



Trustees' Annual Report for the period

Period start date 01/04/20
Period end date 31/03/21

Charity name: Hubberston and Hakin Community Centre

Charity registration number: 1168883

Objectives and Activities

SORP reference		
Para 1.17	Summary of the purposes of the charity as set out in its governing document	<p>The charity's purpose is to provide and maintain a community hall for the use of the inhabitants of Hubberston and Hakin and the surrounding area without distinction of political, religious or other opinions, including use for meetings, lectures and classes; recreation and leisure activities, with the object of improving the quality of life for the inhabitants.</p>
Para 1.17 and 1.19	Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	<p>Pre-Covid, the centre had successfully hosted a range of activities which fulfilled the trustees' objectives and wishes to improve the quality of life for all inhabitants.</p> <p>Before lockdown at the end of March, so successful was the charity in hosting a range of users, from the very young; teenagers; and the elderly that it was full to capacity throughout the week. There were 18-20 local organisations feeding in to what had become the communities' hub.</p> <p>With the exception of Little Acorns Nursery, who provided a limited service for key workers, the centre was closed during early lockdown, and activities ceased.</p> <p>Despite the disruption caused by the pandemic, the trustees were able to pursue several grant-funded Covid compliant projects during the reporting period, including energy saving initiatives, such as a new gas boiler and zoned energy temperature controls; solar panels; construction of an outdoor play area for Little Acorns nursery which enhanced the children's learning experience.</p> <p>During Covid restrictions the centre</p>

Achievements and Performance

Other		
Contribution made by volunteers	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Policy on grant making	Para 1.38	
	SORP reference	

Additional information (optional)
You may choose to include further statements where relevant about:

Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Yes, the trustees have regard to the guidance issued by the Charity Commission on public benefit
		successfully applied for funding to meet the costs of deep cleaning; provision of sanitisers, posters; which safeguarded users during a phased return of some activities during late summer.

		Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.
SORP reference	Para 1.20	The charity's work was suspended during the early part of the reporting period as the trustees abided by lockdown rules, and closed the centre. There was a phased return of new and existing hires during late summer, providing much needed socialising activities. Trustees initially worked Covid-compliant remotely via email, and as the list of projects above illustrate, were able to complete projects to the benefit of the community. Trustees were grateful to the charity's generous funders who enabled these projects to be realised. Energy efficient projects were finalised

		<p>which continue to reduce the centre's utility bills and ensure the charity's sustainability for the future. As a non-profit organisation this will keep hire cost down for the benefit of charity's valued users.</p> <p>The creation of an outdoor play area for the children's nursery provided a much-needed state of the art facility for pre-school pupils.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	No reserves held. Therefore, no policy.
Amount of reserves held	Para 1.22	n/a
Reasons for holding zero reserves	Para 1.22	n/a
Details of fund materially in deficit	Para 1.24	n/a
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	No concerns

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:			
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution	
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	Charitable Incorporated Organisation	
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Election	

Additional information (optional) You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

Reference and Administrative details

Charity name	Hubberston and Hakin Community Centre
Other name the charity uses	n/a
Registered charity number	1168883
Charity's principal address	Hubberston and Hakin Community Centre, Church Road, Hubberston, Milford Haven, Pembrokeshire SA73 3PL

[illegible][illegible][illegible][illegible][illegible][illegible]

Funds held as custodian trustees on behalf of others

n/a	Description of the assets held in this capacity	n/a
n/a	Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	n/a
n/a	Details of arrangements for safe custody and segregation of such assets from the charity's own assets	n/a

**Additional information (optional)
Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Other optional information

Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Vivien Stoddart	
Full name(s)	Vivien Stoddart	
Position (e.g., Secretary, Chair, etc)		
Date	31/01/2022	

