



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2022		31	12	2022

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	Annette Hawksworth			
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)

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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 continued in the accounts, reviewed at each meeting of Trustees. The Reserves Policy continues to be followed including the Charity Commission recommended contingency reserve.

A problem with the finalisation of the charges from the previous energy supplier continued into this year. It was established that the supplier's opportunity to correct their accounting had time-lapsed.

CoronaVirus:

Government and health authority guidance on precautionary measures were followed throughout the year.

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

Annual 'PAT' testing and servicing of fire extinguishers was carried out.

The Friends of Druitt Gardens continued to use the former Markham Room area as a secure 'wildlife education area' and as a base for voluntary planting and maintenance works in Druitt Gardens.

Six trustee meetings were held, maintaining an emphasis on collective decision-making and responsibility.

In June 2021 the Landlord, Christchurch Town Council, had approved the proposed budget for replacement of the windows and commissioned a consultant surveyor to seek tenders for the work. For more than 12 months this decision put a 'halt' on the work to the windows and cladding that had been planned by Trustees, waiting for action by the Council. However, after mid-2022 funding for works to the windows was withdrawn. In response the Trustees reaffirmed to Council that they would continue to meet their repair and maintenance obligations and contracted with a company for the refurbishment and reglazing of the original windows, so allowing recladding work to also progress.

The Council contacted Trustees in October to report a change of mind on their part and that they were placing an order for replacement windows (at a cost of circa £70,000). No consultation or notice of the possible reversal of this funding proposal had been intimated to DHCA. Trustees had to respond that they were already in contract for refurbishment of the windows. The refurbishment works programme included, following consultation with hall users, a complete planned closure of the facility for January 2023 together with insulation and re-cladding of two further sides of the external walls.

Despite having approved an extension of the current lease to DHCA of the building 2057 and despite many enquiries from DHCA concerning progress on the matter, nothing was auctioned until November. After some pressure from one Councillor, Council officers prepared a lengthy set of questions and

queries concerning DHCA's performance, operations and obligations. At a meeting in November with officers Trustees were able to satisfactorily respond to all the points raised, including those shown to be entirely inapplicable. An undertaking to move the matter forward was given by officers including the commissioning the composition of a newly-worded lease (their insistence). No further progress had been reported on this by the Council at the end of 2022.

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.

In furtherance of these objects but not otherwise to manage the existing Druitt Hall, and to accumulate funds towards a replacement single-storey Community Hall on the footprint of the existing leased area as and when funds allow provided always that such building operations have no detrimental effect upon the status, condition and use of Druitt Gardens.
(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.

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

Proposed works to the windows, external walls and redecorations continued to be 'on hold' throughout the year pending Council action on funding of certain works (see above).

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 formal meetings and informally on a week-to-week basis.

Specific CO2 monitors were kept in service to demonstrate the adequacy of ventilation of the space (viral transmission precaution).

At the end of 2022 the groups using the facility included:

- Community food and craft market (weekly)
- Twice-weekly table tennis club
- Local resident's association (monthly)
- Local Labour Party meetings monthly
- Four weekly fitness classes
- Women's Institute (monthly)
- Women's Institute (twice-monthly)
- Tabletop / craft markets (two weekly, two monthly)
- Life-drawing class (monthly)
- Youth karate group (weekly)
- Age Concern friendship meeting (weekly)
- Two local drama group rehearsals (weekly)
- Local authority youth outreach programme (monthly)
- Sundry residents' association meetings, mediation consultation, private parties, CQC meetings etc

The hall again participated in the 'Christchurch Living Advent Calendar' programme, providing the venue free of charge for this charity fund-raiser.

Operation of the hall continued to require careful and proper management to facilitate hirers' activities, minimising health and safety risks to anyone in the building.

The defibrillator and cabinet continued to be maintained available for public use. The equipment is registered with 'The Circuit', a British Heart

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)

Foundation initiative in liaison with the ambulance service, requiring us to diligently log use and maintenance.

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, as the amount of this work becomes smaller over time. Along with many other local organisations, it has proved difficult to obtain additional volunteers although, it must be remembered, the various user-groups are almost entirely themselves volunteer-run.

Summary of the main achievements of the charity during the year

Retention of most existing users and the gaining of additional hirers was achieved. New and frequent enquiries about hiring continued. Over the year the use of the hall amounted to an average of 35 hours per week.

Additional income was generated by a hire agreement with Christchurch BID for the use of the meeting room on a shared (with DHCA Trustees) basis. This was initially objected to by Council officers (November 2022) but has been shown to be complementary to DHCA's charitable status.

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

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

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 2022). Charity Commission guidance is to hold a reserve equivalent to between 4 and nine months' of operating costs.

The amount of £100 (donated) was reserved in a fund for possible installation of a PA system, £19 in respect of defibrillator supplies.

A total of £38,000 was held for funding the window refurbishment works, installation of secondary glazing and for insulating, recladding and decoration of the remaining two external walls (other walls having been treated earlier).

The amount of £1,796 was held for roof maintenance and £240 for sundry liabilities.

While the provision of a replacement community hall remains a long-term aim of the constitution but other, more immediate, improvements to the existing are the foremost aims. In the current financial climate it is not possible to start a fund for this and Trustees are mindful of the enormous embodied CO2 that a new building would generate versus the very small saving in emitted CO2 that would be achieved. Figures on this aspect have been provided to Council along with an impact-assessment of the damage to the gardens that would also result from a new construction project on this site.

