

Trustees' Annual Report for the period

	Period start date			Period end date		
From	1	April	2020	To	31	March 2021

Section A

Reference and administration details

Charity name

Kingsclere Community Association

Other names charity is known by

Registered charity number (if any)

1168366

Charity's principal address

The Fieldgate Centre, Fieldgate Drive

Kingsclere

Hampshire

Postcode

RG20 5SQ

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	Andrew Bates	Chairman		AGM
2	David Chivers	Vice Chairman		AGM
3	Ian Bowes	Treasurer		AGM
4	Karen Columbo	Secretary		AGM
5	Lesley Farey			AGM
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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
Bank	Santander	Bootle, Merseyside, L30 4GB

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted at AGM in November 2016 and effective from 1 April 2017.
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Trustees are elected annually at the Annual General Meeting.

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.

The Kingsclere Community Association operates The Fieldgate Centre a community centre based in Kingsclere, Hampshire.

The trustees meet regularly with other committee members to review all aspects of the operation of the charity including the financial position and the service provided to the community in which it operates.

The bar is operated separately from the association by Fieldgate Social Club Ltd. The operation of Fieldgate Social Club Ltd is solely for the benefit of Kingsclere Community Association and all surplus revenue made by Fieldgate Social Club Ltd is paid to the association.

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

- To promote the benefit of the inhabitants of The Parish of Kingsclere and the neighbourhood without distinction of sex, sexual orientation, race, or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- To maintain and manage the centre known as The Fieldgate Centre, Fieldgate Drive, Kingsclere and to co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.
- The Association shall be non-party in politics and non-sectarian in religion.

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)

In planning our operation for the year the trustees used the Charity Commission's guidance on public benefit to ensure the association complied with its obligations.

The main activities are as follows:

- maintaining The Fieldgate Centre to a standard that allows public use for a range of activities in the various spaces in the Centre,
- facilitating the running of a range of classes, activities and events run in the centre, and
- organising community events.

The result of these activities is to benefit to the residents of the Parish of Kingsclere and the local area. The classes, activities and events cater for all of the community and there is something that serves from the young through to the old.

Additional details of objectives and activities (Optional information)

Everyone who lives in the parish of Kingsclere who is 18 or over is automatically a member of the association. We are a community organisation and promote the Fieldgate Centre with the tag line "Our community, our place". We therefore strive to ensure the facility is available for all and that there are activities that as many as possible can participate in. To achieve this however we do need volunteers to support the association in a range of roles undertaking many different tasks. The contribution of our volunteers is fundamental to the success of the association and we are always looking for more people to volunteer.

All trustees and committee members give their time voluntarily and receive no remuneration or other benefits. We do not receive external funding for operational activities so generating revenue through use of the centre is essential along with the work of the volunteers.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

There will be a common theme for most reports by community associations running community centres for the year April 2020 to March 2021 in that it was fundamentally a year of ensuring survival due to the impact of COVID-19 whilst delivering what benefit was possible during that period.

Following closure during March 2020 the community centre remained closed until July 2020 for all activity and this was the case for the subsequent lockdowns during the reporting period. During the previous year, 2019-20, the total footfall to The Fieldgate Centre was 43,360. This plummeted during 2020-21 to 8,375. The quarterly breakdown of visits shows the impact of lockdowns more starkly

April 2020 to June 2020 - 216

July 2020 to Sept 2020 - 4627

Oct 2020 to Dec 2020 - 3277

Jan 2021 to March 2021 - 255

When open we were able to run Pilates classes and Slimming World. A range of local Kingsclere sports teams use the centre as a base for training and home matches. Cricket, football and rugby training did run so the centre was able to support these activities. The Rule of Six meant that a large number of the social gatherings and events that would run in normal times were just not possible.

For Christmas 2020 a Christmas show was staged with the support of the Kingsclere Singers and Kingsclere Players. We were able to have a limited audience but we broadcast the show live using Zoom and we subsequently made the recording available to view. This event was viewed as a great success in the community as it drew many together, albeit a fair proportion only on-line. It did demonstrate the strength of the community, supported over the years by the activities of the association, and was another factor in adding to the resilience and maintenance of support networks that served the community well in managing during the pandemic. The association started running Treasure/Quiz Trails around Kingsclere as a way of providing activities for all. These activities attracted all sectors of the community from young to old and included many families.

We were pleased to be awarded a Local Infrastructure Fund (LIF) grant in January 2018 by Basingstoke and Deane Borough Council (B&DBC) and a Community Buildings Grant in April 2018 from Hampshire County Council (HCC) which allowed us to start the renewal of infrastructure as identified in a building survey we had undertaken for the centre. The community centre is 31 years old and had been neglected until refurbishment work started in late 2016. Following the replacement of the doors and windows and windows in 2018, with the benefit of a further B&DBC LIF grant a detailed Mechanical and Electrical System assessment project enabled preparation of the detailed specification for the upgrade the heating system. Following a tender exercise a contractor was selected to upgrade the heating system and this upgrade work was completed in November 2020. The funding from the B&DBC

and HCC grants was fully utilised and the balance of the work was funded by the Greenham Trust as part of the matched funding grant provided by Greenham Trust.

