



ANNUAL REPORT

Registered Charity

1160538

Covering the period April 2022-March 2023

Our Mission:

To enhance the life of the Eastcott Community through the provision of events, activities and opportunities.

Our Vision:

To be a successful and innovative organisation, managing a vibrant and inclusive community resource.

Our story: Since Eastcott Community Organisation became a constituted group in February 2013, we have organised hundreds of community events and activities, to bring the community together and increase opportunities for residents.

In May 2014 we took over community management of Eastcott Community Centre (formerly Savernake Street Social Hall), with the vision to create a community hub for us all to enjoy. We are a registered charity and Charitable Incorporated Organisation.

Public benefit

We are mindful of our responsibility to run our charity in a way that is beneficial to the public; and to demonstrate this in accordance with the Charities Act 2011.

1. There must be an identifiable benefit or benefits
2. The benefit must be to the public – or a section of the public.

Our mission and aims support our constitutional objectives to increase opportunities for people in our area of benefit, and this is a constant reference point for all our activities.

There are two aspects to our activity;

1. Managing a community resource
2. Organising community events and activities.

We believe that our activities this year have enabled us to follow our **mission**, by increasing opportunities for local residents to:

- attend a range of classes and activities close to home.
- Join community activities at low cost to participants due to grants or other funds.



MANAGING A COMMUNITY RESOURCE:

On the **24th February 2022**, the government lifted all Plan B restrictions and we adopted the key principles set out by ACRE. In our regular online covid planning meetings we updated our Covid - 19 risk assessments for the building and the Covid-19 terms and conditions, which we issued to our hire groups.

We supported the local authority's response to Covid-19 in continuing to be a lateral flow test distribution point and in the hiring of the halls for a vaccination clinic.

There were 12 regular bookings in the week in which Friday, **1st April 2022** fell. These were spaced out over the week to allow for cleaning and fogging where necessary to continue to protect vulnerable groups.

In **April 2022** the committee decided to re-open the 2nd hall for bookings, with both halls operating at reduced capacity. In October 2022 the committee voted to lift the restrictions on numbers in the hall and return to the original capacities.

Volunteer capacity to open and close the centre for bookings remains a concern and this is reviewed regularly by the committee to ensure we can deliver the service. In June 2022, the Centre Administrator resigned and there was a period of 3 months where this position was vacant while recruitment took place. The centre had several leaks during the winter, some of which were significant. These were located in the main entryway, corridor and in Raggy Powell Hall. These are the main reasons why the hire of the halls for private parties was delayed until February 23.

In **November 2022** we recruited an experienced Centre Administrator to oversee the bookings for the Centre.

During the Christmas and New Year Period of 22/23 we had notification of cancellation from 4 of our regular hirers.

In **February 2023**, the committee agreed to trial private party booking on a Sunday afternoon where our own events (Repair Cafe and Window Wanderland Workshops) were not taking place. We did not have enquiries for private parties on Sundays in February and March 2023.

We ended the reporting year with 22 regular bookings, 4 bookings for private parties from April onwards and 5 bookings for one off business and community events (City Fibre, Co-op, story telling, filming and a church event) from April onwards.



ORGANISING EVENTS AND ACTIVITIES:

Following the lifting of Plan B restrictions on 24th February 2022, in April 2022 we held our 1st indoor community event. This was co-hosted by Ellen Monray from Kapada and was attended by 14 people. We were enthusiastic to pick up a regular schedule of community events, especially around the theme of community sustainability, as well as host a community Jubilee celebration and family day. We updated our events risk assessments to proceed in the safest manner possible and all of our activities this year have been organised with covid risk assessments at the forefront of our planning.

Of note, we held the first repair cafe since before the pandemic on **Sunday 1st May 2022** with the support of Dave Foster and the Repair Cafe Volunteers. These events were hugely popular before Covid-19, and it was heartening to see the community come back together.

We received funding from the National Lottery to hold a Platinum Jubilee Celebration and Family Day in **June 2022**. This included applying for use of the street outside of the Centre and the green space adjacent to the Centre. This event was a huge success, with 300 people attending the shared lunch, activities and live music.

"Great atmosphere." "What a lovely day; it would be nice to organise more community lunches."

"A lot of hard work has gone into this event and after a difficult two years is very much appreciated. Well done to everyone involved and thank you."

Further to the above in 2022/23 we have

- used our social media platforms to share news and information pertaining to the centre.
- began printing and delivering the organisation's newsletter.
- began the regular schedule of repair cafes again, the first Sunday of every other month.
- held a further clothes swap, hosted by Ellen, this was attended by 50 people.
- invited the community for a Harvest shared supper in October 22.
- held a successful Christmas Wine Tasting Fundraising event with the support of Claire Flemming - From the Grapevine, raising £500 for the Centre.
- held the fifth Eastcott Window Wanderland in March 2023 involving over 90 window makers creating a magical illuminated walking trail for all the community to enjoy. The theme was "Love the Planet". Funded by the Art Council, this was a huge success and with supportive feedback from the community.

