

Llangarron Community Association
Trustees' Annual Report and
Financial Accounts for the
Year Ended 31st December 2021

Registered Charity Number: 1157992

Llangarron Community Association

Trustees' Annual Report and Financial Accounts for the Year Ended 31st December 2021

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Llangarron Community Association

Charity Information for the Year Ended 31st December 2021

Trustees:	Mr. Nigel Bruce Hill	[Resigned 17th June 2021]
	Ms. Valerie Sullivan	
	Ms. Judy Turner	
	Mr. Dermot Hayes	
	Mr. Nicholas Saunders	[Resigned 3rd June 2021]
Clerk to the Trustees:	Mr. Adrian Hitchen	
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 2021

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 for recreation and leisure-time activities in the interests of social welfare</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, enhancement and usage of the Community Centre throughout the year. However, due to the restrictions imposed in relation to Covid-19 at various times, the range of activities staged in 2021 was more limited than usual, and comprised:</p> <ul style="list-style-type: none">• Monthly Community Café (October)• Monthly PCC Coffee Mornings (October - December)• Three Outdoor LCA Catering Events (Fish & Chip Van in Feb, March, Sept)• One Outdoor 'Open Evening' - West Midlands Police (6th May)• h.Art Arts & Crafts Exhibition (4th - 12th September)• Various PCC Events:<ul style="list-style-type: none">- Harvest Supper (24th September)- Fish & Chip Night (30th October)- Quiz Night (13th November)- Festival of Nativities (4th - 5th December)• Christmas Market (27th November)• Christmas Choral Concert - Le Voci Choir (10th December)• Meetings of the LCA Committee and PCC (outside of lockdown periods)• Educational and vocational groups: weekly classes in French conversation (September - December)• Several Private Functions & Parties (May, July, September, December) <p>The LCA also continued to operate its community 'Lottery Club', with four prize draws p.a. held in September, December, March and June.</p>
Statement confirming 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>

Llangarron Community Association

Trustees' Annual Report for the Year Ended 31st December 2021

Additional information (optional)

You may choose to include further statements where relevant about:

Policy on grant making	None (but the Trustees propose to develop a Grant Making Policy in 2022)
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 unpaid volunteers, including Trustees, 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.	<p>Due to the continuing Covid-19 situation, there were no events organised by the LCA and very limited use of the Garron Centre between January and August. The LCA did arrange two visits of the Fish and Chip van (outdoor, takeaway sales only), and there were just two private hires of the hall over this period. A limited calendar of events took place over the last four months of the year, including the 9-day h.Art Exhibition featuring the work of eleven local artists, a Christmas Market with twelve stalls offering seasonal products and produce (almost all being locally made) and a Choral Concert by the Hereford-based 'Le Voci' Choir. The monthly Community Cafe also re-commenced in October and - restrictions permitting - will take place on the fourth Saturday of each month from January 2022 onwards. Weekly French Conversation classes also recommenced in September. The feedback received from participants and visitors at these events was very positive, with h.Art in particular generating excellent feedback and very good sales for the eleven exhibiting artists and the Cafe. In general, the Garron Centre's facilities and competitive hiring rates continue to be appreciated by local residents and community groups.</p> <p>The LCA's Trustees and Management Committee continued to meet on a regular basis during the year, with most of the meetings held off-site and observing Covid restriction in force at the time. Policy reviews were conducted in relation to Complaints Procedures, Equal Opportunities, Environmental Issues, Safeguarding and Financial Controls. The Trustees also developed a draft GDPR Policy, which will be finalised in the early part of 2022.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Llangarron Community Association

Trustees' Annual Report for the Year Ended 31st December 2021

Financial review

Review of the charity's financial position at the end of the period	<p>The Annual Accounts are shown later, in the Receipts & Payments format. From the limited range of events and activities in 2021 (due to Covid-19 restrictions), the total receipts were £17,819; this marks a significant increase from the very limited income in 2020 (£3,557), with the majority flowing from the very successful h.Art exhibition. Payments made in 2021 to fund the events, activities and general operating costs were £23,063 (compared to just £7,693 in 2020). The outgoings included a significant 'one-off' maintenance payment in respect of repairs to the roof of the Garron Centre, specifically to the rainwater valley between the hall and the main Church building. The costs for this work were shared with the Parochial Church Council. The net deficit of £5,244 in 2021 was met from cash reserves, which totalled £52,287 at the year end. The Annual Accounts 2021 have been reviewed and approved by the Trustees and Management Committee, and will be submitted to the Charity Commission via online filing.</p>
Statement explaining the policy for holding reserves stating why they are held	<p>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.</p>
Amount of reserves held	<p>All funds (totalling £52,287 at the year end) are currently held as accessible reserves.</p>
Reasons for holding zero reserves	<p>n.a.</p>
Details of fund materially in deficit	<p>n.a.</p>
Explanation of any uncertainties about the charity continuing as a going concern	<p>Given the level of cash reserves and with no expectation of any major expenses in the coming year, the Trustees believe that the charity does not currently face any uncertainties as a going concern.</p>

