



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2020		31	12	2020

## Section A Reference and administration details

Charity name

Druitt Hall Community Association

Other names charity is known by

-

Registered charity number (if any)

1157590

Charity's principal address

Druitt Hall

High Street

Christchurch

Postcode

BH23 1AB

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Christopher Guest	Chair		
2	Martin Vieyra	Treasurer		
3	Carolyn Guest			
4	Katie Hawksworth			
5				
6				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

--

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Appointed by Trustees

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The identification and allocation of funds reserved for specific purposes was instituted in the accounts. A Reserves Policy statement was formulated by the Treasurer including in particular the recommended contingency reserve.

A change of electricity supplier was made. A problem with the finalisation of the charges from the previous supplier persisted beyond the end of the year (the supplier being unable to provide correct account).

#### CoronaVirus

Following the introduction of various precautionary procedures, the Trustees resolved to close the facility to the public from 20th March. This was followed 3 days later by a government order to 'lockdown'.

Advice from BCP and from DCA webinars was followed through the year. Local authority grant monies were received to assist with public health measures.

The requirement for H&S risk assessments from hirers was extended in respect of the pandemic. A questionnaire was sent to hirers concerning plans for a return to operation: re-opening was possible for a short period during the year.

Statutory Policies were reviewed and updated as necessary (eg Fire Risk Assessment, Legionnaires Disease and, especially, Covid-19).

Fire exit doors were upgraded, de-scaling anodes were renewed in the water heaters and background heating added to one store area.

Annual 'PAT' testing and servicing of fire extinguishers was carried out. Locks to the toilet doors were added to enable their use to be restricted.

The Friends of Druitt Gardens became a hirer of the former Markham Room area, developing it as a secure 'wildlife education area'.

Four trustee meetings were held, maintaining an emphasis on collective decision-making and responsibility. A planned fifth meeting was postponed owing to the further lockdown late in the year.

The Landlord, Christchurch Town Council, had agreed to budget for replacement windows and had commissioned a surveyor's report on the condition of the building.

## Summary of the objects of the charity set out in its governing document

To benefit the residents of Christchurch (Dorset) and neighbouring areas, without distinction, by associating together the said residents, and voluntary and other organisations in a common effort to provide facilities for recreation, health and fitness, education, leisure time occupation, community meetings and activities, with the objective of improving quality of life and enhancing community activities.

To accumulate funds for the building of a replacement Community Hall centred on the footprint of the existing hall and to build such when funds allow.

*(as stated in the constitution)*

### Protects and enhances the existing building

The Trustees gave due regard to guidance issued by the Charity Commission in formulating policy and in exercising their powers and duties, notably this year in the administration of H&S measures in respect of the pandemic.

The Trustees continued to demonstrate there is a financially-sustainable demand for this facility, operating within the terms of the lease.

The conversion of a storage room into an equipment store was completed.

The Town Council agreed to budget for replacement of the metal windows subject to a surveyor's report on the fabric of the building.

The water-penetration through the rear wall of the hall had been cured by volunteers' efforts.

### Runs the hall as a community centre

The regular testing of equipment, fire detection, CCTV and security installations, safety lighting etc continued. Consultation with hirers continued, both at a formal meeting and informally on a week-to-week basis.

Groups using the hall at the end of 2020 had reduced temporarily: not every hirer wished to continue during the Covid restrictions. The Trustees advised all groups that their regular 'slot' would be held for their return.

