

# Trustees' Annual Report for the period

		Period start date			Period end date		
From	1	April	2021	To	31	March	2022

## 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
6	Kaye Broom		From 16.02.2022	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 it's 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 2021 to March 2022 in that it that activities and subsequent achievements happened within the cycles of the Coronavirus pandemic.

Most activities were operational from July 2021 when lockdown restrictions ended but caution by many meant participation did not recover to pre-COVID levels. Whilst there were no enforced lockdowns during the early phase of the Omicron variant activities during December 2021 and January 2022 were curtailed. The total footfall to the Fieldgate Centre during the year was in the region of 32,000 a significant recovery from approximately 8,400 during 2020-21.

The wide range of classes run at the community centre re-established during the year most based around health and fitness. A range of local Kingsclere sports teams use the centre as a base for training and home matches. Cricket, football and rugby training took place and the centre supported these activities.

The Association was the focus for a range of 'Bounce Back' activities that physically brought the community back together. A series of Play Days for children were run during the summer holiday which saw over 800 children, parents/grandparents/carers attend. A major Fun Day took place in the summer with a wide range of activities and entertainment at which over 700 people attended through the day. When coronavirus issues abated we were able to re-establish the regular Meet-Up that is open to all but with a good number of elderly attendees. A range of activities are run for the Meet Up and transport is laid on. This reduces social isolation and aids social inclusion in the community.

Planning for the upgrade of the electrical systems of the community centre was completed and a competition was run to select a contractor to deliver the work that started in March 2022 with the main work to be delivered during 2022-2023. This project includes the installation of photo voltaic solar panels and battery storage which will enable the Association to reduce energy costs. This is part of the range of projects renewing the infrastructure of the centre. This phase of work will be funded by a Local Infrastructure Fund (LIF) grant awarded by Basingstoke and Deane Borough Council (B&DBC), a matched funding grant awarded by the Greenham Trust, a grant from the Garfield Weston Foundation and a grant awarded by Sovereign Housing. The Association has also managed the sport pitch drainage project on the pitches located beside the Fieldgate Centre. This was the major project expenditure during the year with funding for it all provided through a LIF grant from B&DBC.

Re-establishing the operations of the Association was a fundamental objective during the year and this was achieved. 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 it delivers benefit to the community. The support and goodwill shown by the community during the pandemic has translated into social interaction getting back to normal with very encouraging engagement in activities and events run at the community centre.

## 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 contributed to operational funds and have enabled the association to remain 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.

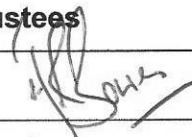
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
Ian James Robert Bowes	
Treasurer	
29 January 2023	

# Kingsclere Community Association

Registered Charity – 1168366

## Financial Report and accounts for the year to 31st March 2022

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

Figures for the year to 31st March 2021 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 2021 to 31 March 2022 was affected by the different stages of the coronavirus pandemic however there was a recovery in income and the financial viability of the association has been maintained through the receipt of government support grants and rigorous cost management. Overall income has increased as has expenditure compared with last year, but this is entirely due to higher grant income received that was spent on the drainage project for the sports pitches located beside the Fieldgate Centre.

### Income

Income for the year was £122,023 up from £102,536 for the previous year, explained by:

- Revenues from hire of the facilities recovered to £19,667 up from £2,463. The centre was not able to become fully operational without restrictions until July 2021. The public reaction to the Omicron variant meant that usage during the period December 2021 through to March 2022 was significantly reduced. We were able to attract the NHS Blood Donation Service to use the community centre as a location for blood donation sessions and the income received for this activity provided some compensation for the loss of revenue due to general public caution to run and visit activities. The NHS continues to use the Centre to run Mother and Baby Clinics and Health Visitor Clinics.
- There was no revenue received from the Fieldgate Social Club Ltd as trading was minimal during the year.
- Grants increased by £2,340 to £99,218. The Government support grants received were important 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 £10,667. In the early part of the year due to our periods of closure we did put our two staff on furlough and used the Government Job Retention Scheme – JRS. Grants received from the JRS scheme totalled £1598. Basingstoke and Deane Borough Council provided grant funding totalling £81,938 for the sports pitch drainage project. Greenham Trust provided the balance of the grant funding for improvements to the Fieldgate Centre, particularly the first stage of the electrical upgrade project.
- We ran one fundraising event, a Race Night. The total income from events was £934.
- Other income of £2203 mainly comprised of private donations. Donations and event funds raised allowed £1555 to be paid through the Good Exchange to enable the Greenham Trust to match three different matched funding projects that were running during the financial year.

Whilst the year 2021-2022 was not as exceptional as the previous on the Coronavirus still had a significant impact on the operations of the Association. The business model for the Association is based on social gathering for a wide range of activities and events and this was restricted to different extents throughout year.

