

HUMPHREY PARK COMMUNITY ASSOCIATION

England & Wales · Charity number 1170767

Details

Other names HPCA

Status Registered

Legal form CIO

Registered 2016-12-15

Register [View on the Charity Commission register](#)

Contact

Address The Community Centre
Humphrey Lane
Urmston
Manchester
M41 9PT

Phone 07851881546

Website www.humphreypark.org.uk

Activities

Objects: The objects of the CIO are to further or benefit the residents of Trafford, Manchester and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education, to provide or assist in the provision of facilities in the interests of social welfare for recreation and leisure time occupation, and to advance the amateur sport of crown green bowling, with the objective of improving the conditions of life for the residents. In furtherance of these objects but not otherwise, the trustees shall have power: To establish or secure the establishment of a community centre and bowling green, and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such facilities for activities promoted by the charity in furtherance of the above objects.

Activities: We partner with the local council to manage community centre and crown green bowling facilities for residents of Trafford and beyond. Funds are used to provide safe spaces for recreation and support amateur crown green bowling in the interests of providing recreational and leisure time activities to promote social welfare and improve the local quality of life, whilst ensuring inclusion for all.

Classification

- **How:** Provides Buildings/facilities/open Space, Other Charitable Activities
- **What:** Recreation
- **Who:** The General Public/mankind

Geography

- Trafford

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£20,040	£51,207	-	-
2024-03-31	£19,623	£19,185	-	-
2023-03-31	£18,436	£17,283	-	-
2022-03-31	£25,364	£13,283	-	-
2021-03-31	£29,248	£14,874	-	-

Trustees

Name	Role	Appointed
Claudette Stephenson	Chair	2022-09-11
Joanne Marie Van Alderwegen		2022-05-06
MARIA CHAISTY		2009-04-01
Sian Davies		2022-05-06

HUMPHREY PARK COMMUNITY ASSOCIATION

England & Wales - Charity number 1170767

Accounts



Trustees' Annual Report and Accounts

**For the year
1st April 2024 to 31 March 2025**

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Reference and Administration Details

Charity name	Humphrey Park Community Association
Other names the charity is known by	HPCA
Established	March 1948
Principal address	The Community Centre, Humphrey Lane, Urmston, Manchester, M41 9PT
Structure	Charitable Incorporated Organisation (CIO) Registered 15 December 2016
Registered charity number	1170767
Companies House Number	CE009396

Names of the charity trustees who manage the charity

who acted during the period covered by this report and by the date it was approved

Trustee name	Office/Role	Dates acted if not for whole year
Mrs Claudette Stephenson	Chairperson	
Mrs Joanne van Alderwegen	Treasurer/Bookings Secretary	To 3 April 2025 From 3 April 2025
Ms Clare Rush	Secretary	To 23 April 2024
Mr Andrew Purser	Treasurer	From 3 April 2025
Mr Tsang Canon Kam-Leung	Webmaster	To 26 April 2025
Mrs Caroline Gothard	Committee Member	To 23 April 2024
Ms Sian Davies	Committee Member Acting Secretary	From 1 September 2024
Mrs Maria Chaisty	Committee Member	

Structure, Governance and Management

Type of governing document and how the charity is constituted

HPCA is a Charitable Incorporated Organisation which has adopted the Charity Commission CIO Foundation Constitution as its governing document with some minor and relevant amendments which were approved by the Charity Commission at the time of registration. A copy of the constitution document is available upon request.

Membership

The organisation is made up of trustees and associate (non-voting) members.

The trustees are:

- Involved in the provision and management of community centre facilities (The Centre) and running the organisation.
- Responsible for making decisions on all matters of general concern and importance to the charity including deciding on how the funds of the charity are to be spent.

There are currently 34 associate members who coordinate activities and sessions held at the community centre for the benefit of the local community and anyone further afield who wishes to attend.

Recruitment and Appointment of Trustees

The existing Trustees are responsible for the recruitment of new trustees who are selected and appointed in line with the relevant section of the charity's constitution and the requirements of the Charity Commission. New trustees are provided with a form to complete as a means of collecting the personal and contact information that is required by the Charity Commission, the CIO's bank and other trustees of the CIO. The new Trustee also makes a signed declaration regarding their suitability for the role. This information is distributed on a need to know basis only.

The new trustee is provided with a training package which covers everything they need to know about the charity. This includes links to:

- the charity's governing document (Constitution);
- the charity's safeguarding policies;
- the latest annual report and accounts;
- minutes of recent trustee meetings;
- the Charity Commission "Essential Trustee" document;
- a list of the Charity Commission trustee disqualification reasons.

This enables the new trustee to familiarise themselves with the key duties of a trustee, what they need to do to carry out these duties competently, and current proceedings relevant to the charity.

Objects (Purposes) of the Organisation

The objects of the CIO are to further or benefit the residents of Trafford, Manchester and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power to establish or secure the establishment of a community centre and to maintain or manage or 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.

Summary of the Charity's Main Activities, Achievements and Performance

Humphrey Park Community Association became registered as a Charitable Incorporated Organisation in December 2016.

A wide range of activities are held at the community centre, including local meetings, fitness, slimming, education, community support, dance, drama, martial arts,, self defense, music performance/composition, parents and toddlers group, languages, cultural and various religious/spiritual groups. The centre forms the meeting point for several local supportive home education groups. The centre is also available for private hire.

We are pleased to work with Trafford Borough Council, and their representative Amey, in helping to maintain the facilities and services provided at the community centre. The community centre building is owned by Trafford Council and leased to HPCA who are responsible for the daily management of the facilities. By maintaining a good working relationship, we are able to achieve the best possible outcome for centre users and members of the local community.

The trustees of the CIO meet on a regular basis, dependent upon need, to review the progress and outcomes of our work. Whilst decisions are ultimately made by the Trustees, we also welcome constructive feedback from our partners, associate members and centre users.

The CIO would like to thank all those who kindly volunteer their time freely and work so hard to make the community centre the successful, lively and vibrant place it is.

Public Benefit

When the Humphrey Park estate was built in the 1940s, it was locally known as no-man's land due to the lack of facilities in the area. As part of a plan to address this problem, a community centre was established on the site in 1948, utilising a WWII surface level air-raid precautions post and shelter, with a large hall extension. This was replaced with the current building which opened on 5th January 1963. Since then, the centre has continued to develop in order to provide activities which meet the needs of the residents of our local community and beyond.

We believe that in providing community centre facilities for private hire and coordinating a wide range of activities which people can carry out for their own enjoyment out of work, our purposes help to promote and enhance the health, well being, social welfare and conditions of life for people in the local community by advancing social interaction, citizenship, community development, education, physical/mental health, spirituality/religious belief, activity, arts and culture.

The facilities provide an essential meeting point for parents, carers and others in the local community, some of whom might otherwise feel somewhat isolated. Consequently, we bring members of the community much closer together.

The services are provided for the benefit of anyone who enjoys attending. There is no restrictive membership status and no legally binding preference regarding the use of the facilities. It is available to everyone, without exception.

The sessions held at the centre change to fulfill the needs of the local community. Decisions can be made about which sessions to provide either by someone approaching us for a venue in which to run their sessions (they will then join us as an associate member which allows us to fully support them to make it a success) or by actively seeking out someone with the knowledge required to offer a particular session that we think is missing or has been requested by someone. Sometimes new ventures are successful, sometimes they are not, but trying things has resulted in the number and diversity of sessions supported altering and changing according to the needs of the community and we believe they are relevant to the present day and are therefore very successful. Consequently, the facilities are currently very well used. The usual average weekly footfall is estimated to be around 500 people. We are determined to continue to adapt to the needs of the community in the future.