At the end of 2020 the groups included:

- Twice-weekly table tennis club ('on hold')
- Local resident's association (monthly) ('on hold')
- A weekly youth drama group
- Local Labour Party meetings monthly) ('on hold')
- Two weekly fitness classes
- Women's Institute x 2 groups (monthly) ('on hold')
- Aviation society meeting (monthly) ('on hold')
- Local produce / craft market (weekly)
- Tabletop / craft markets (one weekly, one monthly)
- Life-drawing class (monthly) ('on hold')
- Psychic readings (one to one, weekly) ('on hold')
- Youth Taekwondo group (weekly)
- Youth karate group (weekly)
- Brendoncare 'Variety Club' for older folk (weekly) ('on hold')
- Women's League of Friendship (fortnightly) ('on hold')
- Health & Well-being Fair (monthly) ('on hold')
- Sundry / occasional resident's association AGMs, mediation meetings, private parties, drama rehearsals

Operation of the hall continued to require careful and proper management of maintenance and improvement works so as to minimise disruption to hirer's

## Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

activities and health and safety risks to anyone present in the facility.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

As noted above, time given by volunteers continues to make a crucial contribution to the maintenance and improvement of this facility.

The Trustees are aware of the need to encourage participation by more volunteers and the need for additional skills in (eg) grant-funding. It is planned to fund and out-source more of the maintenance / improvement works in future.

**Summary of the main achievements of the charity during the year**

Retention of existing users and the gaining of some additional hirers was achieved. New and frequent enquiries about hiring continued.

A volunteer continued to carry out the monthly safety / maintenance checks (smoke alarms etc) and to maintain a log of these checks.

Some funds continued to be generated by participation in the BH Lottery.

During the pandemic, whether open or during 'lockdown' the hall and hirers were successfully managed in respect of both hire conditions and H&S measures and communication with hirers was maintained very well.

**Brief statement of the charity's policy on reserves**

It remains the charity's policy to hold in reserve as a minimum, an amount equivalent to 6 months' operating costs (£10,800 was in hand at end of 2020). Charity Commission guidance is to hold a reserve equivalent to between 4 and nine months' of operating costs.

The amount held in respect of returnable deposits (liability) for keys and a potential liability for historical electricity charges was £2,770.

The amount of £100 was reserved in a fund for possible installation of a PA system, £187 in respect of a planned defibrillator installation.

The amounts of £3,199 and £4,675 were respectively reserved for the improvement of a storeroom and for remaining repair and decoration works to external walls.

The amount of £1,462 was reserved for repairs and varnishing to the hall's woodblock flooring. The amount of £750 was reserved for improvements to the end-store, £100 for lobby improvements, £170 for works in the meeting room, £650 for improvements to the loft storage, and a further £500 for the cost of removing remaining moss from the roof.

A dedicated reserve of £11,076 in respect of Covid-19 measures was in hand.

The amount held at the bank at the end of the year was £38,169

The construction of a replacement hall remains a long-term aim of the charity's constitution but other, more immediate, improvements to the existing are to the foremost.

**Details of any funds materially in deficit**

None

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Aside from donations and grants, both of which are usually rare, the sole income from which to meet operating costs remains that received from hires. However being liable to business rates has had the benefit of receiving substantial grant-assistance from the local authority. These monies have been carefully managed and were very welcome. Hire income has, of course, decreased substantially over the year but so have the regular variable outgoings. Having no staff, in particular, has meant no liability to employment costs. Together these factors have contributed to increased liquid funds being held.

The Trustees remain mindful that large spending of funds on work to the existing building may not be to the public benefit, given the age of the building and the stated second objective in the constitution. The Landlord's anticipated surveyor's report will inform decisions in this respect, pending which some of the planned works are put 'on hold'.

## Section F Other optional information

Our aims for the coming year (largely carried forward from last year) are:

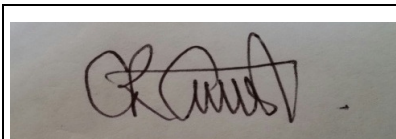
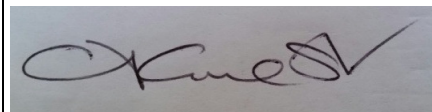
- to return to full operation as soon as can safely be achieved
- to review and determine whether certain services (eg janitorial) should be 'out-sourced' rather than rely on the current volunteers
- to identify and obtain additional skills at trustee- (or consultant-) level in respect of funding and marketing
- to further improve the facilities both for hirers and DHCA
- to improve the fabric of the building in co-operation with the landlord (the Town Council)
- to support the Friends of Druitt Gardens in their aims for the gardens