This has been a successful year for our events, planned and organised by the Community Inclusion Co-ordinator - Jaine Blackman. In the next reporting period there are plans to continue the programme of community sustainability events (Repair Cafe, Free Shop and Clothes Swaps) as well as a large scale community event in June. This will consist of a shared lunch and ECO Fest, including ECO Talks, which were incredibly popular before the pandemic.



FINANCE

Funding and support

We have two main income streams – **grant funding/fundraising** for events, activities, training and running costs; and **revenue from hiring** out the community centre.

We have generated 54.4% (£21998) of our annual income from lettings. We have received 36% (£14615) of our income from grants. Our income from fundraising has increased to 4.8% (£1957).

Grant funding:

We would like to thank our funders for 2022/23: The National Lottery and The Arts Council.

Revenue from hirers:

We would like to thank all our hirers for supporting a community resource. We recognise that this year has continued to be difficult for small businesses and organisations.

Reserves policy

We have seen an increase in our expenditure as the use of the hall has increased. Our previous reserves policy was six months running costs for the centre (£1667 x 6). For this reporting period our reserves reflect six months of running costs (£1916 x 6), not including our restricted funds of £4931.

We believe that this more accurately represents the current costs associated with running Eastcott Community Centre.

COMMITTEE AND STAFFING

At our online AGM in November 2022, seven trustees joined the volunteer board. Seven were re-appointments. We conclude our current reporting period with seven trustees. Our trustees' experience includes finance, charity work, social work, project management, marketing, administration, IT, journalism, environmental issues and engineering.

Co-chairs: Dr Lauren Wallis and Stephanie Newton

Vice-Chair: Anna Smart

Secretary: Barrie Hudson

Treasurer: Anne Stone

Health and Safety Officer: Steve Russell

Garden and Grounds: Sara Fluck

Our committee is appointed in line with our constitution and has met monthly on the 2nd Monday of the month 7.30 – 9pm. Due to Covid and hall availability, we have met both online and in person.



We have retained two part time positions: A Community Centre Administrator and Community Inclusion Co-ordinator (previously Events Co-ordinator). We use a cleaning company to clean the building.

VOLUNTEERS

Our biggest thanks this year goes to our volunteers. The volunteers have given their time generously to the organisation. Recruitment of volunteers has centered around the newsletter volunteers, who have delivered leaflets and newsletters to approximately 4000 homes in the Eastcott Ward.

This year the organisation has benefitted hugely from group volunteering. The 18th Swindon Scout Group, Virgin Media and Network Rail have all attended and undertaken tasks such as gardening, building a garden shed and transforming the back room into a usable space for hirers and 1st responders.

FINDING OUT WHAT OUR COMMUNITY WANTS

This year we have collected feedback which has directly influenced our plans for 2022/2023 and beyond:

Feedback forms are available at all community events. We have collected and reviewed over 50 feedback forms as well as received feedback through meaningful 1-2-1 conversations with our community. Throughout 22/23 the theme of loneliness and isolation that was experienced by the community during Covid-19 was apparent, with requests for more shared community meals to be included in our programme. We hosted a Harvest Supper in October 22, in response to these comments. There was also a request for a swimming pool to be built at the Centre (Kaleb, aged 7) which, sadly, we are unable to accommodate.

Feedback forms will continue to be available at events going forward.

PUBLICITY AND PROMOTION

We produced our first newsletter during this reporting period since before the pandemic. We have been fortunate to be featured in the Swindon Advertiser and in the Swindon Link online on several occasions.

We maintain a Facebook page with over 2000 followers and our hirers use a joint bookings/ promotional website.



THE FUTURE

We continue to learn, grow, and respond to interest within the community.

In the year ahead we plan to:

- **To maximise the use of Centre** for regular hirers, community events and private parties.
- **Continue to proceed towards a lease** to improve our organisational security and ability to access funding.
- Continue discussions about **improvements to the building**
- Offer **innovative community activities**
- Continue to **advertise for trustees and volunteers** as appropriate, to strengthen our skills base.
- **Buy in specialist help** where appropriate

THANK YOU to the following for help this year :

The **members of our community** who have participated in our activities and supported us.

Our hire groups

Our staff: Jo, Tracey and Jaine

Our centre, event and newsletter volunteers

Our funders

ACRE and Community First - whose guidance regarding COVID regulations has been excellent.