The public can access the facility between 8am and 9.30pm daily (except 25 December, 26 December and 1 January when the centre is closed, or if the building is being used as a polling station). The sessions we coordinate run on a weekly or monthly basis, some during term time only, others all year round. We attempt to meet the needs of our nearest neighbours in terms of nuisance and noise control by restricting certain events to the hours of 8am to 6pm and dealing with any rare issues or complaints promptly.

Fees are kept as low as possible and we offer discounted rates to new members as this helps to ensure the long term success of activities.

The centre can be used without a charge for community events or meetings on an ad-hoc basis where all the following apply:

- The event will benefit the local community as a whole.
- Any member of the community is welcome to attend without unreasonable restriction.
- No charge is made for attending the event.
- There is no exchange of funds (with the exception of raising money for charity or accepting donations).
- Individuals or organisations involved in running the event offer their services free of charge on a voluntary basis.

Financial Review

The CIO's accounts are presented in the 'Receipts & Payments Accounting' format which is available to organisations with a total annual income below £250,000. Receipts & Payments Accounting meets the needs of this organisation very well.

Please refer to the Receipts and Payments Accounts for details of the CIO's current financial position.

The charity's income is under £25,000 during the financial year in question. Therefore, an independent examination of accounts was not required.

Explanation of Account Funds

Unrestricted Funds

- **Bank:** This column is for all credits, debits and transfers to/from the current account held with Natwest. The bank column includes payments made/received by cash or

cheque which are always paid directly into the bank; we do not accept cash payments and do not hold any separate cash funds.

- **Savings:** The organisation doesn't currently have a separate savings account.

Restricted Funds

This shows funds which are physically held in the current account but can only be used for a specific purpose. We have not received any such funds during the period covered by this report. The funds to install the bike storage area were received after March 2025 and will show in the next year's accounts.

Reserves Policy

The CIO holds funds in reserve to cover regular monthly or annual expenses which would still need to be paid should the community centre need to close due to unforeseen circumstances for a maximum period of 6 months. The amount in reserve is reviewed annually at the end of each financial year.

Notes Regarding Specific Categories of Payments

Total Income:

- This has increased slightly by around £400 on the previous year.
- The conversion of the storage room into another room for hire resulted in the loss of storage income of £816 per year. However, room hire and associate membership income has increased as a result by a similar amount, compensating for the loss.

Total expenditure: This has increased by around £31,000, from £19,184 in the previous financial year, to £51,171. The Association is very careful to limit expenditure to a minimum. The charity trustees consider the authorisation of large expenses carefully, balancing the need for maintenance and repairs with the need to ensure the future financial security and viability of the centre. The increase in costs is mainly due to essential refurbishment of the centre.

Principal Sources of Funding

The main source of income for the charity is once again from associate membership and room hire fees at 100%, showing that the centre is once again fully self-supporting. Fees for the use of facilities are kept as low as possible for centre users, but are required in order to provide the facility and ensure its long term success.

Principal Risks Facing the Charity

During the period covered by this report, income increased by 2% on the previous year, but our income is still significantly below the £24,000 we were generating in the two years prior to Covid-19. The centre remains in a good financial position and we have continued to undertake essential repairs and refurbishment to the inside of the building, work which we plan to continue during the next financial year. The gents toilets and kitchen are now in need of refurbishment, and the entire heating system may need replacement as parts are no longer available in the UK for the current system, which is beginning to fail. The committee believes that investing in the facilities is essential for long-term sustainable growth. The Committee also works with Trafford Council in requesting and helping to organize essential building work to the outside of the building. All work is completed by Trafford approved contractors. An ongoing risk to the financial position of the CIO is the general increase in costs including energy and rent which means our outgoings are increasing significantly,

therefore the committee is reviewing how we adapt going forward to ensure we can keep the community centre financially viable. Throughout the following year, it will be necessary to continue to closely monitor the ongoing financial position of the CIO, with a view to how we can maximise income streams which includes applying for funding available via grants.

Summary Accounts - Section A: Receipts and Payments

Details	Unrestricted Funds			Restricted Funds (Bank)	Total Funds This Year	Total Funds Last Year
	Cash	Bank	Savings			
RECEIPTS:						
Associate Membership Fees		£17,968.41			£17,968.41	£17,558.11
Refunds					£0.00	(£50.00)
Room Hire		£2,071.53			£2,071.53	£1,298.65
Storage					£0.00	£816.60
Total Receipts	£0.00	£20,039.94	£0.00	£0.00	£20,039.94	£19,623.36
-PAYMENTS:						
-Accounting					£0.00	£420.00
-Admin services					£0.00	£1,334.69
-Bookings & Invoicing					£0.00	£280.00
-Caretaking Services					£0.00	£1,319.50
-Centre Co-ordinator Services		£5,503.74			£5,503.74	£1,573.01
-Cleaning Services		£4,589.74			£4,589.74	£4,921.08
-Cleaning Supplies & Toiletries		£259.71			£259.71	£415.51
-Election Caretaking		£200.00			£200.00	£0.00
-Fixtures Fittings & Appliances		£39.96			£39.96	£384.14
-Gardening Services		£380.00			£380.00	£0.00
-Room Hire Refund		£34.84			£34.84	£0.00
-Insurance		£515.45			£515.45	£515.42
-Keys & Security		£49.67			£49.67	£5.00
-Maintenance: Electrical					£0.00	£144.00
-Maintenance: General		£31,666.87			£31,666.87	£0.00
-Miscellaneous					£0.00	£85.00
-Non-Domestic Rates		£154.69			£154.69	£153.35
-Utilities: Electricity		£4,070.86			£4,070.86	£4,510.14
-Utilities: Gas		£345.24			£345.24	£409.12
-Utilities: IT and Internet Services		£1,637.60			£1,637.60	£0.00
-Utilities: Recycling & Waste		£1,063.38			£1,063.38	£1,522.56
-Utilities: Water		£694.88			£694.88	£1,192.39
-Total Payments	£0.00	£51,206.63	£0.00	£0.00	£51,206.63	£19,184.91
Net of Receipts / (Payments)	£0.00	(£31,166.69)	£0.00	£0.00	(£31,166.69)	£438.45
Transfers between funds	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Balance last year end	£0.00	£71,130.40	£0.00	£0.00	£71,130.40	£70,691.95
Balance this year end	£0.00	£39,963.71	£0.00	£0.00	£39,963.71	£71,130.40

Summary Accounts - Section B: Statement of Assets and Liabilities

Details	Unrestricted Funds	Restricted Funds	Total this year	Last year
Cash Funds: Cash in hand	£0.00		£0.00	£0.00
Current account	£39,963.71	£0.00	£39,963.71	£71,130.40
Savings account	£0.00		£0.00	£0.00
Total Cash Funds	£39,963.71	£0.00	£39,963.71	£71,130.40

No other assets or liabilities are held.

Declaration

The trustees approved and formally accepted the content of this document at the Annual General Meeting held on 27 November 2025.

Appendix A - Breakdown of Expenditure

Accounting: The committee decided not to independently verify the accounts this year as the receipts were under the threshold amount of £25,000, thus saving £420.

Admin Services, Caretaking Services, and Centre Coordinating: In recent years, new admin and caretaking roles were introduced which were undertaken on a Contract for Services basis. These roles were reviewed, and replaced by the Centre Coordinator role, which again is completed on a Contract for Services basis. This is a demanding role involving tasks which were previously completed by volunteers, but it was becoming increasingly difficult to retain volunteers as a consequence. Introducing and reviewing these contracted out roles brings stability to the community centre and helps to ensure its long term success.

