

WHAT IS D.F.H.A.?

Downend Folk House Association was founded in 1970 by a group of local people and is a registered charity. It serves the residents of Downend and the neighbouring areas irrespective of sex or religious, political or other opinions.

MISSION STATEMENT

Its purpose is to improve the quality of life of the local community by advancing education and providing facilities in the interests of social welfare, recreation and leisure

HOW WE ARE FUNDED

We receive no funding of any kind from any source and so our running costs have to be covered by income raised through our own efforts.

Membership Fees: £10.00 per adult.

Paid before September 1st 2023 £7.50

For those aged 13 -17yrs: £7.50 per annum.

Paid before September 1st 2023 £3.00 per annum.

Club & Class Fees: — These vary, see the Prospectus for details

Fund-raising events: — See our Prospectus and our website for details.

External Hirings: our facilities are available for private functions at competitive rates. Details from our Office Administrator.

MANAGEMENT COMMITTEE

Chairman: Mrs Eileen Bendrey.

Vice-Chairman: Ms Janet Biggin.

Treasurer: Mr Mel Brown.

Secretary: Mrs Christine Bilella.

Chairman Social & Fundraising Committee: Merle Hosking.

Elected representatives serving on the Management Committee Emma Bayley, Andrew Clements, Julia Kennett, Bruce Gibbs. Cllr Liz Brennan who also attends as a representative of the South Gloucestershire Council.

The Management Committee usually meets on the first Monday of each month.

CHAIRMAN'S REPORT

AGM Chairman's report 2023

You will see from the Treasurer's report that the Barn year September 2022 to August 2023 has not been a good one financially for the Barn.

All the roofs had to be replaced/repaired, the paths leading to the Barn tarmacked, work done on the outside wall, electrical work done in Jubilee and Concorde halls and Heath room. In addition we had to pay for a five yearly electrical installation condition report. We also needed the kitchen and coffee lounge to be redecorated and repairs carried out to Jubilee hall floor. You will have noticed that we have now installed a handrail on the front steps to make the steps easier to negotiate. All these things have cost the Barn almost £50,000.

In the Office we have recruited Melinda Gunnion on a part-time basis to assist our Office Manager. We have tried to improve the look of our grounds and Dave Regan has kindly offered to help us in this regard.

I should like to thank Bruce Gibbs and Zoe Tanner for their efforts in producing the Barn News, which takes a lot of time to collate and print. Thanks must also go to our maintenance volunteer Phil Abbott and his team without whose efforts it would cost the Barn quite a lot of money to maintain the building and its surroundings. I should like to thank our office Manager Zoe Tanner and her Deputy Martin Bailey for their input.

Thanks must go to Mel Brown, our Treasurer, who sorts out all sorts of problems for us beyond the remit of a Treasurer.

Finally my thanks go to our Secretary, Christine Bilella, Janet Biggin our Deputy Chairman and all the members of the Management Committee for all the help and support they have given me this past year.

Eileen Bendrey.

Chairman

BARN NEWS & PROSPECTUS

The Barn News continues to be an important channel for members to keep in touch with the Association and each other. It is issued to members three times a year, with distribution largely completed at Club and Class meetings, and Coffee Mornings. Copies of the magazine can be found in the foyer and outside the Office in racks.

The Summer Term copies are always more difficult to distribute as fewer members tend to visit the Barn regularly at this time of year. Many members come to the Barn to collect their copies. A stamped-addressed envelope may be left in the office for those who would like a copy posted to them.

Thanks are again due to Zoe Tanner and Bruce Gibbs who have taken on the job of editing the Barn News which entails dealing with advertisers, organising the layout and helping to produce copies. We also thank Zoe and the office staff who produce many copies of each edition.

Our Prospectus was assembled this year by Zoe Tanner and Janet Hanlon and again produced "in-house" which enabled us to keep production costs well below commercial printing rates. It is distributed to local surgeries, libraries and similar locations. It is also available on our website.

All those who contributed to the major task of producing and distributing this year's Prospectus deserve our sincere thanks.

