



Portchester & District Community Association CIO

Annual Report 2023

Portchester Community Association CIO

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Fareham, Hampshire, PO16 9UY

Telephone: 023 9221 0048

Email: admin@portchesterca.org.uk

Website: www.portchesterca.org.uk

Charity Number: 1154548

Where volunteers make it happen

Governance and Workforce

Volunteers

The volunteers are what make PCA the welcoming Hub that it is. They are at the heart of everything we do and this year has been no different. All of our volunteers go above and beyond with the day to day support they provide customers, as well as the sections and events we hold throughout the year. We cannot ever thank them enough for their dedication and support.

Acknowledgments

During 2023 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 in 2023.

Trustees

During 2023, PCA has sadly said goodbye to a couple of Trustees. But we have welcomed a new trustee, the board have bonded and created a strong team working well together. All the Trustees have a range of skills and knowledge that provides much needed diversity. Although a voluntary role, the trustee's contribution is valued and they bring fresh ideas to take the Association forward.

Staff

This year Hollie became the Manager and has done a wonderful job. Laura joined as Administration Assistant to support Hollie. We also welcomed Sarah to support Laura in preparation for Hollie to go on Maternity Leave in early 2024.

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.

PCA Manager

Report from the Board of Trustees'

Annual review for Portchester and District Community Association CIO

Thankfully Portchester Community Association started off the New Year very well. With all of the staff and volunteers returning after a lovely Christmas break.

The book shop was really busy and we received lots of generous donations from members of the community. We were open and as busy as ever selling books, DVD's, CD's and Puzzles. Sales on eBay have been steady, we even managed to sell an old karaoke machine! Every penny helps. We have been using Ziffit lots in the shop to help with stock rotation and keep the books on the shelves fresh. This has meant that we have made additional money from sending books off for resale.

This year marked the start of hiring the event space at the rear of The Hub. We provide a large and small room for community events and local groups to hire at an affordable rate. Which has proved popular and is helping us build even stronger relationships within the community and support even more people.

Our fantastic team of volunteers have continued to be dedicated and loyal to The Hub. The various sections continue to thrive, lunch club is full to capacity with a waiting list!

The other groups are also doing really well and are all generating money for the Charity.

The Trustees have built a strong team, that work well together and all have the best interests of The Hub at heart, lots of changes have been made and have had a positive effect.

Throughout the year we have received various grants to support the Pantry and the PCA sections we also held our usual events throughout the year including the Christmas Lights and Portchester Gala. We also supported the Remembrance Service held in the Precinct in November.

The Gala and the Christmas lights switch on event were a huge success. Many people attended the events and we had positive feedback from everyone— we are looking to make them even bigger and better in the coming year! Local schools and groups performed at all events which always shows a great community spirit. Overall a positive year for us The Hub.

Carole Bailey— Trustee

The Hub

The Hub opened its doors early January to start off the new year. The shop was very busy and kept our volunteers on their toes with plenty to do. As we've had an increased amount of donations coming into the Hub, the volunteers have spent a lot of time scanning books via the Zifit app on the iPad. Throughout 2023 from selling books, DVD's and CD's alone on the iPad, the Hub has made a total of £1,159.97!

The Hub was very sorry to see Andy Pandy Preschool close at the end of July however this meant that we could use both rooms for other things.

Our team of Trustees and volunteers spent hours in the Hub at the weekends clearing, cleaning, painting and making sure both rooms were ready to be hired out. Thank you to everyone who helped, this was not an easy job!

Due to having two fantastic open rooms, The Hub was able to start hiring out the facilities once again. We welcomed Carole from Slimming World along with other local groups and also PCA's own Craft Group. Along with the inside of the building, the outside of the Hub had a well overdue makeover. We were able to replace all the old signage at both the front and back of the building. From the photos you can see how good the Hub looks with a fresh new design!

Along with the staff of Andy Preschool leaving, it was with great sadness that Cheryl Coleman resigned from her long-term manager role. Everyone in the Hub will miss Cheryl and we can thank her enough for all her hard work. Although some staff members left during this year, we welcomed volunteer Matthew Fluellen into the office as a staff member, he works each Wednesday to cover all the accounts and Laura Hall-Guy as Admin. Both Matthew and Laura are doing a great job and we hope they enjoy their time here in the Hub.

To say thank you to all our volunteers for their hard work throughout the year, we hosted a volunteers afternoon tea party. The volunteers enjoyed tea, coffee, sandwiches, scones and cakes. It was lovely to see such a great turnout and it was a great way to get everyone in the same room at once!

