

DRUITT HALL COMMUNITY ASSOCIATION

TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2023

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF DRUITT HALL COMMUNITY ASSOCIATION, CHARITY NUMBER: **1157590**

I report to the trustees on my examination of the accounts of the above charity which for the year ended 31 December 2023.

Responsibilities and basis of the report

As the trustees of the charity, 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 charity'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 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters other than those disclosed below have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- (i) accounting records were not kept in accordance with section 130 of the 2011 Act; or
- (ii) 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.

DocuSigned by:

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Lucia Ball BFP FCA
Hill Osborne
Chartered Accountants

Tower House
Parkstone Road
Poole
Dorset
BH15 2JH

2/10/2024
Dated:



Trustees' Annual Report for the period

From
Period start date

Day
01

Month
01

Year
2023

To
Period end date

Day
31

Month
12

Year
2023

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	1/1/2023 to 08/05/2023	
	Christopher Guest (Re-appointed)		From 17/7/2024	Trustees
2	Martin Vieyra	Chair		
3	Carolyn Guest			
4	Katie Lomas (nee Hawksworth)		Until 23/11/2023	
5	Annette Hawksworth		Until 18/01/2023	
6	Sara Stewart-Haddow		From 15/12/2023	Trustees
7	Emma-Louise Hembling-Yeates		From 22/11/2023	Trustees
8	Barbara Hembling			
9	John David Pendrill	Treasurer	From 26/07/2023	Trustees

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.

Reserves

The identification and allocation of funds reserved for specific purposes was continued in the accounts and regularly reviewed. The **Reserves Policy** continues to be followed including the Charity Commission recommended contingency reserve.

Bank Account

Following the closure of the local branch of HSBC Bank it was resolved to relocate the DHCA account to Lloyds Bank, whose local branch remained open. This transfer was done in an ordered way so that no interruptions to service resulted. The new account was opened in November and the HSBC account maintained as an 'overlap' for continuity purposes.

CoronaVirus:

Government and health authority guidance on precautionary measures continued to be followed.

Statutory Policies were reviewed and updated as necessary (eg Fire Risk Assessment, Legionnaires Disease). Annual 'PAT' testing and servicing of fire fighting equipment were carried out.

The Friends of **Druitt Gardens** continued to use the former Markham Room area as a secure and successful 'wildlife education area' and base for their volunteers' work of planting and maintenance work in Druitt Gardens.

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

Improvements to the Building

Having affirmed to the Landlord (Christchurch Town Council) that they would continue to meet their repair and maintenance obligations, the Trustees contracted with a company for the refurbishment and reglazing of the original windows.

The work to the windows proceeded in January with a planned closure of the facility and comprised: removal of glass, taking metal windows out, security boarding, stripping of paint, sundry welded repairs to metal frames, addition of hardwood cills, repairs to softwood sub-frames, priming and re-installation of windows, all-new glazing, painting.

Following the work to the windows the two further sides of the building were stripped of their external oil-tempered hardboard cladding, some minor repairs to the wall framing were carried out, the wall cavity was fully insulated and the exterior re-clad in marine-quality plywood, followed by decoration. All of this work was completed on programme.

Lease

Despite having been approved in 2021 an extension of the current lease to DHCA of the building until 2057 was still not issued.

Following the November 2022 meeting with Council personnel (refer previous TAR), and following the appointment of a new Town Clerk, a further meeting with the Council was held in February. It was agreed, inter alia, that the Town Clerk would forward a draft lease to DHCA within the following 3 weeks.

Furthermore it was confirmed by the Town Clerk that the new lease would include 'carry-over' of the remaining term of the current lease so that the new lease would still terminate in 2057. A further email from the Town Clerk confirmed that the Council's solicitors had failed to respond in a timely fashion, making the 'three weeks' unattainable. A draft lease was received in March and a meeting held to discuss the terms which was agreed to be overly complicated and so forth, something reported to Resources Committee in April following which the Clerk confirmed committee approval for a redrafting of the lease.

In early June the Clerk undertook to provide the new draft during week commencing 12th June.

In July the Town Clerk wrote to apologise for the continuing further delay.

Soon after this the Town Clerk left the employment of the Town Council.

No further progress on the matter of the lease could be obtained for the rest of 2023.

Management of Bookings etc

The arrangements for bookings and billing for events at the hall had been administered for some time by an agreement with The Regent (nearby cinema/theatre), however The Regent had given notice that they would not be able to continue this arrangement beyond 2023.