Election Caretaking: This has increased from £0 to £200. No elections took place in the previous financial year. Two elections took place during this financial year. The fee for caretaking for these events is charged to Trafford Council as part of their room hire fee and passed on to an acting caretaker.

Gardening Services: These were previously provided by Trafford Council, but this service was withdrawn. A local resident, who has recently moved out of the area, then looked after the grounds. We now employ a local gardener for 2 hours every 2 weeks or so to maintain the hedgerows and grounds. Hence the increase in costs from £0 to £380.

Insurance: Insurance fees have remained stable at £515.

IT Systems: The new committee has continued using the Hall Wizard Booking and Invoicing System and the fee for this system has remained the same at £280.

IT Website Design: The community centre website had become outdated and was no longer meeting the necessary requirements. This was redesigned by a contractor using the Wordpress system. Ongoing expenses for maintaining this site have been eliminated by moving the newly designed content over from the complex Wordpress platform, which none of the current volunteers fully understand and would therefore require ongoing professional and costly input, to Google Sites, which is free of charge under the Google Workspace Not-For-Profit scheme and is easy for a volunteer to revise when required due to its WYSIWYG interface which does not require any technical or coding knowledge.

Keys and Security: Minimal expenditure under this category - this is thanks to switching from key locks to code locks on the main entrance doors in the financial year 2021/22.

Maintenance: This expense is likely to fluctuate year on year since repairs are normally only carried out on a need to basis. Maintenance costs have increased significantly during this financial year due to extensive decorating and refurbishment works to much of the centre building once the required funds had been accumulated. This including new flooring to most areas, and sanding a resurfacing the wooden hall floor, refurbishment of the ladies toilets, and extensive redecoration works to the hall, Annexe and Old Library. During the year that follows, further refurbishments may be required to the gents toilets and kitchen.

Non-Domestic Rates: The CIO continues to benefit from an ongoing 80% charitable rebate.

Utilities - Electricity: Electricity charges have decreased slightly but still remain high at £4,070 reflecting the ongoing increase in UK energy costs. Energy use needs to be carefully monitored and we need to ensure future room hire rates break even on our running costs.

Utilities - Gas: This has reduced slightly from £409 to £345.

Utilities - Internet Services: Expenditure in this category can vary due to services being purchased and paid for on a 2 to 3 yearly basis.

Utilities - Waste: Expenditure in this category has reduced from £1,522 to £1,063. During the previous year, a back payment was made for a missed invoice.

Utilities - Water: Expenditure in this category has reduced from £1,192 to £694. This is due to the previous year including a meter reading adjustment and numerous repair work for blockages.

HUMPHREY PARK COMMUNITY ASSOCIATION

England & Wales - Charity number 1170767

Accounts



Trustees'

Annual Report

and Accounts

For the year
1st April 2023 to 31 March 2024

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Other names the charity is known by	HPCA
Registered charity number	1170767
Principal address	The Community Centre, Humphrey Lane, Urmston, Manchester, M41 9PT
Structure	Charitable Incorporated Organisation (CIO)

Names of the charity trustees who manage the charity

who acted during the period covered by this report and by the date it was approved

Trustee name	Office/Role	Dates acted if not for whole year
Mrs Claudette Stephenson	Chairperson	11 September 2022 to present
Mrs Joanne van Alderwegen	Treasurer/Bookings	6 May 2022 to present
Ms Clare Rush	Secretary	10 July 2022 to 23 April 2024
Mr Tsnag Canon Kam-Leung	Webmaster	6 May 2022 to present
Mrs Caroline Gothard	Committee Member	6 May 2022 to 23 April 2024
Ms Sian Davies	Committee Member Acting Secretary	6 May 2022 to present 1 September 2024 to present
Mrs Maria Chaisty	Committee Member	Ongoing

Structure, Governance and Management

Type of governing document and how the charity is constituted

HPCA is a Charitable Incorporated Organisation which has adopted the Charity Commission CIO Foundation Constitution as its governing document with some minor and relevant amendments which were approved by the Charity Commission at the time of registration. A copy of the constitution document is available upon request.

Membership

The organisation is made up of trustees and associate (non-voting) members.

The trustees are:

- Involved in the provision and management of community centre facilities (The Centre) and running the organisation generally by coordinating room calendars/availability, accounts, maintenance of the building/grounds and liaising with the local council (or their representatives, Amey).
- Responsible for making decisions on all matters of general concern and importance to the charity including deciding on how the funds of the charity are to be spent.

There are currently 22 associate members who coordinate activities and sessions held at the community centre for the benefit of the local community and anyone further afield who wishes to attend.

Recruitment and Appointment of Trustees

The existing Trustees are responsible for the recruitment of new trustees who are selected and appointed in line with the relevant section of the charity's constitution and the requirements of the Charity Commission. New trustees are provided with a form to complete as a means of collecting the personal and contact information that is required by the Charity Commission, the CIO's bank and other trustees of the CIO. The new Trustee also makes a signed declaration regarding their suitability for the role. This information is distributed on a need to know basis only.

The new trustee is provided with a training package which covers everything they need to know about the charity. This includes links to:

- the charity's governing document (Constitution);
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Objects (Purposes) of the Organisation

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Summary of the Charity's Main Activities, Achievements and Performance

Humphrey Park Community Association became registered as a Charitable Incorporated Organisation in December 2016.

A wide range of activities are held at the community centre, including local meetings, fitness, slimming, education, community support, dance, drama, martial arts,, self defense, music performance/composition, parents and toddlers group, languages, cultural and various religious/spiritual groups. The centre forms the meeting point for several local supportive home education groups. The centre is also available for private hire.

We are pleased to work with Trafford Borough Council, and their representative Amey, in helping to maintain the facilities and services provided at the community centre. The community centre building is owned by Trafford Council and leased to HPCA who are responsible for the daily management and maintenance of the facilities. By maintaining a good working relationship, we are able to achieve the best possible outcome for centre users and members of the local community.

The trustees of the CIO meet on a regular basis, dependent upon need, to review the progress and outcomes of our work. Whilst decisions are ultimately made by the Trustees, we also welcome constructive feedback from our partners, associate members and centre users.

The CIO would like to thank all those who kindly volunteer their time freely and work so hard to make the community centre the successful, lively and vibrant place it is.

Public Benefit

When the Humphrey Park estate was built in the 1940s, it was locally known as no-man's land due to the lack of facilities in the area. As part of a plan to address this problem, a community centre was established on the site in 1948, utilising a WWII surface level air-raid precautions post and shelter, with a large hall extension. This was replaced with the current building which opened on 5th January 1963. Since then, the centre has continued to develop in order to provide activities which meet the needs of the residents of our local community and beyond.

We believe that in providing community centre facilities for private hire and coordinating a wide range of activities which people can carry out for their own enjoyment out of work, our purposes help to promote and enhance the health, well being, social welfare and conditions of life for people in the local community by advancing social interaction, citizenship, community development, education, physical/mental health, spirituality/religious belief, activity, arts and culture.

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Fees are kept as low as possible to ensure the long term success of activities and to offer support to regular users post covid to help increase footfall.

The centre can be used without a charge for community events or meetings on an ad-hoc basis where all the following apply:

- The event will benefit the local community as a whole.
- Any member of the community is welcome to attend without unreasonable restriction.
- No charge is made for attending the event.
- There is no exchange of funds (with the exception of raising money for charity or accepting donations).
- Individuals or organisations involved in running the event offer their services free of charge on a voluntary basis.

