

**OLD FELIXSTOWE COMMUNITY ASSOCIATION (OFCA)**

Trustees' Annual Report

Year ended 30<sup>th</sup> June 2024

Charitable Incorporated Organisation Number 1163286

## **Legal and Administrative Information**

### **Address**

The principal address of the Association is:  
Old Felixstowe Community Centre, Ferry Road, Felixstowe, Suffolk, IP11 9NB

### **Status**

The Association was formed in 1974 and registered as a Charity.

On 25<sup>th</sup> August 2015, OFCA was registered as a Charitable Incorporated Organisation (number 1163286). The former charity (number 269624) ceased on 30<sup>th</sup> June 2016 and the new (CIO) began on 1<sup>st</sup> July 2016. It is governed in accordance with its Constitution.

Policy and general management of the affairs of the Association are directed by a General Council consisting of the Trustees; one representative of each of the Affiliated Organisations of the Association (formed within the Association among the individual members for the furtherance of a common activity); an equal number of elected representatives from the individual members of the Association; and representatives of the local council. General Council meets not less than three times a year. Representatives of the individual members serve for three years. Approximately one third retire annually but are eligible for re-election at the AGM.

A Centre Management Committee, elected at the AGM, manages the day-to-day affairs of the Association. The Parochial Church Council may appoint up to four representatives to this Committee.

The current Trustees of the Association are Doreen Savage, Gina Cooper, Terry Smith, and Celia Page. As a new Trustee, Mrs Gillian Barnett will be formally elected to the Board of Trustees by General Council on 12<sup>th</sup> September 2024. Trustee meetings are held at least once a year.

A Standing Committee, consisting of Chair of General Council, Chair of Management Committee, Treasurer and Secretary, advises General Council and makes policy decisions on behalf of General Council when these decisions cannot be delayed until Council's next meeting.

During 2023/24 General Council met 4 times, the Management Committee 10 times and the Trustees twice.

### **GDPR**

The Association is complying with the General Data Protection Regulations which came into effect on 25<sup>th</sup> May 2018.

## Honorary Officers of the Association

Chairman	C. Page (also Joint Administrator)
Treasurer	V. White

Other Elected Members of General Council:

- J. Berry
- S. Bloom
- E. Clark
- G. Cooper (Vice Chairman)
- L. Drouet (Joint Administrator)
- J. Fairweather
- L. Fraser (Accounts Administrator)
- M. Lamacraft
- L. Osborne
- L. Sampson
- D. Songhurst (Newsletter Editor/Website Manager)
- L. Songhurst
- P. Varden
- M. Whiteley (Secretary)
- E. Wright

## Members of the Centre Management Committee

<u>Elected</u>	<u>Appointed by the PCC</u>
E. Clark (Chair)	J. Jones
B. Bown	
G. Cooper	
L. Drouet	
J. Fairweather	
C. Page	
V White	
M Whiteley	
E Wright	

## Solicitors

Gotelee Solicitors LLP, 97 Hamilton Road, Felixstowe, IP11 7AH

## Bank and Building Society Accounts

Treasurer's Account: TSB Bank PLC, 33 Hamilton Road, Felixstowe  
CAF 60 Day Notice Account: Shawbrook Bank

## Independent Examiner

Brian Colin Daves, 5 Cautley House, Undercliff Road East, Felixstowe, Suffolk, IP11 7SF. His examination of the Annual Accounts was carried out in accordance with the General Directions of the Charity Commission.

## Activities

The Association exists to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation for the benefit of the inhabitants of Old Felixstowe and the neighbourhood, and to establish, maintain and manage a Centre for the furtherance of such objectives.

The Association is currently in the process of changing its membership rules and dispensing with fees. Instead of paying an annual membership fee, any person using or attending the CIO is considered to be a member of the CIO. 314 households are subscribed to the electronic Newsletter as of 30<sup>th</sup> June 2024. Six Newsletters were published during the year and details of OFCA activities were regularly updated on the website ([oldfelixstoweca.org.uk](http://oldfelixstoweca.org.uk)).

The Centre continues to be well used by national, regional and local organisations and clubs whose members come from every age group and enjoy a wide variety of recreational activities. As of the end of the financial year there were 15 such groups formally affiliated to the Association, including 4 former OFCA Sections (Carpet Bowls, Craft Group, Table Tennis and Tennis) which have all now become Affiliated members.

All or part of the Centre is also frequently hired on an occasional basis for a wide range of other events.

On Sundays the Church has exclusive use of the Centre.

Various health and safety inspections were held during the year, with satisfactory results.

A comprehensive programme of repairs, maintenance and refurbishment continued throughout the year.

Some fund-raising events, such as the Community Markets, Film Shows and the Summer Fair were held.

### **The Long-Term Future**

The main challenges are:

1. To ensure the Community Centre is a safe environment for all users.
2. To encourage more hirers of the Centre, offering activities and facilities to improve the quality of life for our members and the local community.
3. To recruit more volunteers to share the workload of running the Association and the Centre.
4. To continue to improve and maintain the Community Centre to a high standard.