Throughout the year we welcomed lots of new faces to the Hub, without our fantastic group of volunteers, the shop and groups couldn't operate without you!

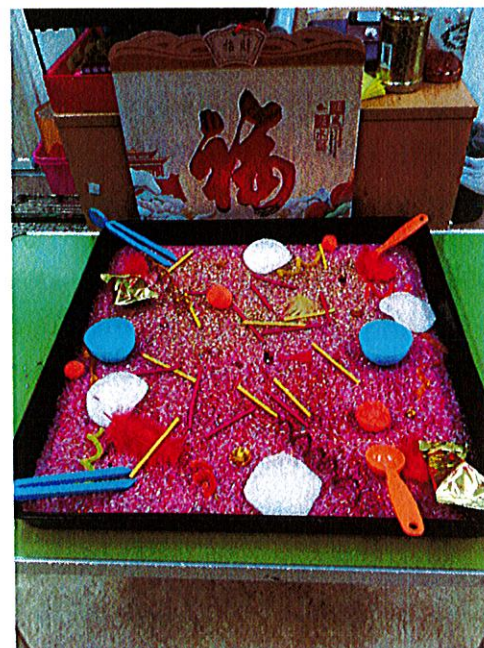
Hollie Ming— Office Staff



Andy Pandy Preschool

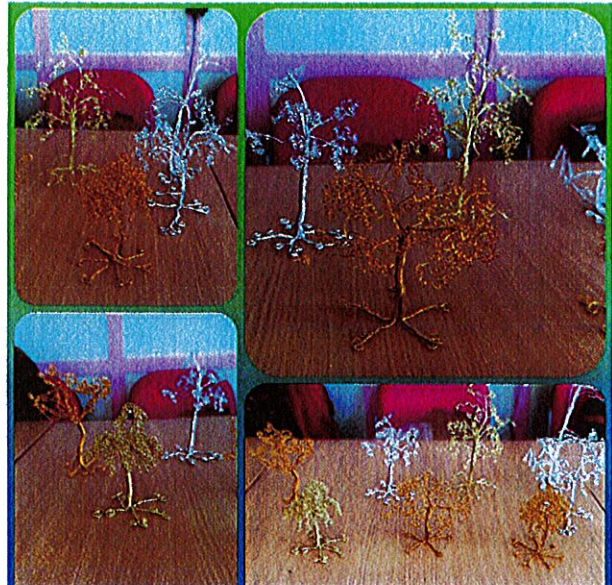
After the new year, Andy Pandy Preschool welcomed all the children back after a lovely Christmas break. They started off the year by exploring a newly donated kitchen, building and lots of physical activities in their outside area. They baked banana bread, made yummy banana smoothies and learned all about Winter. All the children enjoyed learning about all the key dates throughout the year. They explored candy floss scented playdough, potions and baking for Valentines Day, Chinese food and paintings for the Chinese New Year, reading different books for World Book Day and lots of other very important key dates throughout the year. Each week a different child was selected as Superstar of the week, this was a great idea and helped motivate the children to keep going and be positive.

Unfortunately, the decision was made to close Andy Pandy Preschool in July. Before this, the children got to enjoy a very well deserved final leaving party with staff, children, parents and performances from Jiggy Wrigglers and also a magician. We can't thank all the Andy Pandy Preschool staff members enough, they have done a tremendous job with all the children throughout the many years. We would like to wish them all the best for the future!



PCA Craft Group

The Craft group started the year in the Church, a small group but a very active one, we had a go at wine work, making trees and flower arranging. We also made teddy bears using sugar craft.



In October we moved into the Hub and formed a new group of Art & Craft, looking for an art teacher increasing new members from arty & crafty Portchester.

We ended the year making small Portchester Fireman Bears with 22, which is the Portchester Fire Station number, these were given to local children by the Fireman at Christmas.



Lunch Club

Since last year the Lunch Club on both Mondays and Wednesdays has at times been fully subscribed with a waiting list for “wannabe” diners. This is especially encouraging, as Mondays was a slow starter but eventually became full.

We can take up to 28 people, so the register for each day has a maximum of 30 names, as it is unlikely everyone will turn up each time.

Unfortunately, we have had a number of people who are no longer able to come due to issues with getting to the lunch club or having moved away or into accommodation where meals are provided.

Also, sadly there are others who have passed away during the year, they may not be with us in body each week, but they are all still fondly remembered and missed.