Survival was a fundamental objective during the year and this was achieved. Costs were reduced where at all possible including using the UK Government's Job Retention Scheme where our two part-time staff spent lengthy periods on furlough and 40% of our annual pay cost was covered. Volunteers covered all that was required while staff were on furlough. We also received the government Covid support grants. These two support schemes ensured the association remained financially viable.

Going into the pandemic the association was on a sound footing both financially and operationally. Financially the association has remained on a sound footing and operationally it has demonstrated that it will deliver benefit to the community when it is possible. The support and goodwill shown by the community during the pandemic suggests that the potential to deliver more benefit to the community remains.

Section E

Financial review

Brief statement of the charity's policy on reserves

The association aims to hold sufficient reserves in cash to allow up to three months of operating costs to be covered if there is any shortfall in income. This inevitably would reduce the profitability of the association so the reserves must be replenished in as short a period as possible, certainly less than 12 months to ensure the charity remains in a financially sustainable position.

Details of any funds materially in deficit

Not applicable – the association has a healthy financial position.

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.

There are four revenue streams for the association; hire income, events, revenue from the Fieldgate Social Club Ltd and grants.

- Hire income, events and the surplus income generated by the Fieldgate Social Club Ltd paid to the KCA cover the operational costs of running the centre. Hire and events income is generated by activities that are within the charity's area of benefit. Surplus income and grant income (see below) is used to run community activities which were severely restricted due to the pandemic.
- During this year the Government Covid support grant and Job Retention Scheme have been fundamental in enabling the association remains financially viable.
- Grant income is used to improve and update the facilities. Grant income is also sought to run discrete community activities such as Play Days and Meet Ups for the elderly. Where grant funding is on community centre infrastructure this is equivalent to capital spend and is investment to ensure the longer-term availability of The Fieldgate Centre for the community. Event income is used to supplement improvement and updating work. This assists with any grant requirement to match funding.

Section F

Other optional information


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)

Ian James Robert Bowes

Position (eg Secretary, Chair, etc)

Treasurer

Date

28th January 2022

Kingsclere Community Association

Registered Charity – 1168366

Financial Report and accounts for the year to 31st March 2021

The accounts are presented as an Income and Expenditure Report and a Balance Sheet.

Figures for the year to 31st March 2020 are shown for comparison and the previous two years are presented to show the financial trends over the last four years.

Income and Expenditure

The Financial Year 1 April 2020 to 31 March 2021 from an operating income perspective has been totally dominated by the impact of the Coronavirus Pandemic. The financial viability of the association has been maintained through the receipt of government support grants and significant cost saving. Overall income has increased as has expenditure compared with last year, but this is entirely due to higher grant income received and a higher amount of grant funded improvement work specifically on the refurbishment of the Fieldgate Centre's heating system.

Income

Income for the year was £102,536 up from £84,525 for the previous year, explained by:

- Revenues from hire of the facilities fell by 90% to £2,463 down from £24,660. The centre had to close in mid-March 2020 due to the Coronavirus. For the majority of the year the operation of the centre was subject to Government Lockdown restrictions which meant there was some income from routine users such as Pilates and Slimming World and minimal from one-off hires. The NHS did start using the Centre to run Mother and Baby Clinics and Health Visitor Clinics part of the approach of supporting well-being in non-clinical settings.
- There was no revenue received from the Fieldgate Social Club Ltd as trading was minimal during the year due to the extensive lockdown restrictions.
- Grants increased by £56,210 to £96,878. The Government support grants received were fundamental in ensuring that the Association remained viable and able to trade and deliver charitable benefit when that was legally possible to do. Basingstoke and Deane Borough Council provided Covid 19 relief grants totalling £20,708. Through the year due to our long-term periods of closure we did put our two staff on furlough for several periods and used the Government Job Retention Scheme – JRS. Grants received from the JRS scheme totalled £4199. Basingstoke and Deane Borough Council and Hampshire County Council provided grant funding totalling £57,645 for the heating refurbishment. Greenham Trust provided the balance of the grant funding for the heating refurbishment.
- We were only able to run one event in the community centre during the year which was the Christmas Celebration that involved the Kingsclere Singers and the Kingsclere Players. This show was also broadcast using Zoom. In person and on-line ticket income totalled £565.
- Other income of £2630 mainly comprised of donations including £1000 made by the Kingsclere Tower parish magazine. This donation was made to support the improvement programme and was subsequently paid through the Good Exchange to enable the Greenham Trust to match the donation using the Improvements to the Fieldgate Centre Matched Funding Grant awarded by Greenham Trust.

The year was exceptional due to the impact of the Coronavirus on operations of the Association. The business model for the Association is based on social mixing for a wide range of activities and events something that was just not possible for nearly all of the year.

