

Llangarron Community Association
Trustees' Annual Report and
Financial Accounts for the
Year Ended 31st December 2020

Registered Charity Number: 1157992

Llangarron Community Association

Trustees' Annual Report and Financial Accounts for the Year Ended 31st December 2020

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Llangarron Community Association

Charity Information for the Year Ended 31st December 2020

Trustees:

Mr Nigel Bruce Hill
Mrs Valerie Sullivan
Miss Judy Turner
Mr Dermot Hayes
Mr Nicholas Saunders

Management Committee:	Ms Jenny Murray	Chair
	Mr Adrian Hitchen	Treasurer
	Mrs Sylvia Matthews	Secretary
	Mr Nigel Hill	
	Miss Judy Turner	
	Ms Penny Saunders	Bookings Secretary
	Ms Carole Caligari	
	Mr Peter Copp	
	Ms Helen Edwards	[from November]

Public Address:

The Garron Centre
St Deinst Church
Llangarron
Herefordshire
HR9 6NJ
United Kingdom

Registered Number: 1157992

Llangarron Community Association

Trustees' Annual Report for the Year Ended 31st December 2020

Charity Name: Llangarron Community Association ("LCA")

Charity Registration Number: 1157992

Objectives & Activities

Summary of the purposes of the charity as set out in its governing document	<p>The primary objectives of the LCA are to:</p> <p>(1) Maintain and manage the Garron Centre as a community venue on a cost neutral basis</p> <p>(2) Promote the benefit of the inhabitants of the Llangarron area by associating together the people, relevant 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 activities</p> <p>(3) Promote such other charitable purposes as may from time to time be determined</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<p>The Trustees, and volunteer Management Committee, worked to provide ongoing management, maintenance and enhancement of the Community Centre throughout the year.</p> <p>However, due to the restrictions imposed in relation to Covid-19 from late March until the end of the year, the only activities staged in 2020 were:</p> <ul style="list-style-type: none">• Monthly Community Cafés (Jan - March, staged jointly by the LCA & PCC)• One Indoor LCA Catering Event (Fish & Chip Night in January)• One Outdoor LCA Catering Event (Fish & Chip Van in December)• Meetings of the LCA Committee (outside of lockdown periods)• Educational and vocational groups: weekly classes in French conversation (Jan - March) and Yoga (Jan - Feb)• Several Private Functions & Parties (Jan - March) <p>The LCA also continued to operate its community 'Lottery Club', which provides for four prize draws p.a. held in September, December, March and June.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	<p>The trustees confirm that they have referred to the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.</p>

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Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making	None (not applicable)
Policy on social investment including program related investment	None (not applicable)
Contribution made by volunteers	The Charity has no employees; all activities are organised and managed by volunteers, including Committee members and others
Other	

Achievements and performance

Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	From January to late March, the hall was in normal use and hosted the various events and activities listed above. The Garron Centre's facilities and competitive hiring rates are appreciated by families and groups across the local community and in a 'normal' year the hall would be used for a significant number of private functions and parties; in 2020, such activities were limited to the first ten weeks of the year. Over this same period, the LCA staged just one event - a 'Fish and Chips Night', using the services of an independent catering van. The Hall was also used as a venue for Committee meetings on three occasions (outside of the lockdown periods); agenda items included operational matters (in particular, ongoing problems with the heating system) and potential resumption of activities in the event of Covid-19 restrictions being lifted. The Committee also reviewed and updated its policies on Complaints Procedures, Safeguarding and hire rates. The Trustees also commenced reviews of the Association's Financial Controls and GDPR Policies, although further work is required to finalise these policies before adoption.
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	
Performance of fundraising activities against objectives set	
Investment performance against objectives	
Other	

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Trustees' Annual Report for the Year Ended 31st December 2020

Financial review

Review of the charity's financial position at the end of the period	The Annual Accounts are shown later, in the Receipts & Payments format. In view of Covid-19 restrictions, the total receipts from events and activities in 2020 were limited to just £3,557, while payments in respect of these activities plus general operational costs were £7,693. The net deficit of £4,136 was met from cash reserves, which totalled £57,531 at the year end. The Annual Accounts 2020 have been agreed by the Trustees and Management Committee, and will be presented at the AGM (to be held later in 2021 or early 2022) and submitted to the Charity Commission via online filing.
Statement explaining the policy for holding reserves stating why they are held	The charity's funds are held to ensure continuing operation of the Garron Centre as a community venue, and in particular to meet any unusual or irregular requirement for financial outlay such as the replacement of equipment, hall improvements or unforeseen expenditures. The Trustees consider reserves to be adequate to meet the needs of the charity.
Amount of reserves held	All funds (totalling £57,531 at the year end) are currently held as accessible reserves.
Reasons for holding zero reserves	n.a.
Details of fund materially in deficit	n.a.
Explanation of any uncertainties about the charity continuing as a going concern	Given the level of cash reserves and limited outgoing expenses at present (for such time as the Covid-19 restrictions apply), the Trustees believe that the charity does not currently face any uncertainties as a going concern.