Lunch Club benefits the elder community with, for many, the only time they get out and see other people and making new friends.

A massive thank you to all the regular team of volunteers, without whom it could not run and to those who step up to cover for holidays and other absences. Right at Home Carers have occasionally volunteered to help, hopefully this will continue especially at Christmas lunch sessions which are busy due to the extent of the serving of the various ingredients.

I am assisting Right at Home by cooking their annual Christmas dinner at the Methodist this year in late November.

To clarify, at the present time, in case this is ever questioned, due to sharing a kitchen with the Methodist Church, Lunch Club will not be open to anyone with a severe allergy to certain ingredients, as avoidance of cross contamination cannot be guaranteed.

Currently the Hygiene Rating remains at the top mark of five. Obviously, it is the aim to keep this rating when we are next inspected by the Environmental Health Agency.

Financially Lunch Club currently supports itself and any grants obtained are needed to pay for new equipment such as cooking trays, pots and pans and crockery. A couple of us are a little clumsier than others as we have a smashing time.

Adrian Walter

Primetime



Fun with Lego February 2023

Primetime has been extremely busy this year with our widest variety of activities so far.

We've had a couple of quiz sessions and some bingo but we've focussed on doing things we might not do elsewhere.

We had a really fun afternoon making imaginative models from Lego and we got crafty with Alison Ray, who taught us how to make cute teddy bears from fondant – we could eat them too!!

We've had some wonderful talks on a variety of subjects from Margaret Gillmore's career in Setting Up Charity Shops to Portchester During WWII by Derek Pearce, and Jeanette Battersby-Wilcox's Life as a Miliner.

We celebrated the Coronation of King Charles III in May with a fabulous afternoon tea with all the trimmings, patriotic music and flag waving.

Our summer trip took us up to Milestone's Museum for a wander down memory lane, and in November we did some Christmas shopping and lunch at the Alver Valley Garden Centre in Gosport.

Ablly assisted by some volunteers and family members, we held a casino

afternoon (with pretend money, of course) and we celebrated our second Annual Village Fete with lots of stalls and prizes to be won.



Coronation Party



Village Fete 2023

As always, music played a big part

The Cool Hand Ukes entertained us at our Easter Party with their ukuleles.



Doorstep Entertainment visited us again and delighted everyone with some good oldies at our birthday party, which also happened to be Jesse Pinok's 90th birthday!

Portchester Community Choir lead us all in a rousing singalong in the summer and helped us round off the year with carols at our Christmas party,

All in all, another successful, fun year for Primetime with lots of laughter.

YMCA with the choir



Carols at the Christmas party



Portchester Petanque Club

PORTCHESTER PÉTANQUE CLUB – 2024 ANNUAL REPORT TO PORTCHESTER COMMUNITY ASSOCIATION

The club continues to play an active role within the Portchester Community.

The club has a dedicated and enthusiastic committee which consists of Chairman, Secretary, Treasurer and 7 other co-opted members.

We currently have a membership of 67 Adults and 4 Juniors. The club holds regular playing and coaching sessions at our 'home' which is situated adjacent to the Portchester bowls club and next to the Portchester Community Centre car park. Playing sessions are held on a Monday, Wednesday and Sunday. Training sessions are held on Sunday mornings and Tuesday evenings.

We have held various competitions throughout the year and have regularly hosted visitors from other clubs and organisations. A new organisation to visit our club was the Fareham Vannes Twinning Association (FVTA), and they have asked to visit again next year as they enjoyed it so much.

These visits continue to put both our club and Portchester on the map.

The ethos of our club is that we are open to all and to have a friendly, approachable and amiable membership. New members are always welcome.

Mark Cleave

Chairman

	PORTCHESTER PÉTANQUE CLUB www.portchesterpetanqueclub.org	
	TAYLOR WALLIS <i>... a fine tradition of dignity & trust</i>	Portchester Chiropractic & Podiatry Clinic Phone: 023 9237 9447 www.portchesterchiropod.com

New Age Kurling

We play in Portchester Community Centre every Thursday afternoon from 2-4pm. The group enjoys New Age Kurling, an activity which is played indoors all year round- even in depth of winter!

The group very much works as a team setting up the terrain, making the tea and putting equipment away at the end of the session.

The group is incredibly friendly, sociable and we always welcome new members to join us. We play competitive yet sociable games in a relaxed atmosphere and there is a lovely diversity of age groups and abilities.

The group enjoys the social scene when we stop for refreshments. There is always banter regarding winners, losers with friendly discussions of ability versus skill.