Financial Review

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Please refer to the Receipts and Payments Accounts for details of the CIO's current financial position.

The charity's income is under £25,000 during the financial year in question. Although an independent examination of accounts was not required the new committee decided that it would be good practice for continuity sake as it is likely that in the future our income will increase to above the £25,000 threshold.

Explanation of Account Funds

Unrestricted Funds

- **Bank:** This column is for all credits, debits and transfers to/from the current account held with Natwest. The bank column includes payments made/received by cash or cheque which are always paid directly into the bank; we do not accept cash payments and do not hold any separate cash funds.
- **Savings:** Our NS&I Investment Account was closed on 15 March 2022 and the transferred cash (£31,853.93) is still held in our current account with Natwest. A new savings account will be opened in the near future.

Restricted Funds

This shows funds which are physically held in the current account but can only be used for a specific purpose. We have not received any such funds during the period covered by this report.

Reserves Policy

The CIO holds funds in reserve to cover regular monthly or annual expenses which would still need to be paid should the community centre need to close due to unforeseen circumstances for a maximum period of 6 months. The amount in reserve is reviewed annually at the end of each financial year.

Notes Regarding Specific Categories of Payments

Total Income:

- This has increased by over £1,380 on the previous year.
- Associate membership, room hire fees and storage has increased from nearly £18,200 to over £19,600, indicating that the centre is steadily recovering from the lockdowns of the pandemic, however it is still significantly below pre-pandemic levels of £24,000.

Total expenditure: This has increased by just over £1,900 to just over £19,180. The Association has been very careful to limit expenditure to a minimum. The charity trustees consider the authorisation of large expenses carefully, balancing the need for maintenance and repairs to the building with the need to ensure the future financial security and viability of the centre. The increase in costs is mainly due to a backdated waste recycling bill and an updated water meter reading to reflect actual use and repairs to blockages.

Principal Sources of Funding

The main source of income for the charity is once again from membership and room hire fees at 100% up from 95% last year showing that the centre is once again fully self-supporting.. Fees for the use of facilities are kept as low as possible for centre users, but are required in order to provide the facility and ensure its long term success.

Principal Risks Facing the Charity During the period covered by this report, income from room hire and membership fees have increased by 8% on the previous year, but our income is still significantly below the £24,000 we were generating in the two years prior to Covid-19. Just one regular user of the centre left us this financial year showing that our future income stream appears to be more secure. The centre remains in a good financial position with ample funds so we have continued to undertake essential repairs to the inside of the building and are planning substantial refurbishments in our next financial year because the new committee believe that investing in the building is essential for long-term sustainable growth. The Committee also works with Trafford Council in requesting and helping to organize essential building work to the outside of the building. An ongoing risk to the financial position of the CIO is the general increase in costs including energy that means our outgoings are increasing, therefore the committee is reviewing how we adapt going forward to ensure we can keep the community centre financially viable.

Throughout the following year, it will be necessary to continue to closely monitor the ongoing financial position of the CIO, with a view to how we can maximise income streams which includes applying for funding available via grants.

Summary Accounts - Section A: Receipts and Payments

Summary Accounts - Section A: Receipts and Payments

Summary Accounts - Section A: Receipts and Payments						
Cashflow match?						
	0.00	71,130.40	0.00	0.00		
Details	Unrestricted Funds			Restricted Funds (Bank)	Total Funds This Year	Total Funds Last Year
	Cash	Bank	Savings			
RECEIPTS:						
Associate Membership Fees		£17,558.11			£17,558.11	£16,171.84
Grants & Donations					£0.00	£250.00
Interest					£0.00	£0.00
Refunds		(£50.00)			(£50.00)	£0.00
Room Hire		£1,298.65			£1,298.65	£1,271.29
Storage		£816.60			£816.60	£742.37
Total Receipts	£0.00	£19,623.36	£0.00	£0.00	£19,623.36	£18,435.50
-PAYMENTS:						
-Accounting		£420.00			£420.00	£0.00
-Admin services		£1,334.69			£1,334.69	£0.00
-Bookings & Invoicing		£280.00			£280.00	£239.99
-Caretaking Services		£1,313.00			£1,313.00	£0.00
-Centre Co-ordinator Services		£1,573.01			£1,573.01	£0.00
-Cleaning Services		£4,921.08			£4,921.08	£4,788.00
-Cleaning Supplies & Toiletries		£415.51			£415.51	£118.85
-Decorating					£0.00	£0.00
-Election Caretaking					£0.00	£100.00
-Fixtures Fittings & Appliances		£390.64			£390.64	£1,464.00
-Gardening Services					£0.00	£0.00
-Room Hire Refund					£0.00	£0.00
-Insurance		£515.42			£515.42	£1,015.61
-Keys & Security		£5.00			£5.00	£22.50
-Maintenance: Electrical		£144.00			£144.00	£100.00
-Maintenance: General					£0.00	£2,217.94
-Maintenance: Joinery					£0.00	£0.00
-Maintenance: Plumbing					£0.00	£0.00
-Miscellaneous		£85.00			£85.00	£0.00
-Non-Domestic Rates		£153.35			£153.35	£232.15
-Stationery & Postage					£0.00	£0.00
-Utilities: Electricity		£4,510.14			£4,510.14	£5,514.73
-Utilities: Gas		£409.12			£409.12	£408.68
-Utilities: IT and Internet Services					£0.00	£0.00
-Utilities: Recycling & Waste		£1,522.56			£1,522.56	£529.51
-Utilities: Water		£1,192.39			£1,192.39	£530.69
-Total Payments	£0.00	£19,184.91	£0.00	£0.00	£19,184.91	£17,282.65
Net of Receipts / (Payments)	£0.00	£438.45	£0.00	£0.00	£438.45	£1,152.85
Transfers between funds	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Balance last year end	£0.00	£70,691.95	£0.00	£0.00	£70,691.95	£69,539.10
Balance this year end	£0.00	£71,130.40	£0.00	£0.00	£71,130.40	£70,691.95

Summary Accounts - Section B: Statement of Assets and Liabilities

Details	Unrestricted Funds	Restricted Funds	Total this year	Last year
Cash Funds: Cash in hand	£0.00		£0.00	£0.00
Current account	£71,130.40	£0.00	£71,130.40	£70,691.95
Savings account	£0.00		£0.00	£0.00
Total Cash Funds	£71,130.40	£0.00	£71,130.40	£70,691.95

No other assets or liabilities are held.

Declaration

The trustees declare that they have approved the content of this document which was formally accepted at a meeting of the trustees at our AGM on 28th January 2025.

Signed electronically on behalf of the charity trustees:

Signature	<i>C Stephenson</i>	<i>J van Alderwegen</i>	<i>S Davies</i>
Full name	Claudette Stephenson	Joanne van Alderwegen	Sian Davies
Position	Chairperson	Treasurer	Act Secretary
Date	28th January 2025	28th January 2025	28th January 2025

Appendix A - Breakdown of Expenditure

Accounting: The expenditure logged is for verification of the accounts for the financial year 2022/23 were verified after March 2023 therefore appearing in this year's financial report. The committee decided not to independently verify the account this year as the receipts were under the threshold amount of £25,000.

Bookings and Invoicing: The new committee has continued using the Hall Wizard Booking and Invoicing System and the fee for this system increased from £239.99 to £280.

Decorating: The committee have not commissioned any decorating works in this financial year, however going forward into 2023/24 we are planning major refurbishment works to the men's toilets, the annexe and committee room and renovating the old library into a new room as it is currently being used for storage. The committee wants to make sure that we keep the community centre looking fresh and cared for so that it continues to be an asset for the community.

