

# Trustees' Annual Report for the period

Period start date

Period end date

From

To

## 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			AGM
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### 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)**

--

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document	Constitution adopted at AGM in November 2016 and effective from 1 April 2017.
How the charity is constituted	Charitable Incorporated Organisation
Trustee selection methods	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**

This year saw the recovery of activity back to pre-pandemic levels with the Association able to re-establish a wide range of activities for the community. The total footfall to the Fieldgate Centre during the year increased to 38,500 up from 32,000 the previous year.

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

A series of Play Days for children were run during the summer holiday which saw over 900 children, parents/grandparents/carers attend. The Association coordinated community activities to celebrate the Platinum Jubilee of Queen Elizabeth the Second. A major community celebration event was held in June 2022 starting with a parade through the village and a wide range of activities and entertainment based at the community centre. Over 800 people attended through the day. The Meet-Up, open to all but with a good number of elderly attendees, ran throughout the year. A range of activities are run for the Meet Up including a Christmas Party. Transport is laid on for any who require it. This reduces social isolation and aids social inclusion in the community. Christmas activities included a cabaret and a Christmas Sing-Along run with the Kingsclere Singers, one of the community groups that use the centre for rehearsals and performances.

The upgrade of the community centre electrical systems was completed during the year. This project included 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 was 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 also completed the sport pitch drainage project which it managed for the B&DBC pitches located beside the Fieldgate Centre. This was funded by a LIF grant from B&DBC.

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 continues and this has translated into increased usage and social interaction 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 six 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.
- 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 for 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

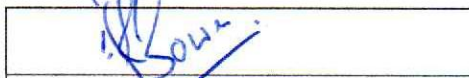
## Section G

## 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

26 January 2024

## **Kingsclere Community Association**

Registered Charity – 1168366

### **Financial Report and accounts for the year to 31st March 2023**

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

Figures for the year to 31st March 2022 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 2022 to 31 March 2023 saw the recovery to pre-pandemic levels of activity. Overall income increased along with a corresponding increase in expenditure compared with last year. This is predominantly due to higher grant income received to complete the drainage project for the sports pitches located beside the Fieldgate Centre and the upgrade of the community centre electrical system including the installation of photovoltaic panels and battery storage.

#### **Income**

Income for the year was £153,055 up from £122,023 for the previous year, explained by:

- Revenues from hire of the facilities recovered to £31,709 up from £19,667. Regular users such as Pilates, Clubbercise, Badminton Club, the Kingsclere Singers, CEROC dancing and several exercise classes re-established routine activity following the significant impact of the pandemic during the two previous financial years. The community centre has become a regular location for NHS Blood Donation Service blood donation sessions. The NHS continues to use the Centre to run Mother and Baby Clinics and Health Visitor Clinics. The Fieldgate Centre attracted a range of one-off hires for celebrations and events.
- As a result of a range of functions held at the centre including a major Jubilee celebration the Fieldgate Social Club Ltd was able generate a trading surplus of £3,000.
- Grants increased by £17,511 to £116,341. Local Infrastructure Fund grants funding from Basingstoke and Deane Borough Council amounted to £60,341. £26,441 of this sum was for the final stage provided of the sports pitch drainage project and £33,900 was for the electrical upgrade project. This B&DBC funding partly covered the replacement of electrical distribution panels and conversion to LED lighting. The reminder of the upgrade project and the installation of 20kW of photovoltaic electricity generation panels and battery storage system was covered by a grant of £20,000 from the Garfield Weston Foundation and funding from the Greenham Trust. A total of £33,668 was received from Greenham Trust

and the Good Exchange funding platform. Basingstoke and Deane Borough Council provided a grant of £1,000 that contributed to running the Jubilee celebrations.

- Income of £495 was generated from events.
- Other income comprised of donations amounting to £1,122. These donations were mainly given at the various community events run by the association

The business model for the Association is based on social gathering for a wide range of activities and events. The year 2022-2023 saw the operations of the Association no longer impeded in the way they were with the pandemic restrictions during the two previous financial years.

### Expenditure

Expenditure for the year was £151,058 up from £120,294 in the previous year. The main elements of expenditure were:

- Repairs, Renewals and Maintenance amounted to £70,218. £36,355 was for the electrical upgrade, £5,045 was for replacement floor coverings and £26,185 related to the drainage of the sports pitches beside the Fieldgate Centre. The drainage project resulted in the sports pitches being out of use for the majority of the year. 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.
- Equipment expenditure was £40,971 of which £38,342 was for the photovoltaic electrical generation panels and battery storage system.
- Salary costs amounted to £10,645. During the year our cleaner retired and following this the Association procured a cleaning service, this cost appearing in the Repair, Renewals and Replacement costs.
- Utility costs increased to £14,609 from a partially suppressed level of £5,124 due to lower activity the previous year but mainly due to a doubling of the electricity tariff and a trebling of the unit cost of gas.
- Event expenses of £6,067 relate to the various community activities run by the Association. This includes the Play Days that took place during the school summer holiday, the Jubilee celebration events in June 2022, the regular Meet Up and Christmas events.