We hope to continue the friendly atmosphere we have created in our group, the sport requires very little skill so is open to all and there is lots of opportunity to make friends with like minded people along the way.

Hazel Flahey—Group Leader

Fundraising

Joan Searle and Margaret Gillmore, with the help of the volunteers held a total of 7 sales at The Hub these were all held on Saturday mornings. A range of sales were carried out including bric-a-brac, plants and craft materials. The sales made a huge combined total of £769.43.

In June they also ran a Tombola stall at Portchester Gala which was, as always, very successful and raised £210.50. It is always eagerly anticipated by the Gala attendees.

A 1940's themed afternoon tea with cakes made using war time recipes was also held and this was very successful and enjoyed by many people, it was a lovely social occasion.

Finally, the year ended with a Christmas Sale that made £384.90 and was a lovely way to finish off a hugely successful fundraising year.

The total from all the fundraising done by Joan & Margaret was £1364.83. A huge well done and thank you to them both for all of their hard work and organisation.

Margaret Gillmore

In the Community

Portchester Remembrance Service

The annual remembrance service was held on Saturday 11th 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. 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 2nd December. This year the coffee morning was presided over by our Volunteer Anne and her daughter Tara, who made some delicious cakes. The sum of £142 was raised for MacMillan which was a fantastic effort from those involved.

Christmas Lights

The Christmas light switch on event was held on Friday 1st December 2023. It was a nice evening and was cool but not too cold!

Hollie and Laura organised the event together this year. We re-ran the Christmas Card competition and had so many amazing entries! Ethan, 8 was the winner and he turned on the lights. The other Christmas cards went to our lunch club members. Reverend Ian from St Mary's Church once again presided over the event and did an incredible job.

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 Castle Primary School, Portchester Community Choir, Abstract Dance & Performing Arts and Red Barn School. Jiggly Wrigglers also did a wonderful performance getting all the children in the crowd involved with their exciting routines!

There was a visit from "Santa" who handed out sweets during the evening and posed for photos, he 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.

Laura Hall-Guy—Admin



Portchester Gala

The Gala as always, was held on the third Saturday in June. This year on 17th June. The weather was bright, cloudy but thankfully the rain decided to stay away for the day.

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. Tiggy’s Place Portchester hosted the fun dog show, with lots of entrants in classes such as best puppy, prettiest girl, best rescue and waggiest tail. It was great to see so many people come along with their dogs and enter the show.



The arena was presided over by Steven Lawrence, who introduced TS Tenacity to open the event with their rousing band music. They marched all the way from the Cormorant pub and into the Gala arena in the Castle! Following on, we were treated to a performance from – Nick Magic who did two shows during the day, and delighted the crowds, young and old with his unique brand of magic. Abstract Dance & Performing Arts followed on providing a theatrical dance performance followed by Sing Now Choir and Everyone Active Fareham - School of Gymnastics. Coming to the end we had a Fire Investigation search dog demonstration and finally to close the arena was a fun and active dance routine from Fit N Funky who as always performed with such energy.

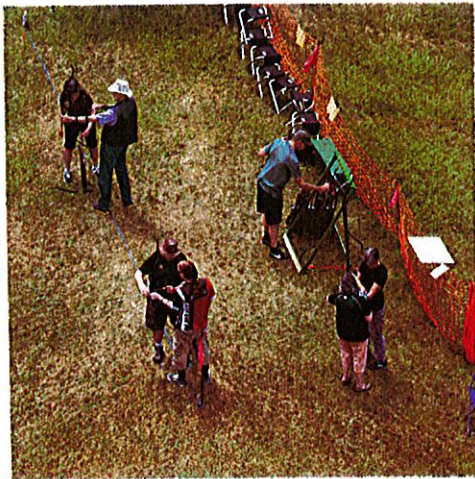


Portchester Gala Continued

We had a fantastic turnout this year with over 60 stalls. All stall holders were able to showcase exactly what they do in the local community. We also had around 30 craft tables and had to provide an additional tent to accommodate. It's great to see such a huge turnout to a local event!

The raffle was hugely successful again, selling a huge amount of raffle tickets and making a total of £950. First prize of £250 was donated by Castle Estate Agents, 2nd prize a luxury hamper and 3rd 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.

Special thanks to 3rd Portchester Scouts who put up plenty of tents, 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 attending (a thankless task!) litter picking and lots of very unglamorous duties to make the Gala an annual success!