Annual report approved by committee at a meeting held on 11/09/2023

EASTCOTT COMMUNITY ORGANISATION
REGISTERED CHARITY NUMBER 1160538
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2023

INCOME AND EXPENDITURE ACCOUNT				2022
INCOME	TOTAL	RESTRICTED	UNRESTRICTED	TOTAL
Grants Received	14,615	14,615		20,849
Donations Received	122		122.00	205
Income from Fund Raising	1,957		1,957.00	380
Lettings	21,998		21,997.93	12,037
Sale / Hire of Equipment	217		217.00	75
Book Sales	5		5.00	0
Deposits	1,200	1,200		75
Transfer from Restricted Funds	0			0
Waste Collection/Grit	<u>360</u>		<u>360.38</u>	<u>330</u>
<u>TOTAL</u>	<u>£40,474</u>	<u>£15,815</u>	<u>£24,659.31</u>	<u>£33,951</u>

EASTCOTT COMMUNITY ORGANISATION
REGISTERED CHARITY NUMBER 1160538
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2023

				2022
EXPENDITURE	TOTAL	RESTRICTED	UNRESTRICTED	TOTAL
On Restricted Expenditure	11,451	11,451		6,303
Expenditure on Fund Raising Events	1,034		1,034.00	264
Rent	4,500		4,500.00	4,500
Cleaning	4,465		4,465.34	4,595
Insurance	911		910.95	904
Newsletters/Flyers	433		433.00	0
Waste /Sanitary Collection	776		776.11	744
Printing/Stationery/Postage	200		199.62	141
Accountancy Payroll	457		457.20	435
Accountancy	175		175.00	175
Music / Media /Premises Licence	289		288.88	412
Equipment	812		811.89	100
Gardening	63		63.00	0
Maintenance,Decorating & Repairs	881		881.07	0
Harvest Supper	48		47.92	0
Miscellaneous	235		235.00	564
Subscriptions & Memberships	430		430.00	430
Training	30		30.00	0
Staff	10,795		10,794.82	9,841
National Lottery CF Grant Refund	0			2,227
Wi-Fi	288		288 .00	288
TOTAL	£38,273	£11,451	£26,821.80	£31,923
Net Surplus (Deficit for the Year)	£2,202	£4,364	- £2,162.49	£2,028

EASTCOTT COMMUNITY ORGANISATION
REGISTERED CHARITY NUMBER 1160538
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2023

BALANCE SHEET

		2022
Bank & Cash		
Lloyds Bank Account	27,848	25,646
Cash in Hand	68	68
	_____	_____
TOTAL ASSETS	<u>£27,916</u>	<u>£25,714</u>
Represented By		
Unrestricted Funds	22,985	25,147
Restricted Funds	4,931	567
	_____	_____
TOTAL	<u>£27,916</u>	<u>£25,714</u>

EASTCOTT COMMUNITY ORGANISATION

REGISTERED CHARITY NUMBER 1160538

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED

31 MARCH 2023

1 Movement on Restricted Funds

	Balance	Income	Expenditure	Balance
	At	in	in	at
	31/03 /2022	Year	Year	31/03/2023
Deposits	495	1,200	300	1,395
NL Jubilee Grant	0	7,780	7,780	0
ECOFEST 2023	0	3,196	22	3,174
Parish Grant (WW 2022)	67		67	0
Window W 2023	0	3,639	3,277	362
Donation	5		5	0
	£567	£15,815	£11,451	£4,931

2 Fundraising Events

	Income	Expenditure	Surplus
Repair Cafe/Freeshop	303	76	227
Clothes Swap	504	340	164
Wine Night	990	421	569
Jubilee Event Bar	160	197	-37
	£1,957	£1,034	£923

3 Reserves

	TOTAL	RESTRICTED	UNRESTRICTED
As at 31 March 2022	25,714	567	25,147
Surplus (Deficit) for Year	2,202	4,364	-2,162
As at 31 March 2023	£27,916	£4,931	£22,985

Eastcott Community Organisation
Registered Charity Number 1160538
Financial Statements For The Year Ended
31st March 2023

Independent Examiner's Report to the Trustees of Eastcott Community Organisation

I report on the accounts for the year ended 31st March 2023 which Are set out on pages 2 to 4

Respective responsibilities of Management committee and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 " The Act" and that an independent examination is needed.

It is my responsibility to:-

- Examine the accounts under section 145 of The Act
- Follow the procedures laid down in the general directions given by the Charity Commissioners under section 145(5) (b) of The Act; and
- State whether particular matters have come to my attention

Basis of Independent Examiner's Statement

My examination was carried out in accordance with General directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

1 Which gives me reasonable cause to believe that ,in any material respect, the requirements

- To keep accounting records in accordance with section 130 of The Act
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of The Act

have not been met or

2 To which in my opinion , attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Date

10/07/2023

Robert Raynes FCA
85 Priors Hill Wroughton
Swindon
Wilts
SN4 ORL

Eastcott Community Organisation
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Approved by the Trustees and signed on their behalf



Eastcott Community Organisation
Registered Charity Number 1160538
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31st March 2023

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