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Christopher Roy Guest

Carolyn Jane Guest

Position (eg Secretary, Chair, etc)

Chair

Trustee

Date

5/7/2021



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Druitt Hall Community Association

1157590

## Receipts and payments accounts

CC16a

For the period  
from

Period start date  
01/01/2020

To

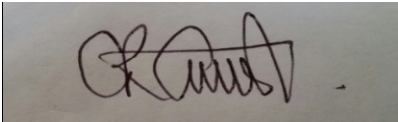
Period end date  
31/12/2020

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donation	60	1,800	-	1,860	150
Hire of Hall	11,280	-	-	11,280	22,885
Electricity - Transfer from U3A	385	-	-	385	309
Fundraising Events	-	-	-	-	-
BH Coastal Lottery	44	-	-	44	19
General	-	-	-	-	141
Covid-19 Grants	-	11,334	-	11,334	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	11,768	13,134	-	24,902	23,504
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	11,768	13,134	-	24,902	23,504
<b>A3 Payments</b>					
Repairs & Maintenance	280	-	-	280	13,633
Cleaning & Consumables	1,522	-	-	1,522	2,366
Telephone, Internet & Postage	419	-	-	419	999
Water & Sewerage	253	-	-	253	505
Insurance & Safety	597	-	-	597	1,146
PRS_PPL Licence	-	-	-	-	108
Electricity	1,577	-	-	1,577	2,515
Admin & Stationery	2,489	-	-	2,489	1,665
Improvements	110	2,196	-	2,306	600
General	484	-	-	484	-
Furniture	-	-	-	-	-
Covid-19 Consumables	-	258	-	258	-
FODG/WEA	390	-	-	390	-
Business Rates	124	-	-	124	-
<b>Sub total</b>	8,246	2,454	-	10,700	23,537
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	8,246	2,454	-	10,700	23,537
<b>Net of receipts/(payments)</b>	3,521	10,680	-	14,201	33
<b>A5 Transfers between funds</b>	- 4,202	4,202	-	-	-
<b>A6 Cash funds last year end</b>	2,411	21,557	-	23,968	23,967
<b>Cash funds this year end</b>	1,730	36,439	-	38,169	23,934



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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	
<b>B1 Cash funds</b>	Cash at Bank	1,730	-	-	
	Cash at Bank - Emergency Operating Reserve	-	10,800	-	
	Cash at Bank - Planned Expenditure				
	PA System		100		
	Defibrillator		187		
	Middle Store (In progress)		3,199		
	Repair/Varnish Hall Floor		1,462		
	Completion of Repairs/ Redecs to External Walls		3,100		
	External, General		975		
	Redecs, Cover Floor - End-store		750		
	Lobby Maintenance/Improvements		100		
	Meeting Room		170		
	Covid-19 Fund		11,076		
	Loft Improvements		650		
	Gutter, Canopy, Fascias Repair and Maintenance		600		
	Remove Moss from Roof		500		
	Liabilities - Late Power Bills, Key Deposits	-	2,770	-	
		<b>Total cash funds</b>	<b>1,730</b>	<b>36,439</b>	<b>-</b>
	(agree balances with receipts and payments account(s))		OK	OK	OK
<b>B2 Other monetary assets</b>	Details	to nearest £	to nearest £	to nearest £	
			-	-	
			-	-	
		-	-	-	
		-	-	-	
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
			-	-	
			-	-	
			-	-	
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	
			-	-	
			-	-	
			-	-	
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)	
	Electricity liability	Restricted	2,520		
	Key deposits	Restricted	230		
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval		
		Christopher Roy Guest	22/3/2021		