Woodsy's Pantry

Following on from a very successful previous year, Woodsy's Pantry opened its doors in 2023 to help support the local community with an extremely dedicated team of volunteers led by Julie Sexton. We were delighted to find out that Woodsy's Pantry had been awarded a grant from the Kenwood Community fund, administered by the Hampshire and Isle of Wight Community Foundation. The grant allowed us to maintain the operation of this much needed service and helped towards the cost of electricity bills, purchasing food, advertising, etc. The Pantry also partnered up with The Co-operative to become part of the Coopuk Local Community Fund. Community members who shopped in the Co-Op could select the Pantry as their local cause and a percentage of the money they spent was donated Woodsy's Pantry. The Pantry also received an amazing funding opportunity from Hampshire County Council, Connect 4 Communities of £22.5k. This grant allows us to continue to provide for the local community and will help towards the costs of food, utilities etc for a 12 month period.

Along with financial donations Woodsy's Pantry has also received many donations of ambient foods with a huge support from the local community. A G Stapleford & Sons collected and donated a huge amount of easter eggs. Our volunteers were able to distribute these to the members of the Pantry. We also received a very generous amount of food from local schools and churches during their harvest festivals. We can't thank them all enough for their hard work collecting and donating them to the Pantry. This is a huge help to both the Pantry and the local community.

Unfortunately towards the end of the year Julie Sexton made the decision to step back from the Pantry and hand it over to the Hub. We can't thank Julie enough for all her hard work starting the Pantry from scratch and bringing it along to the Portchester Hub. Julie and her team of volunteers have been able to help hundreds of people in the local community. We hope to be able to continue running the pantry to as high a standard as Julie did throughout the years. We wish Julie all the best and will sadly miss her.

This year the pantry has been supported again by Citizen Advice Fareham. Alongside helping the local residents of Portchester with a free advice bureau in the Library, they also provided free winter warmer packs and electric blankets to try help pantry members keep warm at home during a difficult time of increasing electricity and gas costs. Community first also very kindly provided winter warmer packs and Fareham library provided meal vouchers to be used in their café. We really appreciate the additional support from local organisations.

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. Although the weather was a big let down this year, they still managed to put up all their decorations multiple times due to the strong winds knocking everything down. We can't thank them enough for their hard work and dedication to the local community and the Pantry. They managed to raise a huge £2450 for the Pantry, which makes it a huge total of £11, 462 over the past 4 years. Thank you very much to Bill, Barbara and their hard working team!!

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.

Hollie Ming — PCA Manager

Treasurers Report 2023

Introduction

This has been an interesting year due to a series of unusual events. These will be dealt with in more detail later, but substantial changes revolve around the closure of the preschool group and effects of “Woodsy’s Pantry” on the general running of the Hub and its organisation.

Reserves Policy

During this year, very little use has been evident as our main concentration has been on the general running of the Hub, and the Pantry. Our Reserve Policies still stay at 2022 levels and have made very little impact on our overall Finance.

At present, no additional projects involving reserves will be taken on board.

Summary.

To be explained later, it will be seen that several important events have affected our Total Funds of £216.5, a fall of £8.0K.

Income.

Section Activities. All groups maintained a stable balance but overall the total was affected by the closure of the Andy Pandy group at the end of July. The remaining AP funds at this time were transferred into the Pantry Account to keep under review. This meant a fall of **£87.5K overall, from £105.3K down to £19.7K.** Income from AP was still falling at the end of July which supported the decision to close it down. As mentioned all remaining groups performed well, maintaining a steady income which supported running costs successfully. The **Art Group and Family Learning** have ceased to run but money to the tune of **£5.5K** is still in place.

Other sources of income continue such as Rent of Flat at £7.5K. as well as additional Grants to assist in running the Pantry.

Designated Funds. These include the **Xmas Tree, Gala and the Lunch Club**, all of had a successful 2023, with Income increasing and their overall funds increasing by **£5.5K.**

Continued..

Treasurers Report 2023 Continued

Restricted Funds.

The only Subheads still being used over 2023 are the Pantry and **Defibrillator Maintenance**.

Initially **Woodsy's Pantry** benefited from the increase in funds from which an amount has been used in supporting the Hub with wages and running costs. The Pantry had a total fund at Year End of £65.4K.

All other funds in this group are presently under review and being considered for transfer into General Running Costs.

Total Income. (2023) **£176.5K.**

Expenditure.

As previously mentioned, this has been an odd year with the winding up of the Pre School and an increase in activity in the Pantry, both of which affect our report substantially!