TAR-DOC centre

21/01/2022

RESOURCES EXPENDED

BROADBAND

12/01/2021 TALK TALK £28.74
10/03/2021 TALK TALK £28.74

TOTAL £57.48

WASTE

25/11/2020 DIRECT 36 £453.60
TOTAL £453.60

PCC BAGS

10/12/2020 £619.70
TOTAL £619.70

EQUIPMENT

19/02/2021 CARDIFF LIFTS £692.16
22/09/2020 CARDIFF LIFTS £234.00
26/10/2020 LBSSKIP £39.00
TOTAL £965.16

WATER

17/09/2020 DWR GRAI £140.00
5/1/2020 DWR DDA £96.84
11/12/2020 DWR DDA £39.13

TOTAL £275.97

PLANNING

27/10/2020 PLANNING £300.00
27/07/2020 PEMBS PC £760.00
TOTAL £1,060.00

INSURANCE

13/07/2020 NFU INS £1,281.08
TOTAL £1,281.08

ELECTRIC CONTRACTORS

17/09/2020 DWR ELEC £140.00
06/10/2020 J MORLEY £1,038.00
TOTAL £1,178.00

SOLAR GRANT

26/08/2020 MY CONF £7,377.33
TOTAL £7,377.33

GRAVEL

23/10/2020 DMNURS £50.00
TOTAL £50.00

DONATION

11/12/2020 RBLEG £20.00
TOTAL £20.00

FEES

24/06/2020 BSCOUR £100.00
11/09/2020 BSCOUR £100.00
TOTAL £200.00

TRANSFER

STORES

22/09/2020 LUNCHCLB £568.50
TOTAL £568.50

STORES

18/09/2020 EDMUND £60.52
28/09/2020 EDMUND £60.52
15/04/2020 PEMBUD £84.00
14/07/2020 PEMBUD £72.96
17/11/2020 PEMBUD £42.96
TOTAL £199.92

B/DAY REFUNDS

01/04/2020 PARTY £28.00
23/04/2020 PARTY £24.00
TOTAL £52.00

BUILDING

14/10/2020 GGTHOA £9,138.07
22/10/2020 GGTHOA £7,045
04/11/2020 GGTHOA £1,536.00

ITEMS PURCHASED

BOUGHT BY PAM MCGILLIVRAY
16/06/2020 CARTRIDGE £39.99
13/08/2020 SANITISER £47.63
27/08/2020 STAMPS £30.73

ITEMS PURCHASED

BOUGHT BY PETER LLEWELLYN
18/06/2020 PLUMBER £175.00
13/10/2020 STORES £198.00

ITEMS PURCHASED

BOUGHT BY NORMA BARLOW
10/08/2020 TOILET £65.65
20/10/2020 STORES £32.94
21/12/2020 GIFTS £15.96

06/02/2021 GGTTHOA £1,439.93
 30/09/2020 GGTTHOA £3,816.53
 09/11/2020 DRAGON £4,273.08

TOTAL £27,248.81

20/10/2020 ITEMS CEN £81.37
 16/11/2020 CARTRIDGE £44.99
 20/01/2021 AMAZON £21.59

TOTAL £266.30

TOTAL £373.00

TOTAL

£114.55

SECURITY (Walters)

09/04/2020 ALARMS £69.00
 21/05/2020 CCTV £1,697.88
 08/07/2020 KEY £10.68
 08/07/2020 KEYSAFE £121.80
 06/10/2020 ALARMS £108.60
 07/12/2020 ALARMS £50.40

TOTAL £2,058.36

SECURITY(OCON)

11/06/2020 ALARMS £90.00
 08/09/2020 ALARMS £159.00
 08/12/2020 FIRE ALM £60.00

TOTAL £309.00

CLEANING

11/08/2020 CLEANER £76.29
 07/09/2020 CLEANER £84.00
 22/09/2020 CLEANER £98.88
 13/10/2020 CLEANER £108.00
 30/10/2020 CLEANER £90.00
 08/12/2020 CLEANER £127.56
 29/12/2020 CLEANER £133.97
 05/02/2020 CLEANER £143.00
 04/03/2021 CLEANER £97.50

TOTAL £959.20

UTILITIES

GAS

21/04/2020 £390.40
 18/05/2020 £169.10
 18/06/2020 £46.45
 20/07/2020 £109.40
 17/08/2020 £104.72
 21/09/2020 £106.97
 19/10/2020 £118.23
 19/11/2020 £53.81
 18/12/2020 £218.97
 21/01/2021 £271.65