Elections Caretaking: No elections took place in this financial year.

Fixtures, fittings and appliances: This expense is for a variety of items such as recycling bins, salt bins, window opening poles, drainage rack and a new set of matching mugs and small plates for 40 people.

Gardening Services: This is now being reported under the category "Maintenance - General"

Insurance: Insurance fees appear to have decreased significantly from £1015 to £515. This occurred due to moving from a monthly direct debit to annual and the timing of the renewal meant that two payments came out within the same financial year. Insurance costs in reality remain largely unchanged from the previous year.

Keys and Security: Minimal expenditure under this category - this is thanks to switching from key locks to code locks on the main entrance doors in the financial year 2021/22.

Maintenance: Maintenance costs are likely to fluctuate year on year since repairs are normally only carried out on a need to basis.

Non-Domestic Rates: The CIO continues to benefit from an ongoing 80% charitable rebate.

Utilities - Electricity: Electricity charges have decreased slightly but still remain high at £4,510 reflecting the ongoing increase in UK energy costs. Energy use needs to be carefully monitored and we need to ensure future room hire rates break even on our running costs.

Utilities - IT and Internet Services: Expenditure in this category can vary due to services being purchased and paid for on a 2 to 3 yearly basis.

Utilities - Waste: Expenditure in this category appears to have significantly increased however this includes a back payment for a missed invoice.

Utilities - Water: Expenditure in this category appears to have significantly increased however this include a meter reading adjustment and numerous repair work for blockages.

HUMPHREY PARK COMMUNITY ASSOCIATION

England & Wales - Charity number 1170767

Accounts



Trustees'

Annual Report

and Accounts

For the year
1st April 2022 to 31 March 2023

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Reference and Administration Details

Charity name	Humphrey Park Community Association
Other names the charity is known by	HPCA
Registered charity number	1170767
Principal address	The Community Centre, Humphrey Lane, Urmston, Manchester, M41 9PT
Structure	Charitable Incorporated Organisation (CIO)

Names of the charity trustees who manage the charity

who acted during the period covered by this report and by the date it was approved

Trustee name	Office/Role	Dates acted if not for whole year
Mr Andrew Purser	Chairperson Bookings Webmaster	1 April until 5 May 2022
Mrs Nicola Stone	Chairperson	6 May 2022 until 10 September 2022
Mrs Claudette Stephenson	Chairperson	11 September 2022 to present
Mrs Marie Purser	Treasurer	1 April until 5 May 2022
Mrs Joanne van Alderwegen	Treasurer/Bookings	6 May 2022 to present
Ms Gillian Potter-Merrigan	Secretary	6 May 2022 to 4 July 2022
Ms Clare Rush	Secretary	10 July 2022 to present
Mr Mark David Stone	Bookings	10 July 2022 until 28 February 2023
Mr Tsnag Canon Kam-Leung	Webmaster	6 May 2022 to present
Mrs Caroline Gothard	Committee Member	6 May 2022 to present
Ms Sian Davies	Committee Member	6 May 2022 to present
Mrs Maria Chaisty	Committee Member	Ongoing

Structure, Governance and Management

Type of governing document and how the charity is constituted

HPCA is a Charitable Incorporated Organisation which has adopted the Charity Commission CIO Foundation Constitution as its governing document with some minor and relevant amendments which were approved by the Charity Commission at the time of registration. A copy of the constitution document is available upon request.

Membership

The organisation is made up of trustees and associate (non-voting) members.

The trustees are:

- Involved in the provision and management of community centre facilities (The Centre) and running the organisation generally by coordinating room calendars/availability, accounts, maintenance of the building/grounds and liaising with the local council (or their representatives, Amey).
- Responsible for making decisions on all matters of general concern and importance to the charity including deciding on how the funds of the charity are to be spent.

There are currently 22 associate members who coordinate activities and sessions held at the community centre for the benefit of the local community and anyone further afield who wishes to attend.

Recruitment and Appointment of Trustees

The existing Trustees are responsible for the recruitment of new trustees who are selected and appointed in line with the relevant section of the charity's constitution and the requirements of the Charity Commission. New trustees are provided with a form to complete as a means of collecting the personal and contact information that is required by the Charity Commission, the CIO's bank and other trustees of the CIO. The new Trustee also makes a signed declaration regarding their suitability for the role. This information is distributed on a need to know basis only.

The new trustee is provided with a training package which covers everything they need to know about the charity. This includes links to:

- the charity's governing document (Constitution);
- the charity's safeguarding policies;
- the latest annual report and accounts;
- minutes of recent trustee meetings;
- the Charity Commission "Essential Trustee" document;
- a list of the Charity Commission trustee disqualification reasons.

This enables the new trustee to familiarise themselves with the key duties of a trustee, what they need to do to carry out these duties competently, and current proceedings relevant to the charity.

Objects (Purposes) of the Organisation

The objects of the CIO are to further or benefit the residents of Trafford, Manchester and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power to establish or secure the establishment of a community centre and to maintain or manage or 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.

Summary of the Charity's Main Activities, Achievements and Performance

Humphrey Park Community Association became registered as a Charitable Incorporated Organisation in December 2016.

A wide range of activities are held at the community centre, including local meetings, fitness, slimming, education, community support, dance, drama, martial arts, Tai Chi, Yoga, self defense, music performance/composition, parents and toddlers group, languages, cultural and various religious/spiritual groups. The centre forms the meeting point for several local supportive home education groups. The centre is also available for private hire.

We are pleased to work with Trafford Borough Council, and their representative Amey, in helping to maintain the facilities and services provided at the community centre. The community centre building is owned by Trafford Council and leased to HPCA who are responsible for the daily management and maintenance of the facilities. By maintaining a good working relationship, we are able to achieve the best possible outcome for centre users and members of the local community.

The trustees of the CIO meet on a monthly or bi-monthly basis, dependent upon need, to review the progress and outcomes of our work. Whilst decisions are ultimately made by the Trustees, we also welcome constructive feedback from our partners, associate members and centre users.

The CIO would like to thank all those who kindly volunteer their time freely and work so hard to make the community centre the successful, lively and vibrant place it is.

Public Benefit

When the Humphrey Park estate was built in the 1940s, it was locally known as no-man's land due to the lack of facilities in the area. As part of a plan to address this problem, a community centre was established on the site in 1948, utilising a WWII surface level air-raid precautions post and shelter, with a large hall extension. This was replaced with the current building which opened on 5th January 1963. Since then, the centre has continued to develop in order to provide activities which meet the needs of the residents of our local community and beyond.



We believe that in providing community centre facilities for private hire and coordinating a wide range of activities which people can carry out for their own enjoyment out of work, our purposes help to promote and enhance the health, well being, social welfare and conditions of life for people in the local community by advancing social interaction, citizenship, community development, education, physical/mental health, spirituality/religious belief, activity, arts and culture.

The facilities provide an essential meeting point for parents, carers and others in the local community, some of whom might otherwise feel somewhat isolated. Consequently, we bring members of the community much closer together.

The services are provided for the benefit of anyone who enjoys attending. There is no restrictive membership status and no legally binding preference regarding the use of the facilities. It is available to everyone, without exception.