However, this has amounted to a drop in expenditure of **£16.5K**.

Total Expenditure. (2023) **£184.5K.**

BALANCE; $(£224.5K + 176.5K) - 184.5K =$ **£216.5K at Dec. 2023.**

The figures give the indication that actions taken during this year have been partially effective but early figures for 2024 show adjustments' need to be made in our accounting policies.

Almost certainly it was the correct decision to close the Pre School but the long-term effect of running the Pantry as an alternative needs to be reviewed on a regular basis.

The Pantry, as it is, is almost self-sufficient, but only because it is not being charged for residence or use of facilities to help PCA. Future Grants must allow the Hub to have suitable access to some of those funds!

A major step forward has been made by updating our facilities to allow the use of ex Andy Pandy rooms for regular replacement activities such as Slimming World and new users slowly increasing.

Almost certainly, we are establishing a much better relationship with the local community which is the major reason for our existence.

Finally, I would like to acknowledge the effort being put in by Staff, Volunteers and Board members in establishing our place in our community.

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 2023 or appointed since are:

David Johnson	Interim Chair
Pamela Wayman	Hon Secretary
Nicolas Hall	Treasurer

Other Trustees:

Margaret Gillmore	(From 19 Feb 19)
Joanne Lowery	(From 27 Jul 22)
David Johnson	(From 14th Oct 22)
Teresa Lupton	(From 27 Jul 22)
Trudy Bishop	(From 27 Jul 22)
John MacEnri	(From 01 Sept 23)
Fran MacEnri	(From 10 Mar 23)
Carole Bailey	(From 07 Aug 23)
Adrian Walter	(From 08 Aug 23)

Senior Management

Hollie Ming

Advisers:

Community First—Fareham

Local Authority Representatives

Cllr R.H Price—Hampshire County Council

Portchester and District Community Association CIO

Report of the Trustees

For the year ended 31 December 2023

Reference and Administrative Information

Charity Registration Number	1154548
Principal Address	2 New Parade 38 West Street Portchester Fareham Hampshire PO16 9UY
Trustees	John MacEmrie (Chair) Nicolas Hall Pamela Wayman Margaret Gilmore Joanne Lowrey David Johnson Trudy Bishop Carole Bailey (from Oct 23) Fran MacEmrie (from Oct 23) Adrian Walters (from Oct 23)
Senior Management	Laura Hall-Guy

Objects of the Charity

The objects of the Portchester and District Community Association are:

- to promote the benefit for 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:

Signed on Original

N Hall
Trustee and Treasurer

15 May 2024

Portchester and District Community Association CIO

Charity Registration Number 1154548

BALANCE SHEET

31-Dec-23

31-Dec-22

ASSETS

	Note	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS	
<u>Fixed Assets</u>					
Property	9	£ 5,700	£ -	£ 5,700	£ 8,671
Total Fixed Assets		£ 5,700	£ -	£ 5,700	£ 8,671
<u>Current Assets</u>					
Stocks	10	£ 50	£ -	£ 50	£ 50
Debtors and Prepayments	11	£ -	£ -	£ -	£ 176
Bank and Cash		£ 144,016	£ 67,958	£ 211,974	£ 216,737
Total Current Assets		£ 144,066	£ 67,958	£ 212,024	£ 216,963

LIABILITIES

Current Liabilities

Creditors	13	£ 1,141	£ -	£ 1,141	£ 965
Total Current Liabilities		£ 1,141	£ -	£ 1,141	£ 965
Net Current Assets		£ 142,925	£ 67,958	£ 210,883	£ 215,998
Net Assets		£ 148,625	£ 67,958	£ 216,583	£ 224,669

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

Signed on Original

N Hall
Trustee and Treasurer
15 May 2024

Portchester and District Community Association CIO

STATEMENT OF FINANCIAL ACTIVITIES

For year ended 31 Dec 23

Note

		<u>2023</u>			<u>2022</u>
Income from:		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
		<u>Funds</u>	<u>Funds</u>		
Donations & Grants		£ 66,457	£ 44,742	£ 111,199	£ 45,913
Charitable Activities		£ 17,754	£ 10,991	£ 28,745	£ 144,106
Other Trading Activities		<u>£ 36,238</u>	<u>£ 150</u>	<u>£ 36,388</u>	<u>£ 19,376</u>
Total Income	2	£ 120,450	£ 55,883	£ 176,332	£ 209,395
Expenditure on					
Raising Funds		£ 3,281	£ -	£ 3,281	£ 5,803
Charitable Activities		<u>£ 144,837</u>	<u>£ 36,301</u>	<u>£ 181,137</u>	<u>£ 194,338</u>
Total Expenditure	3	£ 148,118	£ 36,301	£ 184,419	£ 200,141
Net Movement in Funds		£ (27,668)	£ 19,582	£ (8,086)	£ 9,254
Total Funds Brought Forward		£ 207,379	£ 17,290	£ 224,669	£ 215,415
Total Funds Carried Forward		<u><u>£ 179,711</u></u>	<u><u>£ 36,872</u></u>	<u><u>£ 216,583</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 2023