### **Donations**

The Trustees have been very grateful for financial donations and grants received during the year from:

Aerobics Group – proceeds of Quiz Night

Martello Circle – Speaker donations

Salvation Army Christmas Tree

Christmas Card Delivery Scheme

Maritime Cargo Processing

Suffolk County Council – Locality Budget donation for Lighting & Door

Film Shows – refreshment donations

50<sup>th</sup> Anniversary – book sales & donations

Various donations in lieu of Membership Fees

We would like to thank all our members and non-members who have supported our events during this year and made donations to OFCA.

### **Financial Risk Management**

At every meeting of General Council and the Management Committee, the Treasurer gives a written report confirming bank balances and draws attention to any unusual financial movements.

This report was approved by all the Trustees on 10<sup>th</sup> October 2024:

Doreen Savage  
Celia Page

Gina Cooper  
Terry Smith

Gillian Barnett



# Receipts and payments accounts

CC16a

For the period  
from

01 Jul 23

To

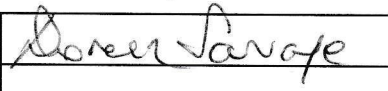
30 Jun 24

## Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year (Restated) to the nearest £
<b>A1 Receipts</b>					
Subscriptions and affiliation fees	717	-	-	717	2,785
Community markets	4,628	-	-	4,628	4,211
Summer Fair	1,806	-	-	1,806	1,760
Christmas card scheme	588	-	-	588	596
Hiring income	33,059	-	-	33,059	24,920
50th anniversary book sales income	570	-	-	570	-
Beverages	798	-	-	798	389
Fundraising	45	-	-	45	49
Donations	1,309	-	-	1,309	1,517
Grant income	-	3,000	-	3,000	638
Newsletter advertising	126	-	-	126	336
Photocopying	1	-	-	1	23
Interest on deposit account	280	-	-	280	197
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>43,927</b>	<b>3,000</b>	<b>-</b>	<b>46,927</b>	<b>37,421</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>43,927</b>	<b>3,000</b>	<b>-</b>	<b>46,927</b>	<b>37,421</b>
<b>A3 Payments</b>					
Rent (PCC)	5	-	-	5	5
Insurance	1,083	-	-	1,083	1,027
Web page	216	-	-	216	173
Fire inspection	186	-	-	186	234
Newsletter printing	664	-	-	664	438
Telephone	1,173	-	-	1,173	1,034
Repairs and renewals	5,761	4,354	-	10,115	17,838
Accountancy fees	-	-	-	-	105
Subscriptions	60	-	-	60	-
Gifts	91	-	-	91	-
50th anniversary celebration costs	1,261	-	-	1,261	-
Donations	125	-	-	125	25
Electricity	1,824	-	-	1,824	1,947
Gas	4,664	-	-	4,664	4,115
Rates	237	-	-	237	389
Water rates	826	-	-	826	441
Refuse collection	2,449	-	-	2,449	2,510
Cleaning	6,652	-	-	6,652	5,750
Administrative expenses	1,828	-	-	1,828	1,339
Beverages	150	-	-	150	103
	-	-	-	-	-
<b>Sub total</b>	<b>29,255</b>	<b>4,354</b>	<b>-</b>	<b>33,609</b>	<b>37,473</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Returnable deposits received and repaid	100	-	-	100	500
Purchase of fixed assets	179	-	-	179	-
<b>Sub total</b>	<b>279</b>	<b>-</b>	<b>-</b>	<b>279</b>	<b>500</b>
<b>Total payments</b>	<b>29,534</b>	<b>4,354</b>	<b>-</b>	<b>33,888</b>	<b>37,973</b>
<b>Net of receipts/(payments)</b>	<b>14,393</b>	<b>- 1,354</b>	<b>-</b>	<b>13,039</b>	<b>- 552</b>
<b>A5 Transfers between funds</b>	<b>- 1,354</b>	<b>1,354</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>109,124</b>	<b>-</b>	<b>-</b>	<b>109,124</b>	<b>109,676</b>
<b>Cash funds this year end</b>	<b>122,163</b>	<b>-</b>	<b>-</b>	<b>122,163</b>	<b>109,124</b>



## 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 £
<b>B1 Cash funds</b>	Bank and cash	122,163	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>122,163</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Long leasehold land and buildings	Unrestricted	-	-
	Fixtures, furniture and equipment	Unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees				
Signature		Print Name	Date of approval	
		DOREEN SAVAGE	17.10.24	





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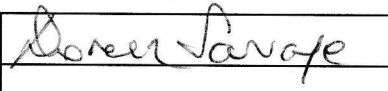
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		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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			-	-
			-	-
<b>B5 Liabilities</b>		Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval
		DOREEN SAVAGE	17.10.24