The sessions held at the centre change to fulfill the needs of the local community. Decisions can be made about which sessions to provide either by someone approaching us for a venue in which to run their sessions (they will then join us as an associate member which allows us to fully support them to make it a success) or by actively seeking out someone with the knowledge required to offer a particular session that we think is missing or has been requested by someone. Sometimes new ventures are successful, sometimes they are not, but trying things has resulted in the number and diversity of sessions supported altering and changing according to the needs of the community and we believe they are relevant to the present day and are therefore very successful. Consequently, the facilities are currently very well used. The usual average weekly footfall is estimated to be around 500 people. We are determined to continue to adapt to the needs of the community in the future.

The public can access the facility between 8am and 9.30pm daily (except Christmas Day, Boxing Day and New Year's Day when the centre is closed, or if the building is being used as a polling station). The sessions we coordinate run on a weekly or monthly basis, some during term time only, others all year round. We attempt to meet the needs of our nearest neighbours in terms of nuisance and noise control by restricting certain events to the hours of 8am to 6pm and dealing with any rare issues or complaints promptly.

Fees are kept as low as possible to ensure the long term success of activities and to offer support to regular users post covid to help increase footfall.

The centre can be used without a charge for community events or meetings on an ad-hoc basis where all the following apply:

- The event will benefit the local community as a whole.
- Any member of the community is welcome to attend without unreasonable restriction.
- No charge is made for attending the event.
- There is no exchange of funds (with the exception of raising money for charity or accepting donations).
- Individuals or organisations involved in running the event offer their services free of charge on a voluntary basis.

Financial Review

The CIO's accounts are presented in the 'Receipts & Payments Accounting' format which is available to organisations with a total annual income below £250,000. Receipts & Payments Accounting meets the needs of this organisation very well.

Please refer to the Receipts and Payments Accounts for details of the CIO's current financial position.

The charity's income is under £25,000 during the financial year in question. Although an independent examination of accounts was not required the new committee decided that it would be good practice for continuity sake as it is likely that in the future our income will increase to above the £25,000 threshold.

Explanation of Account Funds

Unrestricted Funds

- **Bank:** This column is for all credits, debits and transfers to/from the current account held with Natwest. The bank column includes payments made/received by cash or cheque which are always paid directly into the bank; we do not accept cash payments and do not hold any separate cash funds.
- **Savings:** Our NS&I Investment Account was closed in the 15 March 2022 and the transferred cash (£31,853.93) is still held in our current account with Natwest. A new savings account will be opened in the near future.

Restricted Funds

This shows funds which are physically held in the current account but can only be used for a specific purpose. We have not received any such funds during the period covered by this report.

Reserves Policy

The CIO holds funds in reserve to cover regular monthly or annual expenses which would still need to be paid should the community centre need to close due to unforeseen circumstances for a maximum period of 6 months. The amount in reserve is reviewed annually at the end of each financial year.

Notes Regarding Specific Categories of Payments

Total Income:

- This has reduced by around £7,000 on the previous year.
- Associate membership, room hire fees and storage has increased from nearly £14,700 to nearly £18,200, indicating that the centre is continuing to recover from the lockdowns of the pandemic, however it is still significantly below pre-pandemic levels of £24,000 recorded for the two years previous.
- The most significant difference to last year is the absence of Covid related grants via Trafford Council. This is the reason why grants and donations have decreased significantly by over £10,400. However, this shows that the centre is still viable without these grants and is recovering financially.

Total expenditure: This has increased by £4,000 to £17,300. The Association has been very careful to limit expenditure to a minimum. The charity trustees consider the authorisation of large expenses carefully, balancing the need for maintenance and repairs to the building with the need to ensure the future financial security and viability of the centre. The large increase in costs is mainly due to a large increase in energy costs to heat the centre.

Principal Sources of Funding

The main source of income for the charity is once again from membership and room hire fees at 95% up from 55% last year when the centre was more dependent on Covid-19 support grants. Fees for the use of facilities are kept as low as possible for centre users, but are required in order to provide the facility and ensure its long term success.

Principal Risks Facing the Charity During the period covered by this report, income from room hire and membership fees have increased by 25% on the previous year, but our income is still significantly below the £24,000 we were generating in the two years prior to Covid-19. Whilst the centre is fully open, this financial year some of the remaining groups struggled to sufficiently increase their membership and have had to cease. In total seven regular users of the centre have left us this financial year and there is a risk of lost income if we can not find suitable users to replace these activities. However, the centre remains in a good financial position with ample funds so we have continued to undertake essential repairs to the inside of the building because the new committee believe that investing in the building is essential for long-term sustainable growth. The Committee also works with Trafford Council in requesting and helping to organize essential building work to the outside of the building. A new risk to the financial position of the CIO is the massive increase in energy costs therefore the new committee has agreed that our room hire fees need to increase to ensure we break even on costs.

Throughout the following year, it will be necessary to continue to closely monitor the ongoing financial position of the CIO, especially since no further Covid related grants are likely to be available.

Summary Accounts - Section A: Receipts and Payments

Details	Unrestricted Funds			Restricted Funds (Bank)	Total Funds This Year	Total Funds Last Year
	Cash	Bank	Savings			
RECEIPTS:						
Associate Membership Fees		£16,171.84			£16,171.84	£13,392.23
Grants & Donations		£250.00			£250.00	£10,667.00
Interest					£0.00	£3.83
Refunds					£0.00	£18.70
Room Hire		£1,271.29			£1,271.29	£568.22
Storage		£742.37			£742.37	£713.90
Total Receipts	£0.00	£18,435.50	£0.00	£0.00	£18,435.50	£25,363.88
-PAYMENTS:						
-Accounting					£0.00	£420.00
-Bookings & Invoicing		£239.99			£239.99	£192.00
-Cleaning Services		£4,788.00			£4,788.00	£4,465.00
-Cleaning Supplies & Toiletries		£118.85			£118.85	£392.87
-Decorating					£0.00	£1,500.00
-Election Caretaking		£100.00			£100.00	£100.00
-Fixtures Fittings & Appliances					£0.00	£431.84
-Gardening Services					£0.00	£736.90
-Room Hire Refund					£0.00	£71.26
-Insurance		£1,015.61			£1,015.61	£597.43
-Keys & Security		£22.50			£22.50	£253.97
-Maintenance: Electrical		£100.00			£100.00	£282.06
-Maintenance: General		£2,217.94			£2,217.94	£729.96
-Maintenance: Joinery					£0.00	£0.00
-Maintenance: Plumbing		£1,464.00			£1,464.00	£250.00
-Miscellaneous					£0.00	£17.00
-Non-Domestic Rates		£232.15			£232.15	£725.96
-Stationery & Postage					£0.00	£3.69
-Utilities: Electricity		£5,514.73			£5,514.73	£683.01
-Utilities: Gas		£408.68			£408.68	£264.00
-Utilities: IT and Internet Services					£0.00	£25.18
-Utilities: Recycling & Waste		£529.51			£529.51	£497.81
-Utilities: Water		£530.69			£530.69	£642.96
-Total Payments	£0.00	£17,282.65	£0.00	£0.00	£17,282.65	£13,282.90
Net of Receipts / (Payments)	£0.00	£1,152.85	£0.00	£0.00	£1,152.85	£12,080.98
Transfers between funds	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Balance last year end	£0.00	£69,539.10	£0.00	£0.00	£69,539.10	£57,458.12
Balance this year end	£0.00	£70,691.95	£0.00	£0.00	£70,691.95	£69,539.10

Summary Accounts - Section B: Statement of Assets and Liabilities

Details	Unrestricted Funds	Restricted Funds	Total this year	Last year
Cash Funds: Cash in hand	£0.00		£0.00	£0.00
Current account	£70,691.95	£0.00	£70,691.95	£69,539.10
Savings account	£0.00		£0.00	£0.00
Total Cash Funds	£70,691.95	£0.00	£70,691.95	£69,539.10

No other assets or liabilities are held.

