable Activities</u>				
Portchester Hub	£ 28,924	£ -	£ 28,924	£ 32,866
Section Activities	£ 10,284	£ -	£ 10,284	£ 13,113
Andy Pandey Pre School	£ 115,505	£ -	£ 115,505	£ 100,566
Projects	£ 18,181	£ 19,961	£ 38,142	£ 53,647
	£ 172,894	£ 19,961	£ 192,855	£ 200,192
<u>Fundraising Costs</u>				
Rent and Maintenance	£ 7,286	£ -	£ 7,286	£ 6,952
<b>Total Expenditure</b>	<b>£ 180,180</b>	<b>£ 19,961</b>	<b>£ 200,141</b>	<b>£ 207,144</b>

## Note 4 - Analysis of expenditure on Charitable Activities

	Activities undertaken directly	Support Costs	Total 2022	Total 2021
Portchester Hub	£ 22,300	£ 6,625	£ 28,924	£ 32,866
Section Activities	£ 5,193	£ 5,091	£ 10,284	£ 13,113
Andy Pandey Preschool	£ 98,947	£ 16,558	£ 115,505	£ 100,566
Projects	£ 13,336	£ 4,845	£ 18,181	£ 53,643
	£ 139,776	£ 33,118	£ 172,894	£ 200,188

## Note 5 - Support Costs

	Portchester Hub	Section Activities	Andy Pandey PreSchool	Projects Restricted	Projects Designated	Total
Governance	£ 410	£ -	£ -	£ -	£ -	£ 410
Premises	£ 2,248	£ 1,862	£ 6,645	£ 532	£ 1,593	£ 12,880
Utilities	£ 1,402	£ 901	£ 3,504	£ 300	£ 901	£ 7,008
Depreciation	£ 579	£ 372	£ 1,445	£ 124	£ 372	£ 2,892
Staff	£ 17,231	£ 1,956	£ 4,964	£ 248	£ 774	£ 25,173
	£ 21,870	£ 5,091	£ 16,558	£ 1,204	£ 3,640	£ 48,363

**Note 6 - Paid Employees**

	2022	2021
Salaries and Wages	£ 97,133	£ 84,261
Employees NI Contributions	£ 1,351	£ 857
Pensions*	£ 1,423	£ 1,371
	<u>£ 99,907</u>	<u>£ 86,489</u>

No employee received benefits of more than £60,000

The average number of employees during the years was 7 (2021 - 7)

\*The charity operates a defined benefit contribution pension scheme.

**Note 7 - Statement of Funds.**

	1 Jan 22	Income	Expenditure	Transfers	31 Dec 22
<b>Designated Funds</b>					
Gala	£ 7,643	£ 6,543	£ (5,803)		£ 8,383
Outreach Projects	£ 3,091	£ -	£ (1,500)		£ 1,591
Lunch Club	£ 10,513	£ 8,850	£ (8,694)	£ 11,566	£ 22,235
Christmas Event	£ -	£ 2,723	£ (2,183)		£ 540
<b>Total</b>	<b>£ 21,247</b>	<b>£ 18,116</b>	<b>£ (18,180)</b>	<b>£ 11,566</b>	<b>£ 32,749</b>
<b>Section Funds</b>					
Art Group	£ 1,584	£ 977	£ (969)		£ 1,592
Badminton Club	£ 921	£ -	£ -	£ (921)	£ -
Family & Community Learning	£ 4,000	£ -	£ (29)		£ 3,971
New Age Kurling Club	£ 578	£ 2,309	£ (2,265)		£ 622
Craft Group	£ 587	£ 1,181	£ (1,325)		£ 443
Petanque Club	£ 3,250	£ 4,564	£ (2,278)		£ 5,536
Andy Pandy Preschool	£ 97,487	£ 105,085	£ (115,505)		£ 87,067
Fundraising Activities	£ 4,350	£ 1,017	£ (310)		£ 5,057
DDay Portchester Remembered	£ 253	£ 46	£ -	£ (299)	£ -
Primetime	£ 1,019	£ 2,381	£ (2,305)		£ 1,095
3rd Friday Club	£ 172	£ 805	£ (805)	£ (172)	£ -
Lunch Deliveries	£ 11,566	£ -	£ -	£ (11,566)	£ -
<b>Total</b>	<b>£ 125,766</b>	<b>£ 118,365</b>	<b>£ (125,791)</b>	<b>£ (12,958)</b>	<b>£ 105,382</b>
<b>General Funds</b>	<b>£ 38,034</b>	<b>£ 29,349</b>	<b>£ (36,209)</b>	<b>£ 1,392</b>	<b>£ 32,566</b>
<b>Total Unrestricted Funds</b>	<b>£ 185,047</b>	<b>£ 165,829</b>	<b>£ (180,180)</b>	<b>£ -</b>	<b>£ 170,697</b>
<b>Restricted Funds</b>					
Woodys Pantry	£ 22,328	£ 43,182	£ (19,673)		£ 45,837
Apprenticeship	£ 70	£ -	£ -		£ 70
Garden Furniture	£ 201	£ -	£ -		£ 201
Toy Library	£ 3,430	£ -	£ -		£ 3,430
Defrillator	£ 73	£ 382	£ (288)		£ 167
Emergency Planning	£ 4,268	£ -	£ -		£ 4,268
<b>Total Restricted Funds</b>	<b>£ 30,370</b>	<b>£ 43,564</b>	<b>£ (19,961)</b>		<b>£ 53,973</b>
<b>Total Funds</b>	<b>£ 215,416</b>	<b>£ 209,393</b>	<b>£ (200,141)</b>		<b>£ 224,669</b>