TOTAL £1,589.70

ELECTRICITY

22/04/2020 £188.61
 26/05/2020 £173.99
 22/06/2020 £174.01
 22/07/2020 £166.60
 24/08/2020 £165.78
 22/09/2020 £168.14
 22/10/2020 £172.32
 23/11/2020 £188.61
 22/12/2020 £248.34
 22/01/2021 £241.07
 22/02/2021 £279.95
 22/03/2021 £246.17

TOTAL £2,413.59

HUBBERSTON & HAKIN COMMUNITY CENTRE LUNCHEON CLUB

RECEIPTS AND PAYMENTS (FROM STATEMENTS)

RECEIPTS

21/09/2020 SUBSIDY PEMBS CC £568.50

TOTAL £568.50

RESOURCES EXPENDED £167.18

PAYMENTS

03/04/2020 PEMBS CC £167.18

TOTAL £167.18

INCOMING RESOURCES

£568.50

INCOMING RESOURCES

DONATIONS

4/8/2020 £ £2,000.00
 19/08/2020 £2,000.00 SOUTH HOOK TERMINAL
TOTAL £4,000.00

HALL HIRE

06/04/2020 £52.00 MILE YTH MATTERS
 09/04/2020 £480.00 PCC(ADLT LEARNING)
 30/04/2020 £45.00 HYWELDDA
 29/05/2020 £10.00 ACTFORCHILD
 30/07/2020 £120.00 PEMBS CC
 24/08/2020 £160.00 MILE YTH MATTERS
 05/10/2020 £128.00 USA
 08/10/2020 £96.00 S DAVIES
 12/10/2020 £48.00 MILE YTH MATTERS
 12/10/2020 £64.00 MILE YTH MATTERS
 04/11/2020 £160.00 USA
 09/11/2020 £108.00 S DAVIES
 11/11/2020 £72.00 MILE YTH MATTERS
 17/11/2020 £48.00 MILE YTH MATTERS
 23/11/2020 £60.00 TSAI CHI
 07/12/2020 £60.00 MARCELLO
 08/12/2020 £48.00 MILE YTH MATTERS
 08/12/2020 £48.00 MILE YTH MATTERS
 08/12/2020 £64.00 MILE YTH MATTERS
 08/12/2020 £160.00 USA
 14/12/2020 £60.00 SILVER SPR
 14/12/2020 £180.00 S DAVIES

LITTLE ACORNS

04/08/2020 £110.00
 01/09/2020 £80.00
 02/10/2020 £350.00
 28/10/2020 £413.38
 28/10/2020 £1,500.00
 28/10/2020 £1,500.00
 02/11/2020 £200.00
 18/12/2020 £300.00
 18/12/2020 £130.00
 01/02/2021 £200.00

£4,783.38

WCVA GRANTS

13/07/2020 £2,250.00
 12/10/2020 £750.00
TOTAL £3,000.00

UTILITIES GRANT

27/11/2020 £1,750.00
TOTAL £1,750.00

PEMBS CC GRANTS

10/09/2020 £2,000.00
 21/09/2020 £7,377.33
 01/10/2020 £1,500.00
 16/10/2020 £9,138.07
 19/11/2020 £8,484.00

TOTAL £28,499.40

£2271.00

17/12/2020	£208.00	PEMBS CC
21/12/2020	£112.00	PROVTRN
23/12/2020	£128.00	USA
11/01/2021	£32.00	MILF YTH MATTERS
11/01/2021	£48.00	MILF YTH MATTERS
11/01/2021	£48.00	MILF YTH MATTERS
13/01/2021	£60.00	ADLERIAN
02/02/2021	£336.00	PROVTRN
02/03/2021	£20.00	HMCTS
08/03/2021	£112.00	PEMBS CC
16/03/2021	£453.60	FRAUDRE