Additional information (optional)

The charity's principal sources of funds (including any fundraising)	The LCA's principal sources of funds are community events and activities staged in the hall, private hirings of the hall and a community lottery. In normal years, a significant contributor to receipts would be use of the hall as an h.Art venue for 9 days in September; regrettably this event could not be staged in 2020.
Investment policy and objectives including any social investment policy adopted	None at present, but the Trustees continue to review opportunities to invest a major part of the cash fund reserves in either a community asset (such as an area of amenity land) or in a low-risk medium-term scheme to mitigate the effects of inflation and potentially produce a small return on capital.
A description of the principal risks facing the charity	Although the hall is currently closed as a result of ongoing Covid-19 restrictions, the Association has sufficient reserves to meet ongoing expenses. The Trustees are not aware of any significant risks to the operations of the charity at such time as normal activities are resumed.
Other	

Llangarron Community Association

Trustees' Annual Report for the Year Ended 31st December 2020

Structure, Governance and Management

Description of charity's trusts:	
Type of governing document	The LCA's operations are governed by a written constitution which was adopted on 1 August 2014.
How is the charity constituted?	The LCA is constituted as a CIO.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	By local nomination and majority acceptance vote by the existing Trustees

Additional information (optional)

You may choose to include further statements 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	<p>Management was exercised during the year through a management committee comprising:</p> <ul style="list-style-type: none">Jenny Murray (Chair)Nigel Hill (Trustee)Judy Turner (Trustee)Adrian Hitchen (Treasurer)Sylvia Matthews (Secretary)Penny Saunders (Bookings Secretary)Carole CaligariPeter CoppHelen Edwards [from November]
	Meetings (in part) were also attended on a regular basis by PCC Representatives (including Rev. Richard Jones, Mrs Denise Morehead and Mrs. Lisa Hill).
Relationship with any related parties	None

Reference and Administrative Details

Charity name	Llangarron Community Association
Other name the charity uses	None
Registered charity number	1157992
Charity's principal address	The Garron Centre, St Deinst Church, Llangarron HR9 6NJ

Llangarron Community Association

Trustees' Annual Report for the Year Ended 31st December 2020

names of the charity trustees who manage the charity

	Trustee name	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Mr Nigel Bruce Hill		Community Representative
2	Mrs Valerie Sullivan		Community Representative
3	Miss Judy Turner		Community Representative
4	Mr Dermot Hayes		Community Representative
5	Mr Nicholas Saunders		Community Representative
6			
7			
8			
9			
10			

Corporate trustees - names of the directors at the date the report was approved

Director name	
None	

Name of trustees holding title to property belonging to the charity

Trustee name	
None	

Funds held as custodian trustees on behalf of others

Description of assets held in this capacity	None
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n.a.
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n.a.

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Trustees' Annual Report for the Year Ended 31st December 2020

Additional information (optional)

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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Exemptions from disclosure

Reason for non-disclosure of key personnel details	n.a.
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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees:

Signature(s)		
Full name(s)	Valerie Sullivan	Nigel Hill
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	15th May 2021	15th May 2021

Llangarron Community Association

Receipts & Payments Accounts for the year ended 31st December 2020

Section A: Receipts and Payments

<i>Note: All Funds are Unrestricted</i>		Code	Note	2020 Sub-Totals £	2020 £	2019 £
A1 Receipts						
<i>Grants & Donations Received</i>						
The Giving Machine	4200	2			64	145
Other	4300				-	50
					64	195
<i>Events & Activities</i>						
		4				
Catering Events - DINE	4700				-	-
Catering Events - Other	4701				808	3,662
Community Café	4705				139	624
h.Art Table Fee Income	4720			0		
h.Art Sales Income (Gross)	4721			0		
h.Art Catering Income	4722			0		
h.Art Income - Totals				0	-	7,105
Christmas Market	4740				-	706
Christmas Party	4750				-	-
Other LCA Events	4800				-	407
Llangarron Lottery Club Subscriptions	4860				1,848	1,704
					2,795	14,208
<i>Facilities Rental</i>						
Hire of Garron Centre	4850				678	2,768
Use of Alcohol Licence	4851				20	120
					698	2,888
<i>Other</i>						
Return of Petty Cash to Bank Account	1220				-	34
					-	34
Sub Total [Gross Income for Annual Return]					3,557	17,325
A2 Asset & Investment Sales						
Asset Sales					-	-
Investment Sales					-	-
Sub Total - Asset & Investment Sales					-	-
Total Receipts					3,557	17,325