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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. Annually, the most significant event staged is the 9-day h.Art Exhibition in September; after its absence from the calendar in 2020, h.Art 2021 proved very successful in terms of footfall and income generation for the eleven exhibiting local artists and - through commission and Cafe sales - the LCA.
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	The Trustees believe that the Association has sufficient reserves to meet its ongoing expenses, and are not aware of any significant risks to the operations of the charity in the coming year.
Other	

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 at a duly convened meeting of the Trustees. Towards the end of 2021 the Trustees identified two potential enhancements to the Constitution (to be further assessed for potential implementation in 2022) regarding the desired number of Trustees to be appointed and their defined terms of office. The Trustees are in the process of seeking legal guidance from a suitably qualified charity specialist to ensure this process is managed in full accordance with charity laws and good practice.

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Trustees' Annual Report for the Year Ended 31st December 2021

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>Day-to-day management was exercised throughout the year by a Management Committee (MC) operating under powers defined and delegated by the Trustees. The MC generally comprised from 6 - 10 volunteers, with individuals serving in the nominated posts of Chair, Treasurer, Meetings Secretary and Bookings Secretary. Committee meetings were (in part) also attended on a regular basis by representatives of the Parochial Church Council.</p> <p>The Trustees would like to express their gratitude to and warm appreciation of all of the volunteers who devised, administered, organised and implemented the events and activities staged by the LCA over the course of the year.</p>
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

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	01.01.21 to 17.06.21	Community Representative
2	Mrs Valerie Sullivan		Community Representative
3	Miss Judy Turner		Community Representative
4	Mr Dermot Hayes		Community Representative
5	Mr Nicholas Saunders	01.01.21 to 03.06.21	Community Representative
6			
7			
8			

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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.

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	Dermot Hayes
osition (eg Secretary, Chair, etc)	Trustee	Trustee
Date	18th October 2022	18th October 2022

Llangarron Community Association

Receipts & Payments Accounts for the year ended 31st December 2021

Section A: Receipts and Payments

<i>Note: All Funds are Unrestricted</i>		Code	Note	2021 Sub-Totals £	2021 £	2020 £
A1 Receipts						
<i>Grants & Donations Received</i>						
The Giving Machine	4200	2		-	-	64
Other	4300			-	-	-
					-	64
<i>Events & Activities</i>						
		4				
Catering Events - DINE	4700			-	-	-
Catering Events - Other	4701			130	130	808
Community Café	4705			67	67	139
h.Art Table Fee Income	4720			1,019		
h.Art Sales Income (Gross)	4721			11,463		
h.Art Catering Income	4722			2,003		
h.Art Income - Totals				14,485	14,485	-
Christmas Market	4740			824	824	-
Christmas Party	4750			-	-	-
Other LCA Events	4800			340	340	-
Llangarron Lottery Club Subscriptions	4860			1,320	1,320	1,848
					17,165	2,795
<i>Facilities Rental</i>						
Hire of Garron Centre	4850			594	594	678
Use of Alcohol Licence	4851			60	60	20
					654	698
<i>Other</i>						
Return of Petty Cash to Bank Account	1220			-	-	-
					-	-
Sub Total [Gross Income for Annual Return]					17,819	3,557
A2 Asset & Investment Sales						
Asset Sales				-	-	-
Investment Sales				-	-	-
Sub Total - Asset & Investment Sales					-	-
Total Receipts					17,819	3,557

Llangarron Community Association

Receipts & Payments Accounts for the year ended 31st December 2021

Section A: Receipts and Payments

Note: All Funds are Unrestricted

	Code	Note	2021 Sub-Totals £	2021 £	2020 £
A3 Payments					
<i>Charitable Activities, Gifts & Donations</i>					
Gifts & Donations given	5300	3		456	-
				456	-
<i>Events & Activities</i>					
		4			
Catering Events - DINE	5700			-	-
Catering Events - Other	5701			-	657
Community Café	5705			85	9
h.Art Organisational Costs	5720		949		
h.Art Artist Payments	5721		9,753		
h.Art Card Sales Commission	5725		19		
h.Art Catering Costs	5722		626		
h.Art Marketing Costs	5723		59		
h.Art Costs - Totals			11,406	11,406	-
Christmas Market	5740			251	-
Christmas Party	5750			-	-
Other LCA Events	5800			181	-
Llangarron Lottery Club Costs & Prizes	5860			1,200	1,500
				13,123	2,166
<i>General Costs</i>					
Marketing, PR & Advertising	7010			20	65
Licences, Permits & Memberships	7020			77	81
Building Maintenance	7100			6,493	2,659
Equipment Maintenance	7110			538	-
Landscape & External Maintenance	7120			-	-
Kitchen & Toilet Consumables	7200			43	-
Electricity	7210			680	1,172
Cleaning	7220			266	199
Insurance	7230			424	434
Stationery & Postage	7300			46	-
Computer Supplies & Software	7310			-	-
Telephone, Broadband & Internet	7320			368	493
Website Costs	7330			190	146
Equipment [Small Items <£200]	7400			338	278
				9,483	5,527
<i>Governance Costs</i>					
Professional Fees	8000			-	-
Bank Charges	8100			-	-
				-	-
Sub Total - Payments				23,063	7,693