Declaration

The trustees declare that they have approved the content of this document which was formally accepted at a meeting of the trustees at our AGM on 21st January 2024.

Signed electronically on behalf of the charity trustees:

Signature	<i>C Stephenson</i>	<i>J van Alderwegen</i>	<i>C Rush</i>
Full name	Claudette Stephenson	Joanne van Alderwegen	Clare Rush
Position	Chairperson	Treasurer	Secretary
Date	21st January 2024	21st January 2024	21st January 2024

Appendix A - Breakdown of Expenditure

Accounting: The new committee has decided to commission a qualified accountant to verify the annual accounts as good practice, however the accounts for the financial year 2022/23 were verified after March 2023 therefore the associated expenditure will appear in next year's financial report.

Bookings and Invoicing: The new committee has continued using the Hall Wizard Booking and Invoicing System and the fee for this system increased from £192 to £239.99.

Decorating: The new committee have not commissioned any decorating works in this financial year therefore expenditure decreased from £1,500 to £0, however going forward we feel that we need to reinstate regular decorating works to keep the community centre looking fresh and cared for.

Elections Caretaking: Trafford Council no longer pays caretakers directly. These fees are added to the Trafford elections department invoice, and passed to the caretaker on their behalf by the CIO, greatly reducing the admin requirement within the Trafford elections department.

Fixtures, fittings and appliances: This expense is solely for the purchase and fitting of a new instant hot water boiler in the kitchen to replace the old model which was beyond repair.

Gardening Services: Gardening was initially continued on an adhoc voluntary basis however this was becoming too much for the new committee and it was decided to appoint a contractor to cover gardening and caretaking services from February 2023. This is now being reported under the category "Maintenance - General"

Insurance: Insurance fees appear to have increased significantly from £179 to £597. This occurred due to moving from an annual payment to a monthly direct debit (at no additional cost to the charity) and the timing of the renewal. Insurance costs in reality remain largely unchanged from the previous year.

Keys and Security: We seemed to have an ongoing cost of key replacement due to people not returning them to us. Therefore, key locks on the two main doors were replaced with code locks last year and this is why this cost is over £230 less than last year so has proved a worthwhile investment.

Maintenance: Maintenance costs are likely to fluctuate year on year since repairs are normally only carried out on a need to basis.

Non-Domestic Rates: The CIO continues to benefit from an ongoing 80% charitable rebate.

Utilities - Electricity: Electricity charges have increased by £4831.72 over this financial year due to an increase in UK energy costs. Our future room hire rates will need to be revised in view of this increase to make sure we can break even.

Utilities - IT and Internet Services: Expenditure in this category can vary due to services being purchased and paid for on a 2 to 3 yearly basis.

Utilities - Waste: Expenditure in this category by over £31 this is due to rising inflation costs.

Utilities - Waste: Expenditure in this category back to normal now following the Covid-19 pandemic.

Appendix B - Independent Verification of Accounts

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUMPHREY PARK COMMUNITY ASSOCIATION

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the charity as required by Section 130 of the Act; or
- (2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



M R Heaton FCCA FCIE DChA
KM
Chartered Accountants
1st Floor, Block C,
The Wharf
Burnley
Lancashire
BB11 1JG

21 January 2024

HUMPHREY PARK COMMUNITY ASSOCIATION

England & Wales - Charity number 1170767

Accounts

Trustees'

Annual Report

and Accounts

For the year
1st April 2021 to 31 March 2022

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Reference and Administration Details

Charity name	Humphrey Park Community Association
Other names the charity is known by	HPCA
Registered charity number	1170767
Principal address	The Community Centre, Humphrey Lane, Urmston, Manchester, M41 9PT
Structure	Charitable Incorporated Organisation (CIO)

Names of the charity trustees who manage the charity

who acted during the period covered by this report and by the date it was approved

Trustee name	Office/Role	Dates acted if not for
--------------	-------------	------------------------

		whole year
Mr Andrew Purser	Chairperson	
	Membership Accounts	
	Webmaster	
Mrs Marie Purser	Treasurer	
Mrs Suzanne Hadcock	Secretary	
	Admin/Bookings	
Mrs Julie Morrissey	Grounds Assistant	
Mrs Maria Chaisty	Committee Member	

Structure, Governance and Management

Type of governing document and how the charity is constituted

HPCA is a Charitable Incorporated Organisation which has adopted the Charity Commission CIO Foundation Constitution as its governing document with some minor and relevant amendments which were approved by the Charity Commission at the time of registration. A copy of the constitution document is available upon request.

Membership

The organisation is made up of trustees and associate (non-voting) members.

The trustees are:

- Involved in the provision and management of community centre facilities (The Centre) and running the organisation generally by coordinating room calendars/availability, accounts, maintenance of the building/grounds and liaising with the local council (or their representatives, Amey).
- Responsible for making decisions on all matters of general concern and importance to the charity including deciding on how the funds of the charity are to be spent.

There are currently 22 associate members who coordinate activities and sessions held at the community centre for the benefit of the local community and anyone further afield who wishes to attend.

Recruitment and Appointment of Trustees

The existing Trustees are responsible for the recruitment of new trustees who are selected and appointed in line with the relevant section of the charity's constitution and the requirements of the Charity Commission. New trustees are provided with a form to complete as a means of collecting the personal and contact information that is required by the Charity Commission, the CIO's bank

and other trustees of the CIO. The new Trustee also makes a signed declaration regarding their suitability for the role. This information is distributed on a need to know basis only.

The new trustee is provided with a training package which covers everything they need to know about the charity. This includes links to:

- the charity's governing document (Constitution);
- the charity's safeguarding policies;
- the latest annual report and accounts;
- minutes of recent trustee meetings;
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- a list of the Charity Commission trustee disqualification reasons.

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The objects of the CIO are to further or benefit the residents of Trafford, Manchester and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power to establish or secure the establishment of a community centre and to maintain or manage or 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.

Summary of the Charity's Main Activities, Achievements and Performance

Humphrey Park Community Association became registered as a Charitable Incorporated Organisation in December 2016.

A wide range of activities are held at the community centre, including local meetings, fitness, slimming, education, support, dance, drama, martial arts, Tai Chi, Yoga, self defense, singing, music performance/composition, parents and toddlers group, languages and various church groups. The centre forms the meeting point for several local supportive home education groups. The centre is also available for private hire.

We are pleased to work with Trafford Borough Council, and their representative

Amey, in helping to maintain the facilities and services provided at the community centre. The community centre building is owned by Trafford Council and leased to HPCA who are responsible for the daily management and maintenance of the facilities. By maintaining a good working relationship, we are able to achieve the best possible outcome for centre users and members of the local community.

The trustees of the CIO meet on a monthly or bi-monthly basis, dependent upon need, to review the progress and outcomes of our work. Whilst decisions are ultimately made by the Trustees, we also welcome constructive feedback from our partners, associate members and centre users.

The CIO would like to thank all those who kindly volunteer their time freely and work so hard to make the community centre the successful, lively and vibrant place it is.

Public Benefit

When the Humphrey Park estate was built in the 1940s, it was locally known as no-man's land due to the lack of facilities in the area. As part of a plan to address this problem, a community centre was established on the site in 1948, utilising a WWII surface level air-raid precautions post and shelter, with a large hall extension. This was replaced with the current building which opened on 5th January 1963. Since then, the centre has continued to develop in order to provide activities which meet the needs of the residents of our local community and beyond.