Llangarron Community Association

Receipts & Payments Accounts for the year ended 31st December 2020

Section A: Receipts and Payments

Note: All Funds are Unrestricted

	Code	Note	2020 Sub-Totals £	2020 £	2019 £
A3 Payments					
<i>Charitable Activities, Gifts & Donations</i>					
Gifts & Donations given	5300	3		-	28
				-	28
<i>Events & Activities</i>					
		4			
Catering Events - DINE	5700			-	-
Catering Events - Other	5701			657	2,527
Community Café	5705			9	121
h.Art Organisational Costs	5720		0		
h.Art Artist Payments	5721		0		
h.Art Card Sales Commission	5725		0		
h.Art Catering Costs	5722		0		
h.Art Marketing Costs	5723		0		
h.Art Costs - Totals			0	-	5,133
Christmas Market	5740			-	39
Christmas Party	5750			-	-
Other LCA Events	5800			-	84
Llangarron Lottery Club Costs & Prizes	5860			1,500	800
				2,166	8,705
<i>General Costs</i>					
Marketing, PR & Advertising	7010			65	192
Licences, Permits & Memberships	7020			81	84
Building Maintenance	7100			2,659	74
Equipment Maintenance	7110			-	48
Landscape & External Maintenance	7120			-	75
Kitchen & Toilet Consumables	7200			-	35
Electricity	7210			1,172	1,809
Cleaning	7220			199	610
Insurance	7230			434	395
Stationery & Postage	7300			-	19
Computer Supplies & Software	7310			-	10
Telephone, Broadband & Internet	7320			493	444
Website Costs	7330			146	291
Equipment [Small Items <£200]	7400			278	237
				5,527	4,325
<i>Governance Costs</i>					
Professional Fees	8000			-	-
Bank Charges	8100			-	-
				-	-
Sub Total - Payments				7,693	13,058

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Receipts & Payments Accounts for the year ended 31st December 2020

Section A: Receipts and Payments

<i>Note: All Funds are Unrestricted</i>		Code	Note	2020 Sub-Totals £	2020 £	2019 £
A4 Asset & Investment Purchases						
	Asset Purchases					
	Investment Purchases					
	Sub Total - Asset & Investment Purchases				-	-
Total Payments					7,693	13,058
Net Surplus / (Deficit) for the Year					(4,136)	4,267
A5 Transfers between Funds					-	-
A6 Cash Funds at Last Year End						
	Bank Current Account				61,567	57,299
	Cash in Hand				100	134
					61,667	57,433
Cash Funds This Year End						
	Bank Current Account				57,431	61,567
	Cash in Hand				100	100
					57,531	61,667
Bank Cash Flow Check:					(4,136)	4,267

Approved by the Trustees on: 15th May 2021

[Name] Valerie Sullivan [Signature]

[Name] Nigel Hill [Signature]

The notes form part of these financial statements

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	Bank Current Account	57,431	-	-
	Cash in Hand	100	-	-
		-	-	-
	<i>Total Cash Funds</i>	57,531	-	-
	Details	Unrestricted Funds to nearest £	Restricted Funds to nearest £	Endowment Funds to nearest £
B2 Other Monetary Assets	None	-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost to nearest £	Current Value to nearest £
B3 Investment Assets	None	-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost to nearest £	Current Value to nearest £
B4 Assets Retained for the Charity's Own Use	General equipment	Unrestricted	5,005	-
	Kitchen equipment	Unrestricted	11,230	-
	IT & AV equipment	Unrestricted	7,327	-
	Furniture	Unrestricted	8,174	2,932
	Shed	Unrestricted	2,605	930
	Leasehold Improvements	Unrestricted	213	108
	<i>Total Retained Assets Value</i>		-	3,970
	Details	Fund to which liability relates	Amount due to nearest £	When due
B5 Liabilities	Cleaning Fees	Unrestricted	10	Pending
			-	
			-	
	<i>Total Liabilities</i>		10	

Approved by the Trustees on: 15th May 2021

[Name] Valerie Sullivan [Signature]

[Name] Nigel Hill [Signature]

The notes form part of these financial statements

Notes to the Accounts for the Year Ended 31st December 2020

Note

1 Accounting Policies

Basis of accounting

The financial statements have been prepared under the "Receipts & Payments" cash accounting convention, in accordance with Charities Commission guidelines (reference CC16b, effective January 2017) relating to charities with gross income of less than £250,000 p.a.