Trustees investigated and received a demonstration of the 'Hallmaster' on-line bookings and management system. Finding the system to be satisfactory, Trustees resolved to migrate the entire booking / billing etc system to Hallmaster after the end of 2023.

Section C

Objectives and activities

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

The objects of the CIO are;
To further the welfare of, or to benefit the residents of Christchurch Dorset and neighbouring areas, without distinction of sex, sexual orientation, race or of political religious or other opinions, by associating together the said residents, and voluntary and other organisations in a common effort to provide facilities in the interests of social welfare for recreation, health and fitness, education, leisure time occupation, community meetings and activities, with the objective of improving the quality of life for residents and enhancing of community activities in the Christchurch Dorset town centre and High Street area.
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, amended 29/03/2023)*

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)

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.

Further improvement works under consideration, including improved heating system, improved insulation, redecorations and renewal of roof coverings continued to be 'on hold' throughout the year pending Council action on the lease (see above).

Runs the hall as a community centre
The regular testing of equipment, fire detection, water, CCTV and security installations, safety lighting etc continued. Consultation with hirers on such matters continued.
Additional but lighter, smaller tables and a table trolley were purchased at the request of hirers to aid flexible use and health and safety considerations, at a cost of c£800.

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

At the end of 2023 the groups using the facility included:

- Weekly community food and craft market
- Twice-weekly table tennis club
- Local resident's association (monthly)
- Four fitness classes (weekly)
- Two dance/fitness classes (weekly)
- Women's Institute (monthly)
- Second Women's Institute (twice-monthly)
- Tabletop / craft markets (three weekly, one fortnightly)
- Life-drawing class (monthly)
- Karate group (weekly)
- Age Concern friendship meeting (weekly)
- Local authority youth outreach programme (monthly)
- Sundry private family parties, CQC meetings etc

The hall again participated in the 'Christchurch Living Advent Calendar' programme, providing the venue at 'community rate' 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 remains registered with 'The Circuit', a British Heart 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. It was resolved to organise a 'Friends of Druitt Hall' group (ie a Members' group as permitted by the Constitution). This was to be pursued in 2024.

Section D	Achievements and performance
Summary of the main achievements of the charity during the year	<p>Refurbishment of the original windows and recladding of the exterior of the building (see above).</p> <p>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 over 35 hours per week despite having been closed for the whole of January 2023 (work to windows).</p> <p>The hire agreement continued with Christchurch BID for the use of the meeting room on a shared (with DHCA Trustees) basis.</p> <p>A volunteer continued to carry out the monthly safety / maintenance checks (smoke alarms etc). A substantially-detailed log of results is maintained.</p> <p>A successful application was made to Dorset Community Foundation for a grant to cover the costs of new vinyl floor coverings to three storage rooms.</p>

Section E

Financial review

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 (£12,720 was in hand at the end of 2023). Charity Commission guidance is to hold a reserve equivalent to between 4 and 9 months’ of operating costs.

The amount of £100 (donated) was reserved in a fund for possible installation of a PA system, £500 in respect of defibrillator supplies, £5753 held against planned interior decoration and secondary glazing to the windows..

The amount of £1,730 was held for roof maintenance (clearing moss) and £430 for sundry liabilities.

While the provision of a replacement community hall remains a long-term aim of the constitution the scope and ambition of this aim was better-defined by an amendment to the Constitution. It remains impossible to start a fund for this and Trustees remain mindful of the enormous embodied CO2 that a new building would generate versus the relatively very small saving in emitted CO2 that would be achieved. Figures on this aspect were provided to the Landlord (Council) last year together with an impact-assessment of the damage to the gardens that would also result from a new construction project on this site. Trustees remain mindful that the stated aspiration for a replacement building may be beyond their means and a hindrance to the principal aims of the Constitution.

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.

It remains the case that, aside from some rare and small donations, hire income remains the sole means by which operating costs etc are to be met. Trustees are mindful that the introduction of additional resources, principally human resources, is the means by which the successful operation of the facility can be continued. This and improved social interaction for residents is the main driving force behind the proposal for a ‘Friends of Druitt Hall’ group (see above).

Support for planned works of improvement to the building provide an excellent opportunity for the Landlord to be seen to act upon their declaration of a ‘Climate Emergency’ while improving the comfort provided to residents using the building.