## Expenditure

Expenditure for the year was £120,294 up from £102,536 in the previous year. The main elements of expenditure were:

- Repairs and Renewals amounted to £88,422. £81,938 related to the drainage of the sports pitches beside the Fieldgate Centre. The drainage project is part of the overall improvement of the sports facilities at the Fieldgate Centre which has included the resurfacing of the Multi Use Games Area with an artificial carpet playing surface, new floodlights and replaced boundary boards. The project was funded by Local Infrastructure Fund Grants provided by Basingstoke and Deane Borough Council
- Salary costs amounted to £12,067. During the year employ two part-time staff. Both were placed on furlough for different periods of time with the Job Retention Scheme covering 13% of the salary cost.
- Utility costs increased to £5,124 from the very suppressed level of £2,609 the previous year. An approximate doubling of the electricity tariff only became effective in March 2022 so there was minimal impact during this financial year.
- Event expenses of £3,450 mainly relate to the various community activities run by the Association, particularly the Play Days that took place during the school summer holiday.

## Surplus/Deficit

For the year 2021/2022 there was an operating surplus of £1,729.

## Balance Sheet

- Total net assets have increased from £11,539 to £13,268 due to the surplus made in the year. The assets, mainly cash or near cash, are the operating reserve for the association.
- Debtor level of £1,189 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 £34,572 to £64,806. £2,000 is working capital funding from Basingstoke and Deane. £325 is deposits paid by hirers and the remaining amount 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 Kingsclere Community Association 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. If the Association does not spend the money as specified in the grant agreements it has an obligation to refund.

## 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. Although the Coronavirus Pandemic had a significant impact during 2021-2022 it was not as severe as the previous year and visits to the centre recovered to 32,000 during the year. This demonstrated the support of the local community, the community that the KCA exists to provide benefit to. Income did improve but support grants were important in maintain the viability of our social enterprise.



*Ian Bowes, Treasurer*  
Kingsclere Community Association  
9<sup>th</sup> January 2023

## Profit and Loss Account – Kingsclere Community Association

Financial Year	2021/2022	2020/2021	2019/2020	2018/2019
<b>INCOME</b>				
Hire of Facilities	19,667	2,463	24,660	26,274
Fieldgate Social Club Ltd.	0	0	7,094	7,000
Grants	99,218	96,878	40,668	68,684
Entertainment and Social Events	934	565	10,667	1,220
Other Income	2,203	2,630	1,437	4,724
<b>TOTAL INCOME</b>	<b>122,023</b>	<b>102,536</b>	<b>84,525</b>	<b>107,902</b>
<b>EXPENDITURE</b>				
Repairs and Renewals	88,422	75,981	5,321	67,492
Equipment	2,962	1,988	33,064	3,855
Security	1,278	1,735	1,288	1,320
Events expenses	3,450	372	9,385	898
Utilities	5,124	2,609	12,873	10,578
Telephone	773	995	1,040	1,490
Salaries	12,067	11,580	11,913	11,163
Admin Expenses	564	1,953	22	3,697
Insurances	1,322	2,325	1,925	1,959
Licences, Subscriptions	759	215	1,270	1,318
Sundry Expenses	2,018	1,457	2,909	3,375
Matched Funding Payment	1555	1,000	3,000	815
<b>TOTAL EXPENDITURE</b>	<b>120,294</b>	<b>102,210</b>	<b>84,010</b>	<b>107,961</b>
<b>TOTAL SURPLUS/DEFICIT FOR YEAR</b>	<b>1,729</b>	<b>326</b>	<b>515</b>	<b>(59)</b>

Financial Year – 1 April to 31 March

## Balance Sheet – Kingsclere Community Association

Balances as of	31/03/2022	31/03/2021	31/03/2020	31/03/2019
<b>CURRENT ASSETS</b>				
Santander Current Account	72,824	40,626	16,704	9,743
Santander Deposit Account	0	1	1	1
Lloyds Deposit Account	4,047	4,047	3,047	3,047
NS&I Investment Account	14	14	14	14
Debtors	1,189	1,423	3,029	3,090
Cash in Hand	0	0	32	32
<b>TOTAL ASSETS</b>	<b>78,074</b>	<b>46,111</b>	<b>22,827</b>	<b>15,927</b>
<b>CURRENT LIABILITIES</b>				
Creditors and Accruals	64,806	34,572	11,613	5,228
<b>TOTAL NET ASSETS</b>	<b>13,268</b>	<b>11,539</b>	<b>11,213</b>	<b>10,698</b>
<b>REPRESENTED BY</b>				
Balances Brought Forward	11,539	11,213	10,698	10,758
Total Surplus for Year	1,729	326	515	(59)
<b>TOTAL BALANCES CARRIED FORWARD</b>	<b>13,268</b>	<b>11,539</b>	<b>11,213</b>	<b>10,698</b>

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

I report on the accounts of the Association for the year ended 31<sup>st</sup> March 2022.

### **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: 25 January 2023

Name: Mr Adam Price

Relevant professional qualification or body: ACCA

Address: 1 Thorneley Road, Kingsclere, Newbury, Hampshire, RG20 5RP