Independent review

As gross income was below £25,000 for the period, no audit or independent examination was deemed necessary.

2 Grants & Donations Received

	All unrestricted	
	2020	2019
	£	£
The Giving Machine	64	145
Other	-	50
	<u>£ 64</u>	<u>£ 195</u>

All grants and donations are treated as income in the year in which they are received.

3 Gifts & Donations Given

	2020	2019
	£	£
Committee member retirement or condolence gifts	-	28
	<u>£ -</u>	<u>£ 28</u>

4 Summary of Receipts & Payments for Events & Activities (All Unrestricted)

	LCA Catered Events £	Community Café £	h.Art - Autumn £	Christmas Market £	Other LCA Events £	Lottery Club £	Total £
Receipts							
Table fees, entry tickets etc	-	-	-	-	-	-	-
Catering income	808	139	-	-	-	-	947
Raffles & Lottery Club	-	-	-	-	-	1,848	1,848
Sales (Gross) / Commission	-	-	-	-	-	-	-
	<u>808</u>	<u>139</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,848</u>	<u>2,795</u>
Payments							
Marketing, licences etc	-	-	-	-	-	-	-
Catering supplies	657	9	-	-	-	-	666
Entertainment Costs	-	-	-	-	-	-	-
Raffles & Lottery Club Prizes	-	-	-	-	-	1,500	1,500
Sales Payments / Stock Costs	-	-	-	-	-	-	-
	<u>657</u>	<u>9</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>	<u>2,166</u>
Net income / (deficit) 2020	<u>151</u>	<u>131</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>348</u>	<u>629</u>
Net income / (deficit) 2019	<u>1,135</u>	<u>503</u>	<u>1,972</u>	<u>666</u>	<u>323</u>	<u>904</u>	<u>5,504</u>

Notes to the Accounts for the Year Ended 31st December 2020

Note

5 Assets Retained for the Charity's Own Use

The charity maintains a register of assets including the original purchase price of each item and its residual value as at the end of the current accounting year. The asset values are depreciated each year at rates calculated to write off the cost of each asset over its estimated useful life, as follows:

General Equipment; IT & AV Equipment	25% p.a. straight line
Kitchen equipment	20% p.a. straight line
Furniture; Shed; Leasehold Improvements	10% p.a. straight line

Depreciation is commenced in the year of acquisition. There were no new asset purchases in 2020.

Fixed Asset Values:	General Equipment	Kitchen Equipment	IT & AV Equipment	Furniture	Shed	Leasehold Improvem.	Total
	£	£	£	£	£	£	£
Cost							
As at 31st December 2019	5,005	11,230	7,327	8,174	2,605	213	34,554
Additions during the year	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-
As at 31st December 2020	5,005	11,230	7,327	8,174	2,605	213	34,554
Depreciation							
As at 31st December 2019	5,005	11,230	7,327	4,425	1,414	84	29,485
On disposals	-	-	-	-	-	-	-
Charge for the year	-	-	-	817	261	21	1,099
As at 31st December 2020	5,005	11,230	7,327	5,242	1,675	105	30,584
Net book value							
At 31 December 2020	-	-	-	2,932	930	108	3,970
At 31 December 2019	-	-	-	3,749	1,191	129	5,069

6 Liabilities

		2020	2019
		£	£
Anne Bradley	Cleaning Fees	10	-
M Taylor	Doormat Re-Fit	-	45
		<u>10</u>	<u>45</u>

7 Cash Funds

	<i>All Unrestricted</i>	2020	2019
		£	£
Opening Bank Balance at 1st January		61,567	57,299
Surplus/(deficit) for the year		(4,136)	4,267
Closing Bank Balance at 31st December		<u>57,431</u>	<u>61,567</u>
Cash in Hand		100	100
Total Cash Funds		<u>57,531</u>	<u>61,667</u>