TOTAL	£3,768.60	
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£48072.38

Period 1 April 2020 to 31 March 2021

INCOMING RESOURCES			
	Unrestricted	Restricted	Total
	Funds	Funds	2020/2021
Covid Grant	£ 1,750.00		£ 1,750.00
Grants & Subsidies	£ 568.50	£ 35,500.00	£ 36,068.50
Hall Hire Fees	£ 3,375.00		£ 3,375.00
Nursery Hire Fees	£ 4,953.38		£ 4,953.38
Other Income	£ -		£ -
TOTAL	£ 10,646.88	£ 35,500.00	£ 46,146.88
RESOURCES EXPENDED			
	£		£
Direct			
Lunch Club - Cost of Meals	£ 167.18		£ 167.18
Cleaning	£ 1,446.75		£ 1,446.75
Support			£ -
Utilities	£ 4,003.29		£ 4,003.29
Water	£ 135.97		£ 135.97
Broadband WiFi	£ 91.02		£ 91.02
Building Maint.	£ 377.86		£ 377.86
Building Improvements		£ 38,263.45	£ 38,263.45
Planning Fees		£ 1,060.00	£ 1,060.00
Insurance	£ 1,281.08		£ 1,281.08
Waste Disposal	£ 619.70		£ 619.70
Lift Maintenance	£ 965.16		£ 965.16
Security	£ 2,487.36		£ 2,487.36
Consumables	£ 338.10		£ 338.10
Independent Examination	£ 200.00		£ 200.00
TOTAL	£ 12,113.47	£ 39,323.45	£ 51,436.92
NET INCOMING RESOURCES	£ -	£ 1,466.59	£ -
(before transfers)			
Transfers between Funds	£ -	£ 323.45	£ -
NET MOVEMENT IN FUNDS	£ -	£ 1,790.04	£ -
(after transfers)			
FUNDS brought forward	£ 29,266.21	£ 3,500.00	£ 32,766.21
FUNDS carried forward	£ 27,476.17	£ -	£ 27,476.17
Note 1 Planning fees under spend £2,440, offset by overspend on Improvements of £2,763.45.			
Note 2 Fund balances represented by			
Current Account	£ 25,987.45		
Luncheon Account	£ 1,447.72		
Petty Cash Account	£ 41.00		
	£ 27,476.17		

**INDEPENDENT EXAMINER'S REPORT TO THE
TRUSTEES OF Hubberston & Hakin Community Centre**

1 I have examined the financial statements of the Hubberston & Hakin Community Centre (Charity Number 1168883) for the financial year ended 31 March 2021. The Statement of Financial Activities is attached.

Respective responsibilities of trustees and examiner.

2 As the Charity's trustees, you are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act). Instead an independent examination should be carried out.

3 It is my responsibility to:

- Examine the accounts (under section 145 of the 2011 Act
- To follow the procedure laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report.

4 My examination was carried out in accordance with the Directions and Guidance Notes issued by the Charity Commissioners. 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.

5 You are reminded that the procedures followed do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

6 The accounts have been prepared on a Receipts and Payment basis, using the SORP accounting standard FRS 102 updated for smaller charities. Consequently, no cash flow statement has been provided.

7 Where I have sought explanations during the course of my examination; the Trustee, Pam McGillivray, has given these to me, on your behalf. Explanations have been prepared as part of the trustees' Annual Report.

- 8 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 to comply with the accounting requirements of the 2011 Act have not been met; or
2. which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

B W Scurfield (provided under covid 19 virus circumstances – as updated by Welsh Government)

Bernard William Scurfield
Chartered Public Finance Accountant (CPFA) retired
6 Freshwater East Road
Lamphey
Pembroke
SA71 5JX

Date: 21 January 2022.

mail

pam mcgillivray <pmmcgillivray89@gmail.com>

pendent Examination 2020 2021

essage

arnie Scourfield <berniescourfield@btinternet.com>
o: pam mcgillivray <pmmcgillivray89@gmail.com>

Pam

Please find attached:

1. My report to the Trustees

2. The Financial Statement (SOFA) for 2020 2021.

3. My invoice.

May I thank you, on behalf of the Charity's Trustees, for your cooperation during a difficult time under COVID Regulations or Guidance.

Many thanks

Bernie Scourfield CFA

Independent Examiner

3 attachments

Hubberston & Hakin CC(Independent Examiner) 2020.docx 20K
SOFA for 2020 2021.pdf 431K
Invoice 2020 2021.xlsx 18K