### Surplus

For the year 2022/2023 there was an operating surplus of £1,997.

## Balance Sheet

- Total net assets have increased from £13,268 to £15,265 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 £9,905 was higher than normal due to an unpaid invoice for a grant payment of £7959. This was paid in early April 2023. The remaining debts of £1,946 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 reduced from £64,806 to £36,555. £2,000 is working capital funding from Basingstoke and Deane. £386 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. The reduction in accruals was due to spending allocated funds on grant based expenditure such as the electrical upgrade.

## 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. Footfall during Financial Year 2022 -2023 continued to recover towards pre-pandemic levels at 38,500 up from 32,000 in the previous year. This demonstrated the support of the local community, the community that the KCA exists to provide benefit to. Overall increased usage with the associated income has ensured the social enterprise run by the Association is has a sound financial footing that will enable it to continue to provide benefit to the community.



*Ian Bowes, Treasurer*  
Kingsclere Community Association  
9<sup>th</sup> January 2024

## Profit and Loss Account – Kingsclere Community Association

Year	Financial	2022/2023	2021/2022	2020/2021	2019/2020
<b>INCOME</b>					
Hire of Facilities		31,709	19,667	2,463	24,660
Fieldgate Social Club Ltd.		3,000	0	0	7,094
Grants		116,729	99,218	96,878	40,668
Entertainment and Social Events		495	934	565	10,667
Other Income – including Donations		1,122	2,203	2,630	1,437
<b>TOTAL INCOME</b>		<b>153,055</b>	<b>122,023</b>	<b>102,536</b>	<b>84,525</b>
<b>EXPENDITURE</b>					
Repairs, Renewals and Maintenance		70,218	88,422	75,981	5,321
Equipment		40,971	2,962	1,988	33,064
Security		1,343	1,278	1,735	1,288
Events expenses		6,067	3,450	372	9,385
Utilities		14,609	5,124	2,609	12,873
Telephone		860	773	995	1,040
Salaries		10,645	12,067	11,580	11,913
Admin Expenses		1,419	564	1,953	22
Insurances		1,489	1,322	2,325	1,925
Licences, Subscriptions		720	759	215	1,270
Sundry Expenses		2,717	2,018	1,457	2,909
Matched Funding Payment			1555	1,000	3,000
<b>TOTAL EXPENDITURE</b>		<b>151,058</b>	<b>120,294</b>	<b>102,210</b>	<b>84,010</b>
<b>TOTAL SURPLUS FOR YEAR</b>		<b>1,997</b>	<b>1,729</b>	<b>326</b>	<b>515</b>

Financial Year – 1 April to 31 March

## Balance Sheet – Kingsclere Community Association

Balances as of	31/03/2023	31/03/2022	31/03/2021	31/03/2020
<b>CURRENT ASSETS</b>				
Santander Current Account	37,855	72,824	40,626	16,704
Santander Deposit Account	0	0	1	1
Lloyds Deposit Account	4,047	4,047	4,047	3,047
NS&I Investment Account	14	14	14	14
Debtors	9,905	1,189	1,423	3,029
Cash in Hand	0	0	0	32
<b>TOTAL ASSETS</b>	<b>51,821</b>	<b>78,074</b>	<b>46,111</b>	<b>22,827</b>
<b>CURRENT LIABILITIES</b>				
Creditors and Accruals	36,555	64,806	34,572	11,613
<b>TOTAL NET ASSETS</b>	<b>15,265</b>	<b>13,268</b>	<b>11,539</b>	<b>11,213</b>
<b>REPRESENTED BY</b>				
Balances Brought Forward	13,268	11,539	11,213	10,698
Total Surplus for Year	1,997	1,729	326	515
<b>TOTAL BALANCES CARRIED FORWARD</b>	<b>15,265</b>	<b>13,268</b>	<b>11,539</b>	<b>11,213</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 2023.

### 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: 24 January 2024

Name: ADAM PRICE

Relevant professional qualification or body: ACCA

Address: 1 Thomeley Rd, Kingsclere RG20 5RP

## 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 2023.

### 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: 24 January 2024

Name: ADAM PRICE

Relevant professional qualification or body: ACCA

Address: 1 Thomeley Rd, Kingsclere RG20 5RP