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Receipts & Payments Accounts for the year ended 31st December 2021

Section A: Receipts and Payments

<i>Note: All Funds are Unrestricted</i>		Code	Note	2021 Sub-Totals £	2021 £	2020 £
A4 Asset & Investment Purchases						
	Asset Purchases					
	Investment Purchases					
	Sub Total - Asset & Investment Purchases				-	-
Total Payments					23,063	7,693
Net Surplus / (Deficit) for the Year					(5,244)	(4,136)
A5 Transfers between Funds					-	-
A6 Cash Funds at Last Year End						
	Bank Current Account				57,431	61,567
	Cash in Hand				100	100
					57,531	61,667
Cash Funds This Year End						
	Bank Current Account				52,187	57,431
	Cash in Hand				100	100
					52,287	57,531

Approved by the Trustees on: 18th October 2022

[Name] Valerie Sullivan

[Signature]

[Name] Dermot Hayes

[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	52,187	-	-
	Cash in Hand	100	-	-
		-	-	-
	<i>Total Cash Funds</i>	52,287	-	-
	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	2,115
	Shed	Unrestricted	2,605	669
	Leasehold Improvements	Unrestricted	213	87
	<i>Total Retained Assets Value</i>		-	2,871
	Details	Fund to which liability relates	Amount due to nearest £	When due
B5 Liabilities	Cleaning Fees	Unrestricted	12	Pending
			-	
			-	
	<i>Total Liabilities</i>		12	

Approved by the Trustees on: 18th October 2022

[Name] Valerie Sullivan

[Signature]

[Name] Dermot Hayes

[Signature]

The notes form part of these financial statements

Notes to the Accounts for the Year Ended 31st December 2021

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	
	2021	2020
	£	£
The Giving Machine	-	64
	<u>£ -</u>	<u>£ 64</u>

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

3 Gifts & Donations Given

	2021	2020
	£	£
Committee member retirement & condolence gifts	56	-
Donation to 1st Whitchurch & Llangrove Scouts for Tents	400	-
	<u>£ 456</u>	<u>£ -</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	-	-	1,019	265	305	-	1,589
Catering income	130	67	2,003	449	35	-	2,683
Raffles & Lottery Club	-	-	-	100	-	1,320	1,420
Sales (Gross) / Commission	-	-	11,463	10	-	-	11,473
	<u>130</u>	<u>67</u>	<u>14,485</u>	<u>824</u>	<u>340</u>	<u>1,320</u>	<u>17,165</u>
Payments							
Marketing, licences etc	-	-	1,008	70	29	-	1,107
Catering supplies	-	85	626	105	120	-	935
Facilities & Entertainment Cost:	-	-	-	-	30	-	30
Raffles & Lottery Club Prizes	-	-	-	72	-	1,200	1,272
Sales Payments / Stock Costs	-	-	9,773	3	3	-	9,779
	<u>-</u>	<u>85</u>	<u>11,406</u>	<u>251</u>	<u>181</u>	<u>1,200</u>	<u>13,123</u>
Net income / (deficit) 2021	<u>130</u>	<u>-18</u>	<u>3,078</u>	<u>573</u>	<u>158</u>	<u>120</u>	<u>4,041</u>
Net income / (deficit) 2020	<u>151</u>	<u>131</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>348</u>	<u>629</u>

Notes to the Accounts for the Year Ended 31st December 2021

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 2021.

Fixed Asset Values:	General Equipment	Kitchen Equipment	IT & AV Equipment	Furniture	Shed	Leasehold Improv.	Total
	£	£	£	£	£	£	£
Cost							
As at 31st December 2020	5,005	11,230	7,327	8,174	2,605	213	34,554
Additions during the year	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-
As at 31st December 2021	5,005	11,230	7,327	8,174	2,605	213	34,554
Depreciation							
As at 31st December 2020	5,005	11,230	7,327	5,242	1,675	105	30,584
On disposals	-	-	-	-	-	-	-
Charge for the year	-	-	-	817	261	21	1,099
As at 31st December 2021	5,005	11,230	7,327	6,059	1,936	126	31,683
Net book value							
At 31 December 2021	-	-	-	2,115	669	87	2,871
At 31 December 2020	-	-	-	2,932	930	108	3,970

6 Liabilities

Liabilities		2021	2020
		£	£
Anne Bradley	Cleaning Fees (December 2021)	12	10
		<hr/> 12	10

7 Cash Funds

	2021	2020
	£	£
Opening Bank Balance at 1st January	57,431	61,567
Surplus/(deficit) for the year	(5,244)	(4,136)
Closing Bank Balance at 31st December	52,187	57,431
Cash in Hand	100	100
Total Cash Funds	52,287	57,531