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 metWhen 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

The Income and Expenditure Statements (Notes 2 and 3) are now shown as by activity rather than by fund. Previous Year figures have also been adjusted.

Note 2 - Income

	<u>2023</u>			<u>2022</u>
<u>Donations</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>All Funds</u>
	<u>Funds</u>	<u>Funds</u>		
Donation/Fundraising	£ 5,046	£ 7,146	£ 12,192	£ 13,614
Gift Aid	£ 912	£ -	£ 912	£ 756
Grants	£ 60,499	£ 37,595	£ 98,094	£ 138,020
	£ 66,457	£ 44,742	£ 111,199	£ 152,390
<u>Charitable Activities</u>				
Room Hire	£ 16,708	£ 10,991	£ 27,699	£ 26,043
Memberships	£ 1,046	£ -	£ 1,046	£ 1,281
	£ 17,754	£ 10,991	£ 28,745	£ 27,324
<u>Other Trading Activities</u>				
Sale of Donated Books	£ 13,689	£ -	£ 13,689	£ 11,530
Other Sales	£ 4,409	£ -	£ 4,409	£ 1,137
Rent of Flat	£ 7,900	£ -	£ 7,900	£ 7,800
Gala	£ 8,636	£ -	£ 8,636	£ 6,543
Misc	£ 1,604	£ 150	£ 1,754	£ 2,671
	£ 36,238	£ 150	£ 36,388	£ 29,681
Total Income	£ 120,450	£ 55,883	£ 176,332	£ 209,395

Note 3 - Expenditure

	<u>2023</u>			<u>2022</u>
<u>Charitable Activities</u>				
Rent	£ 22,857	£ -	£ 22,857	£ 21,857
General & Water Rates	£ 1,181	£ -	£ 1,181	£ 573
Electricity/Bldg Insurance	£ 4,089	£ 1,387	£ 5,477	£ 6,221
Equipment Hire	£ 743	£ -	£ 743	£ 1,461
Repairs & Renewals	£ 5,725	£ 51	£ 5,776	£ 2,818
Cleaning	£ 2,807	£ -	£ 2,807	£ 2,937
Insurance	£ 815	£ -	£ 815	£ 798
Internet & Website	£ 426	£ -	£ 426	£ 1,185
Stationery, Printing & Post	£ 2,252	£ -	£ 2,252	£ 2,189
Subscriptions	£ 1,852	£ -	£ 1,852	£ 1,250
Telephone	£ 190	£ -	£ 190	£ 704
Refreshments	£ 716	£ -	£ 716	£ 752
Room Hire	£ 4,761	£ -	£ 4,761	£ 6,430
Training/Recruitment	£ -	£ -	£ -	£ 554
Misc Purchases	£ 12,590	£ 27,945	£ 40,535	£ 26,269
Support				
Salaries	£ 78,696	£ 6,918	£ 85,614	£ 113,551
Bank Charges	£ 669	£ -	£ 669	£ 467
Travel	£ 571	£ -	£ 571	£ 6
CRB Checks	£ 53	£ -	£ 53	£ 111
Advertising	£ 254	£ -	£ 254	£ 867
Consultancy	£ 257	£ -	£ 257	£ -
Account Examination	£ 310	£ -	£ 310	£ 310
Gifts	£ 51	£ -	£ 51	£ 136
Depreciation	£ 2,971	£ -	£ 2,971	£ 2,891
	£ 144,837	£ 36,301	£ 181,137	£ 194,338
<u>Fundraising Costs</u>				
Gala	£ 3,281	£ -	£ 3,281	£ 5,803
Total Expenditure	£ 148,118	£ 36,301	£ 184,419	£ 200,141