SOCIAL & FUND RAISING

During the 2022/2023 year the Social and Fund Raising Committee are running with 6 people on the Committee. Social activities within The Barn during this past year have been quiet. Trips this year have included Kelmscott Manor, Botanic Gardens, all trip information is listed on the S&FR notice boards. Monthly speaker mornings have resumed, the first Thursday in the month. The S&FR Committee are trialing a lunch time fund raiser which follows after the speaker mornings.

There was a Christmas Market in November, Cleeve singers gave a Christmas Concert. In July a Table Top sale was held.

The S&FR Committee organised other social gatherings but through lack of interest these trips were cancelled.

Our activities are displayed on our Facebook page as well as our Website.

If anyone else would be interested in coming forward and joining this group, please contact the S&FR Management Committee.

Merle Hosking

MEMBERSHIP

The amount taken in membership fees up to 1st September 2023 was £2399 with some members paying at the discounted figure and some at the full price.

CLUBS & CLASSES

As in past years, our main aims were to produce a balanced programme designed to provide the local community with as many varied activities as could be arranged.

To create opportunities for the resumption of friendships or the forging of new ones here at the Barn.

To encourage the wider age-band of membership which we see as vital to the sustained vigour and financial health of the Association.

The established Clubs and Classes continue. We get many enquiries from private hirers wanting to run activities in our premises and new groups. Anyone wanting to join these privately run groups can find contact numbers in our prospectus or on our web site. Guests and visitors to the Barn are impressed by the range of activities on offer here, although they are often surprised to learn that, in the absence of any kind of external funding, the successful running of most of our Club activities is largely due to the personal effort and enterprise of a relatively small number of volunteers.

PROPERTY MANAGEMENT

This year the Barn premises have been as much in demand throughout the year as ever and as before the main challenge has been to maximise Class, Club and associated activities for our members while, at the same time, generating that flow of revenue from private hirings upon which we have become increasingly dependent. That income is vital in enabling us to meet our increasing costs. We have had a lot of work done to keep our premises in good condition.

This year we have had extensive redecoration throughout the whole building due to the disruption caused to the rewiring of cables to enable the DFHA to obtain our electric EICS certificate. As before there has been a frequent need for repairs and maintenance of some kind throughout the year. Aaron Mitchell is our Property Manager and he has responded promptly to calls from the Office Manager. We now have three volunteers to help with maintenance and we are very grateful to Phillip Abbott, Peter Smithson and Adrian Helps for their time and expertise and for their help with looking after the grounds and some interior work. Any help that members can give, using their skills and experience, would save the Association considerable expenditure and would be much appreciated.

Finally, it is necessary to repeat our annual appeal to our members, to remain vigilant and security-conscious in and around the building since a quick response from the Police cannot be taken for granted. It is essential that we should support each other in an effort to keep crime and hooliganism at bay.

ADMINISTRATION

It is the face or voice of the Office Volunteer on duty which is often the first point of contact with this Association for many enquirers. As stated in previous years, we are very fortunate to have a team of agreeable and experienced, volunteer Office staff at the Barn, to support our day-to-day activities. As we no longer close down when the schools are shut the demands on the Office have greatly increased, and more volunteers are always needed. There are three new part time staff in the Office, Jane Faithfull, Derek Whitchurch, and Melinda Gunnion. We now only have two Office volunteers Maureen Walker and Janet Hanlon. They deserve praise and admiration for the efficient, polite and patient way they deal with enrolments for classes, bookings for outings, and telephone calls, queries, the occasional dissatisfied member and much more. A "thank-you" to them is always welcome.

May we take this opportunity to state that any verbal abuse will not be tolerated from DFHA members towards the Office Staff. Members found guilty of such actions will be banned from The Barn.

The premises are cleaned by an outside company, G E Treasure.

They are responsible for keeping the building in a tidy and hygienic condition, and this has enabled our members and hirers to enjoy their chosen activities in a clean and safe environment.