#### Note 8 - Analysis of Net Assets Between Funds

	Unrestricted (incl Designated)	Restricted	Total Funds
Fixed Assets	£ 8,671	£ -	£ 8,671
Current Assets	£ 162,990	£ 53,973	£ 216,963
Current Liabilities	£ (965)	£ -	£ (965)
Total Net Assets	<u>£ 170,696</u>	<u>£ 53,973</u>	<u>£ 224,669</u>

#### Note 9 - Designated Funds and Section Funds

**Christmas Event** - New designated fund created to reflect PCA organising and meeting costs of the annual Christmas lights and tree for the local community.

**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.

**Woody's Pantry** - This fund has been created to operate a Community Pantry within the Association to provide the local community with an affordable food source. Grants received are for specific purposes and are solely used for this purpose and hence this is a restricted fund, although donations are not restricted.

#### Section Funds:

The section known as Badminton Club ceased during 2022.

The section known as D-Day/Portchester Remembered ceased during 2022.

The section known as 3rd Friday Club ceased during 2022.

The section known as Lunch Deliveries ceased as Coronavirus lockdowns have ceased.

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.

#### Note 10 - Tangible Fixed Assets

	Fixtures & Fittings	Equipment	Total
At 1 Jan 22	£ 7,442	£ 3,491	£ 10,933
Additions	£ -	£ 629	£ 629
Depreciation	<u>£ (1,861)</u>	<u>£ (1,030)</u>	<u>£ (2,891)</u>
At 31 Dec 22	<u>£ 5,581</u>	<u>£ 3,090</u>	<u>£ 8,671</u>

**Note 11 - Stocks**

Stocks	£	50
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**Note 12 - Miscellaneous Debtors**

Trade Debtors	£	176
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**Note 13 - Accruals and Creditors**

Trade Creditors	£	965
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**Note 14 - Other Information**

- a. The fund does not have any material commitments not provided for in the accounts
- b. The fund has not given any guarantees to any third party that could be called on at the year end.
- c. The fund has not granted any loans.
- d. The fund did not make any ex gratia payments during the year.

**Declarations**

- a. The Trustees have not changed the year end date nor the length of the fund's financial year.
- b. All the fund's operations are continuing operations and no operations have been discontinued.
- c. No funds are in deficit.
- d. The fund has no marketable intangible assets
- e. None of the funds functional assets have been revalued during the year and the fund does not have a policy of revaluation of these assets.
- f. The fund has no material fixed assets which have not been capitalised and included in the Balance Sheet.
- g. 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.
- h. The company has no liability for corporation tax as it is a Charitable Incorporated Organisation (CIO).
- i. The charity is controlled by the trustees.

**Note 15 - Grants received**

Grants received during the year were as follows:

Andy Pandy Preschool - Early Years Funding 2yrs	£	14,304
Andy Pandy Preschool - Early Years Funding 3-4yrs	£	58,420
Andy Pandy Preschool - EYE underspend 20/21	£	1,137
Andy Pandy Preschool - HCC Pupil Premium	£	883
Andy Pandy Preschool - HCC Disability Access Fund	£	1,112
Andy Pandy Preschool - HCC SEN Grant	£	3,120
Andy Pandy Preschool - HCC Discretionary Funding	£	376
Hampshire County Council Councillor (R Price) Devolved funds	£	1,000
Asda Foundation Community Grant	£	900
Fareham Borough Council - Local Restrictions Omicron Grant	£	4,000
Fareham Borough Council - Retail, Hospitality & Leisure Business Reopen Grant	£	12,000
HCC Connect4Communities Pantry grant	£	23,040
Kenwood Community Fund	£	7,000
Neighbourly Community Fund	£	100
	£	<u>127,393</u>

## **Independent Examiner's Report to the Trustees of the Portchester and District Community Association CIO**

I report on the accounts of the Charity for the year ended 31 December 2022.

### **Respective responsibilities of trustees and examiner**

As the charity's trustees 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**

I have completed my examination; I confirm that 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 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.



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

5 April 2023

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



**Portchester Community Association CIO**

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Registered Charity No. 1154548