Expenditure

Expenditure for the year was £102,536 up from £84,010 in the previous year. The main elements of expenditure were:

- Repairs and Renewals amounted to £75,981. £73,460 related to the improvement project with the refurbishment of the heating system. The project included the replacement of two boilers. The work was based on a specification prepared by Ridge and Partners who also oversaw the technical installation of the contractor, SGS Heating and Electrical Ltd. SGS were selected to deliver the work following a competitive tender exercise. The project was funded by Local Infrastructure Fund Grants provided by Basingstoke and Deane Borough Council, a Community Building Grant from Hampshire County Council and a matched funding grant from the Greenham Trust.
- Salary costs amounted to £11,580. We currently employ two part-time staff. Both were placed on furlough for different periods of time with the Job Retention Scheme covering 36% of the salary cost.
- Utility costs were reduced significantly down to £2,609 from £12,873 in 2019-2020. Electricity and gas usage was down to centre closure and improved control. Waste service charges also reduced.

Surplus/Deficit


For the year 2020/2021 there was an operating surplus of £326.

Balance Sheet

- Total net assets have increased from £11,213 to £11,539 due to the surplus made in the year. The assets, mainly cash or near cash, are the operating reserve of the association.
- Debtor level of £1423 is in line with routine operations and all amounts due at the year-end have been received post year end. There is no need for any provision for bad debts
- Creditors and Accruals have increased from £11,613 to £34,572. £2,000 is working capital funding from Basingstoke and Deane. £287 is deposits paid by hirers and the remaining amount of £32,284 is an accrual for various grant funds received but not yet spent. This money is held as an accrual as it has to be spent on specific KCA activities, infrastructure improvements or materials so cannot be treated as an asset although the spend when it occurs will be of benefit to the association.

Conclusion

Prior to the onset of the pandemic the Association had seen a progressive increase in annual operating income but more fundamentally had seen visits to the Fieldgate Centre exceed 43,000. This showed the support of the local community that the KCA exists to provide benefit to and an underlying income base that would normally allow for a viable business. This inevitably has not been the case during 2020-21 from an operations perspective and grants have been essential and gratefully received allowing the Association to continue operating and delivering benefit to the community when possible.



Ian Bowes, Treasurer
Kingsclere Community Association
28th December 2021

Profit and Loss Account – Kingsclere Community Association

Financial Year	2020/2021	2019/2020	2018/2019	2017/2018
INCOME				
Hire of Facilities	2,463	24,660	26,274	24,285
Fieldgate Social Club Ltd.	0	7,094	7,000	8,000
Grants	96,878	40,668	68,684	26,753
Entertainment and Social Events	565	10,667	1,220	5,054
Other Income	2,630	1,437	4,724	4,714
TOTAL INCOME	102,536	84,525	107,902	68,806
EXPENDITURE				
Repairs and Renewals	75,981	5,321	67,492	15,386
Equipment	1,988	33,064	3,855	17,135
Security	1,735	1,288	1,320	1,852
Events expenses	372	9,385	898	3,540
Utilities	2,609	12,873	10,578	13,062
Telephone	995	1,040	1,490	1,532
Salaries	11,580	11,913	11,163	10,732
Admin Expenses	1,953	22	3,697	121
Insurances	2,325	1,925	1,959	2,035
Licences, Subscriptions	215	1,270	1,318	1,388
Sundry Expenses	1,457	2,909	3,375	2,531
Matched Funding Payment	1,000	3,000	815	
TOTAL EXPENDITURE	102,210	84,010	107,961	69,314
TOTAL SURPLUS/DEFICIT FOR YEAR	326	515	(59)	(508)

Financial Year – 1 April to 31 March

Balance Sheet – Kingsclere Community Association

	Balances as of	31/03/2021	31/03/2020	31/03/2019	31/03/2018
CURRENT ASSETS					
Santander Current Account		40,626	16,704	9,743	7,798
Santander Deposit Account		1	1	1	1
Lloyds Deposit Account		4,047	3,047	3,047	3,047
NS&I Investment Account		14	14	14	13
Debtors		1,423	3,029	3,090	3,077
Cash in Hand		0	32	32	32
TOTAL ASSETS		46,111	22,827	15,927	13,969
CURRENT LIABILITIES					
Creditors and Accruals		34,572	11,613	5,228	3,211
TOTAL NET ASSETS		11,539	11,213	10,698	10,758
REPRESENTED BY					
Balances Brought Forward		11,213	10,698	10,758	11,265
Total Surplus for Year		326	515	(59)	(508)
TOTAL BALANCES CARRIED FORWARD		11,539	11,213	10,698	10,758

Independent examiner's report to the trustees of Kingsclere Community Association

I report on the accounts of the Association for the year ended 31st March 2021.

Respective responsibilities of trustees 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the 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 presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 next statement.

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 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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

Signed



Date: 18 January 2022

Name: ADAM PRICE

Relevant professional qualification or body: ACCA

Address: 1 Thorneley Rd, Kingsclere, RG20 5RP

Independent examiner's report to the trustees of Kingsclere Community Association

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Date: 18 January 2022

Name: ADAM PRICE

Relevant professional qualification or body: ACCA

Address: 1 Thorneley Rd, Kingsclere, RG20 5RP