Those who join our "behind the scenes" operation for the first time are usually amazed at the amount and variety of work involved in running this Association. It is for this reason that new recruits are always welcomed, especially those who are willing to serve in a back-up capacity on an occasional basis, since they can give the team an added strength at times of enrolment, fund-raising events and when tickets are on sale for the various events.

Additional pairs of hands are especially welcome whenever an event is being held. Setting up and clearing up afterwards are an integral part of the event itself and many hands certainly make lighter work.

Members are reminded to keep the office informed of any changes of address or telephone numbers so that if necessary they can be contacted with information pertaining to clubs and classes or social events.

Receipts and Payments Accounts
For the period 1st September 2022 to 31st August 2023

Section A Receipts and payments

	Unrestricted Funds (£)	Restricted Funds (£)	Endowment Funds (£)	Total Funds (£)	Last year (£)
A1 Receipts					
Membership	2,399	0	0	2,399	1,451
Club Fees	18,922	0	0	18,922	18,751
Prepayments for 2023/2024	5,176	0	0	5,176	220
Fundraising	3,039	0	0	3,039	4,110
Catering	1,488	0	0	1,488	910
Hire of premises	77,587	0	0	77,587	56,472
Miscellaneous	603	0	0	603	2,272
Deposit A/C interest	983	0	0	983	601
Donations and Legacies	5,852	0	0	5,852	3,247
Grants (CoVid/Furlough)	0			0	2,967
Sub-Total	116,049			116,049	91,001

A2 Asset and investment sales

None					
Sub Total	0			0	0
Total Receipts	116,049			116,049	91,001

A3 Payments

Cost of Fundraising	1,031	0	0	1,031	1,648
Wages/Salaries	39,236	0	0	39,236	32,113
Repairs/Maintenance	68,985	0	0	68,985	26,394
Lighting/Heating	6,250	0	0	6,250	7,182
Water & Sewage	1,676	0	0	1,676	715
Insurance/Licenses	10,862	0	0	10,862	7,332
Phone/Internet	786	0	0	786	732
Stationery	529	0	0	529	424
Bank charges	234	0	0	234	305
Cleaning	22,327	0	0	22,327	17,622
Training	634	0	0	634	
Miscellaneous	1,374	0	0	1,374	3,096
Catering	696	0	0	696	177
IT Support	570	0	0	570	
Club Exp	1,380	0	0	1,380	1,349
CoVid				0	89
Sub Total	156,570			156,570	99,178

A4 Asset and investment purchases

New Porch - drgs/planning	0	0	0	0	
New Cooker	0	0	0	0	0
Sub-Total	0			0	0
Total Payments	156,570			156,570	99,178

Net receipts/payments/
A5 Transfers between funds
A6 cash funds last year
Cash Funds this year end

70,321
0
84,144

70,321
0
84,144

70,177
0
124,665

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

	Details	Unrestricted Funds (£)	Restricted Funds (£)	Endowment Funds (£)
B1 Cash Funds	Cash Book	12,337		
	Deposit Account	71,725		
	Petty Cash	82		
	Total Cash Funds	84,144		0

B2 Other monetary assets	Details			
	None			

B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current Value (Optional)
	None			

B4 Assets retained for the charities own use	Details	Fund to which asset belongs	Cost (optional)	Current Value (Optional)
	The Charity leases the building known as Lincombe Barn from South Glos Council. The Charity uses other assets: computers, furniture, cutlery etc all of which have negligible value			

B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None			

Signed by one trustee on behalf of all the trustees

Signature



Print Name

Mel Brown
(Treasurer)

Date of approval

27/10/23



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
Downend Folk House Association

**On accounts for the year
ended**

31 August 2023

**Charity no
(if any)**

1157237

Set out on pages

CC16a Sections A & B

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 August 2023.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

27/10/2023

Name:

Susan Rickerby

**Relevant professional
qualification(s) or body
(if any):**

ACA

Address:

118 High Street

Staple Hill

Bristol BS16 5HH

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Receipts and Payments Accounts
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Sub Total	0			0	0
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Section A

Independent Examiner's Report

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