Note 4 - Analysis of Expenditure on Charitable Activities

	Activities	Support Costs	Total 2023	Total 2022
Portchester Hub	£ 36,010	£ 30,643	£ 66,653	£ 36,209
Section Activities	£ 8,307	£ -	£ 8,307	£ 10,286
Andy Pandy Preschool	£ 12,376	£ 47,957	£ 60,333	£ 115,505
Projects	£ 9,543	£ -	£ 9,543	£ 12,665
Gala	£ 3,281	£ -	£ 3,281	£ 5,803
Woody's	£ 29,383	£ 6,918	£ 36,301	£ 19,673
	<u>£ 98,901</u>	<u>£ 85,518</u>	<u>£ 184,419</u>	<u>£ 200,141</u>

Note 5 - Paid Employees

	2023	2022
Salaries and Wages	£ 84,622	£ 97,133
Employers NI Contributions	£ -	£ 1,351
Pensions*	£ 993	£ 1,423
	<u>£ 85,614</u>	<u>£ 99,907</u>

No employee received benefits of more than £60,000

The average number of employees during the years was 4 (2022 - 7)

*The charity operates a defined benefit contribution pension scheme.

Note 6 - Statement of Funds

	1 Jan 23	Income	Expenditure	Transfers	31 Dec 23
Designated Funds					
Gala	£ 8,383	£ 8,636	£ (3,281)		£ 13,738
Outreach Projects	£ 1,591	£ -	£ -		£ 1,591
Lunch Club	£ 22,235	£ 9,167	£ (8,201)		£ 23,202
Christmas Event	£ 540	£ 366	£ (1,343)		£ (437)
Total	£ 32,749	£ 18,169	£ (12,825)		£ 38,094
Section Funds					
Art Group	£ 1,592	£ -	£ -		£ 1,592
Family & Community Learning	£ 3,971	£ -	£ -		£ 3,971
New Age Kurling Club	£ 622	£ 2,546	£ (2,021)		£ 1,147
Craft Group	£ 443	£ 1,091	£ (1,041)		£ 493
Petanque Club	£ 5,536	£ 3,222	£ (3,259)		£ 5,499
Andy Pandy Preschool	£ 87,067	£ 60,951	£ (60,333)	£ (87,685)	£ -
Fundraising Activities	£ 5,056	£ 268	£ -		£ 5,324
Primetime	£ 1,096	£ 2,651	£ (1,987)		£ 1,760
Total	£ 105,382	£ 70,729	£ (68,640)	£ (87,685)	£ 19,786
General Funds	£ 32,566	£ 31,727	£ (66,829)	£ 87,685	£ 85,149
Total Unrestricted Funds	£ 170,698	£ 120,625	£ (148,294)		£ 143,029
Restricted Funds					
Woodys Pantry	£ 45,837	£ 55,882	£ (36,301)		£ 65,418
Apprenticeship	£ 70	£ -	£ -		£ 70
Garden Furniture	£ 201	£ -	£ -		£ 201
Toy Library	£ 3,430	£ 1	£ -		£ 3,431
Defibrillator	£ 167	£ -	£ -		£ 167
Emergency Planning	£ 4,268	£ -	£ -		£ 4,268
Total Restricted Funds	£ 53,973	£ 55,883	£ (36,301)		£ 73,554
Total Funds	£ 224,670	£ 176,508	£ (184,595)		£ 216,583

Note 7 - Analysis of Net Assets Between Funds

	Unrestricted (incl Designated)	Restricted	Total Funds
Fixed Assets	£ 5,700	£ -	£ 5,700
Current Assets	£ 144,066	£ 67,958	£ 212,024
Current Liabilities	£ (1,141)	£ -	£ (1,141)
Total Net Assets	<u>£ 148,625</u>	<u>£ 67,958</u>	<u>£ 216,583</u>

Note 8 - Designated Funds and Section Funds

Christmas Event - A 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.

Woodsy'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:

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 9 - Tangible Fixed Assets

	Fixtures & Fittings	Equipment	Total
At 1 Jan 23	£ 5,581	£ 3,090	£ 8,671
Depreciation	<u>£ (1,881)</u>	<u>£ (1,090)</u>	<u>£ (2,971)</u>
At 31 Dec 23	<u>£ 3,700</u>	<u>£ 2,000</u>	<u>£ 5,700</u>

Note 10 - Stocks

Stock	£	50
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Note 11 - Miscellaneous Debtors

Trade Debtors	£	-
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Note 12 - Accruals and Creditors

British Gas	£	226
IONOS Cloud	£	22
Scottish Water	£	337
Portchester Methodist Church	£	135
Unity Finance	£	422
	<u>£</u>	<u>1,141</u>

Note 13 - 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.