Only when the extended lease is in place will the Trustees meet the criteria for substantial grant funding. The Council continues to be made aware of this. At the current year-end, 30 months have been allowed to pass by the Landlord without a new lease even being drafted. The Trustees continue to suggest a reversionary lease but it remains to be dismissed out of hand.

The delay in implementing decisions made at Full Council in June 2021 continue to have directly consequential delays and costs to a range of planned maintenance, repair and improvement works.

Section F Other optional information

Our aims for the coming year are:

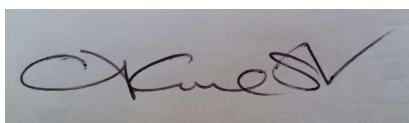
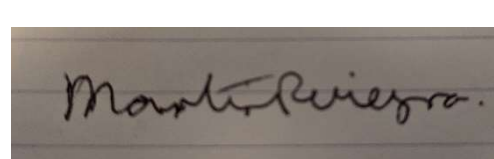
- to form a 'Friends of Druitt Hall' support group
- to be able to fund and proceed with other improvements and the maintenance etc obligations under the lease
- to monitor and maintain resources to permit adequate public health measures
- to again review and determine whether certain services (eg janitorial, decorating) should be 'out-sourced' rather than rely solely on the volunteers
- to obtain additional skills at trustee-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)

Carolyn Jane Guest

Martin Paul Vieyra

Position (eg Secretary, Chair, etc)

Trustee

Chair

Date

26th September, 2024



CHARITY COMMISSION
FOR ENGLAND AND WALES

Druitt Hall Community Association

1157590

Receipts and payments accounts

CC16a

**For the period
from**

Period start date
1/1/2023

To

Period end date
31/12/2023

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
Hire of Hall	29,810	-	-	29,810	24,572
Electricity - Transfer from U3A	97	-	-	97	67
Key Deposits	270	-	-	270	
BH Coastal Lottery	26	-	-	26	49
Water - Payment for Watering Druitt Gardens	178	-	-	178	
Grant for Store Cupboard Flooring		2,113		2,113	
Broadband Rebate	3			3	
Hall 70th Anniversary Event	28			28	
Covid-19 Grants			-	-	2,667
	-	-	-	-	-
Sub total (Gross income for AR)	30,410	2,113	-	32,523	27,476
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	30,410	2,113	-	32,523	27,476

A3 Payments

Repairs & Maintenance	790	26,374	-	27,163	5,687
Cleaning & Consumables	3,255	-	-	3,255	2,799
Telephone, Internet & Postage	390	-	-	390	403
Water & Sewerage	499	-	-	499	313
Insurance & Safety	782	-	-	782	615
PRS_PPL Licence	85	-	-	85	320
Electricity	3,660	-	-	3,660	3,613
Admin & Stationery	5,995	-	-	5,995	6,056
Improvements		10,224	-	10,224	80
General	825	-	-	825	306
Rent Rebate & Key Deposit Return	106	-	-	106	
Covid-19 Consumables			-	-	140
FODG/WEA			-	-	
Defibrillator		116		116	
Hall 70th Anniversary Event	204			204	
Business Rates	193	-	-	193	319
Sub total	16,782	36,714	-	53,496	20,651

A4 Asset and investment purchases, (see table)

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

Total payments	16,782	36,714	-	53,496	20,651
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Net of receipts/(payments)	13,628	- 34,601	-	- 20,973	6,825
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A5 Transfers between funds	- 4,553	4,553	-	-	-
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A6 Cash funds last year end	4,573	50,851	-	55,424	34,465
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Cash funds this year end	13,648	20,803	-	34,451	41,290
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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	13,218	-	-
	Cash at Bank - Emergency Operating Reserve	-	12,720	-
	Cash at Bank - Planned Expenditure			
	PA System		100	
	Defibrillator		500	
	Repair Windows		-	
	Reclad & Insulate Side & Rear Walls		-	
	Paint Windows & Cladding		753	
	Secondary Glazing		5,000	
	Key Deposits			
	Remove Moss from Roof		1,730	
	Liabilities - Key Deposits	430		-
	Total cash funds	13,648	20,803	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
			-	-
			-	-
		-	-	-
		-	-	-
		-	-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Details			
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Details			
			-	-
			-	-

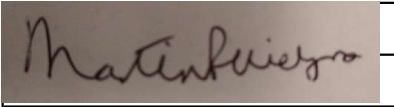
		Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Details			
	Electricity	Current		
	Key deposits	Restricted	430	

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

Signature

Print Name

Date of approval

	Martin Paul Vieyra	03/09/2024