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.

In general, aside from rare small donations, the sole income from which to meet operating costs remains the hire income. However this year DHCA, being a business rates payer, was a beneficiary of the Covid-19 Business Grant Funding Scheme. Having very low general overhead costs, especially personnel costs, meant that these funds could be largely devoted to the above-mentioned improvement works. The works planned were largely a combination of improvement works and repair works (being renewal of some 70 years of 'wear and tear', of which period the Association has occupied only 9 years. In commissioning, managing and supervising these works, the overhead costs (supervisors, surveyors etc) will be virtually zero as the Trustees have the in-house and voluntary expertise to deal with it. The Council have been quick to point to the Association's repairing responsibilities but extremely reluctant to all them authority over them.

When the extended lease is actually in place the Trustees will be able to apply for grant funding otherwise unavailable owing to the shortness of the remaining term of the lease. The council have been made aware of this. At the current year-end, 18 months have been allowed to pass by the Landlord without a new lease being so much as drafted, although the Landlord insists that a completely new wording is needed. The proposal for a reversionary lease has been dismissed out of hand. To their credit, the Landlord has resolved to meet the legal and surveyor's costs that flow from all this.

The delay in implementing decisions made at Full Council in June 2021 have caused directly consequential delays and costs to a range of planned maintenance, repair and improvement works. The refurbishment of the windows to allow controlled ventilation will contribute to a healthy environment in the hall when re-opened to the public in February 2023.

Section F Other optional information

Our aims for the coming year are:

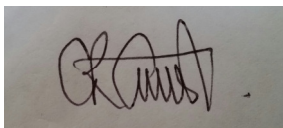
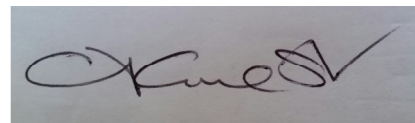
- to facilitate the refurbishment of the existing and original windows and insulation and re-cladding of external walls in January 2023
- to continue with other improvements and the maintenance etc obligations under the lease that will be possible following the above-said works
- to monitor and maintain resources to permit adequate public health measures
- to review and determine whether certain services (eg janitorial, decorating) should be 'out-sourced' rather than rely solely on the volunteers
- to identify and obtain additional skills at trustee- (or consultant-) level in respect of funding and marketing
- to further improve the facilities for hirers / users of the facility
- to improve the storage facilities
- to support the Friends of Druitt Gardens in their work and protection of the adjacent 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

06/9/2023



CHARITY COMMISSION
FOR ENGLAND AND WALES

Druitt Hall Community Association

1157590

Receipts and payments accounts

CC16a

**For the period
from**

Period start date
1/1/2022

To

Period end date
31/12/2022

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 £
A1 Receipts					
Donation	121		-	121	129
Hire of Hall	24,572	-	-	24,572	7,036
Electricity - Transfer from U3A	67	-	-	67	14
Fundraising Events	-	-	-	-	
BH Coastal Lottery	49	-	-	49	65
General		-	-	-	66
Covid-19 Grants		2,667	-	2,667	16,335
	-	-	-	-	-
Sub total (Gross income for AR)	24,809	2,667	-	27,476	23,645

A2 Asset and investment sales, (see table).

	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-

Total receipts	24,809	2,667	-	27,476	23,645
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A3 Payments

Repairs & Maintenance	2,282	3,406	-	5,687	1,249
Cleaning & Consumables	2,799	-	-	2,799	1,506
Telephone, Internet & Postage	403	-	-	403	363
Water & Sewerage	313	-	-	313	135
Insurance & Safety	615	-	-	615	546
PRS_PPL Licence	320	-	-	320	
Electricity	3,613	-	-	3,613	1,569
Admin & Stationery	6,056	-	-	6,056	2,326
Improvements		80	-	80	588
General	306	-	-	306	291
Rent Rebate & Key Deposit Return	-	-	-	-	70
Covid-19 Consumables	140		-	140	337
FODG/WEA			-	-	134
Defibrillator				-	217
Furniture				-	3,714
Business Rates	319	-	-	319	102
Sub total	17,167	3,486	-	20,652	13,147

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	17,167	3,486	-	20,652	13,147
Net of receipts/(payments)	7,642	- 819	-	6,824	10,498
A5 Transfers between funds	- 8,000	8,000	-	-	-
A6 Cash funds last year end	4,931	43,736	-	48,667	23,967
Cash funds this year end	4,573	50,917	-	55,491	34,465

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 £
B1 Cash funds	Cash at Bank	4,573	-	-
	Cash at Bank - Emergency Operating Reserve	-	10,800	-
	Cash at Bank - Planned Expenditure			
	PA System		100	
	Defibrillator		- 19	
	Repair Windows		16,000	
	Reclad & Insulate Side & Rear Walls		14,000	
	Paint Windows & Cladding		3,000	
	Secondary Glazing		5,000	
	Covid-19 Fund			
	Remove Moss from Roof		1,796	
	Liabilities - Late Power Bills, Key Deposits	-	240	-
	Total cash funds	4,573	50,917	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-
		-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

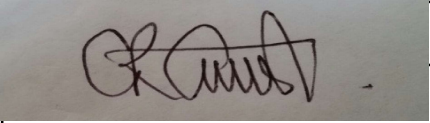
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Electricity	Current	1,000	
Key deposits	Restricted	240	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Christopher Roy Guest	22/09/2022