We believe that in providing community centre facilities for private hire and coordinating a wide range of activities which people can carry out for their own enjoyment out of work, our purposes help to promote and enhance the health, well being, social welfare and conditions of life for people in the local community by advancing social interaction, citizenship, community development, education, physical/mental health, spirituality/religious belief, activity, arts and culture.

The facilities provide an essential meeting point for parents, carers and others in the local community, some of whom might otherwise feel somewhat isolated.

Consequently, we bring members of the community much closer together.

The services are provided for the benefit of anyone who enjoys attending. There is no restrictive membership status and no legally binding preference regarding the use of the facilities. It is available to everyone, without exception.

The sessions held at the centre change to fulfill the needs of the local community. Decisions can be made about which sessions to provide either by someone approaching us for a venue in which to run their sessions (they will then join us as an associate member which allows us to fully support them to make it a success) or by actively seeking out someone with the knowledge required to offer a particular session that we think is missing or has been requested by someone. Sometimes new ventures are successful, sometimes they are not, but trying things has resulted in the number and diversity of sessions supported altering and changing according to the needs of the community and we believe they are relevant to the present day and are therefore very successful. Consequently, the facilities are currently very well used. The usual average weekly footfall is estimated to be around 600 people. We are determined to continue to adapt to the needs of the community in the future.

The public can access the facility between 8am and 9.30pm daily (except Christmas Day, Boxing Day and New Year's Day when the centre is closed, or if the building is being used as a polling station). The sessions we coordinate run on a weekly or monthly basis, some during term time only, others all year round. We attempt to meet the needs of our nearest neighbours in terms of nuisance and noise control by restricting certain events to the hours of 8am to 6pm and dealing with any rare issues or complaints promptly.

Fees are kept as low as possible and we offer heavily discounted rates to new members when required as this helps to ensure the long term success of activities. For example, we have reduced membership fees by up to 50% in some cases to allow attendance of new sessions to build up over time.

The centre can be used without a charge for community events or meetings on an ad-hoc basis where all the following apply:

- The event will benefit the local community as a whole.
- Any member of the community is welcome to attend without unreasonable restriction.
- No charge is made for attending the event.
- There is no exchange of funds (with the exception of raising money for charity or accepting donations).
- Individuals or organisations involved in running the event offer their services free of charge on a voluntary basis.

Financial Review

The CIO's accounts are presented in the 'Receipts & Payments Accounting' format which is available to organisations with a total annual income below £250,000. Receipts & Payments Accounting meets the needs of this organisation very well.

Please refer to the Receipts and Payments Accounts for details of the CIO's

current financial position.

The charity's income is above £25,000 during the financial year in question. Therefore, an independent examination of accounts was conducted.

Explanation of Account Funds

Unrestricted Funds

- **Bank:** This column is for all credits, debits and transfers to/from the current account held with Natwest. The bank column includes payments made/received by cash or cheque which are always paid directly into the bank; we do not accept cash payments and do not hold any separate cash funds.
- **Savings:** This column is for all credits, debits and transfers to/from the NS&I Investment Account which is backed by HM Treasury. There are no penalties, and no notice is required, to obtain funds from this account. However, it is a postal only account, and with increasing delays within the NS&I organisation, we have closed this account and transferred all funds to the current account. A new savings account will be opened in the near future.

Restricted Funds

This shows funds which are physically held in the current account but can only be used for a specific purpose. We have not received any such funds during the period covered by this report.

Reserves Policy

The CIO holds funds in reserve to cover regular monthly or annual expenses which would still need to be paid should the community centre need to close due to unforeseen circumstances for a maximum period of 6 months. The amount in reserve is reviewed annually at the end of each financial year.

Notes Regarding Specific Categories of Payments

Total Income:

- This has reduced by around £4,000 on the previous year.
- Whilst income from associate membership and room hire fees has increased from £3,500 to almost £13,400, indicating that the centre is beginning to recover from the lockdowns of the pandemic, this is still greatly reduced from the pre-pandemic £24,000 of two years previous.
- Again, income has been boosted by the provision of Covid related grants via Trafford Council. The availability of such grants has continued to offset losses caused by the pandemic.
- In total, we were awarded £10,600 in grants.

Total expenditure: This reduced from £14,800 to £13,300. The Association has been very careful to limit expenditure to a minimum. The charity trustees consider the authorisation of large expenses carefully, balancing the need for maintenance and repairs to the building with the need to ensure the future financial security and viability of the centre.

Principal Sources of Funding

The main source of income for the charity is usually from membership and room hire fees. Fees for the use of facilities are kept as low as possible for centre users, but are required in order to provide the facility and ensure its long term success. During this financial year, membership and room hire represent just over half of the total income. A significant proportion of income has come from government Covid-19 support grants.

Principal Risks Facing the Charity

During the period covered by this report, income from room hire and membership fees have increased significantly on the previous year, but still only represent about half of the income in the years prior to that. It is difficult to predict how quickly this will fully recover post-covid. Whilst the centre is fully open, some regular users of the centre have not returned, and it is apparent that some of the remaining groups are struggling to increase their membership. Whilst the centre remains in a good financial position, the main concern is the necessary maintenance and repairs to the centre which were delayed due to the pandemic, and having the funds to pay for them. In order to assess the full extent of repairs required and to ensure that funds are used in the most efficient way, the trustees propose commissioning a survey of the building.

Throughout the following year, it will be necessary to continue to closely monitor the ongoing financial position of the CIO, especially since no further Covid related grants are likely to be available.

Summary Accounts - Section A: Receipts and Payments

Details	Unrestricted Funds			Restricted Funds (Bank)	Total Funds This Year	Total Funds Last Year
	Cash	Bank	Savings			
RECEIPTS:						
Associate Membership Fees		£13,392.23			£13,392.23	£3,559.87
Grants & Donations		£10,667.00			£10,667.00	£24,253.43
Interest			£3.83		£3.83	£704.50
Refunds		£18.70			£18.70	£0.00
Room Hire		£568.22			£568.22	£21.80
Storage		£713.90			£713.90	£708.40
Total Receipts	£0.00	£25,360.05	£3.83	£0.00	£25,363.88	£29,248.00
-PAYMENTS:						
-Accounting		£420.00			£420.00	£0.00
-Bookings & Invoicing		£192.00			£192.00	£0.00
-Cleaning Services		£4,465.00			£4,465.00	£4,170.00
-Cleaning Supplies & Toiletries		£392.87			£392.87	£120.58
-Decorating		£1,500.00			£1,500.00	£0.00
-Election Caretaking		£100.00			£100.00	£0.00
-Fixtures Fittings & Appliances		£431.84			£431.84	£0.00
-Gardening Services		£736.90			£736.90	£525.00
-Room Hire Refund		£71.26			£71.26	£24.25
-Insurance		£597.43			£597.43	£179.25
-Keys & Security		£253.97			£253.97	£67.00
-Maintenance: Electrical		£282.06			£282.06	£220.00
-Maintenance: General		£729.96			£729.96	£68.66
-Maintenance: Joinery					£0.00	£0.00
-Maintenance: Plumbing		£250.00			£250.00	£573.01
-Miscellaneous		£17.00			£17.00	£139.81
-Non-Domestic Rates		£725.96			£725.96	£0.00
-Stationery & Postage		£3.69			£3.69	£9.99
-Utilities: Electricity		£683.01			£683.01	£7,649.12
-Utilities: Gas		£264.00			£264.00	£216.51
-Utilities: IT and Internet Services		£25.18			£25.18	£200.00
-Utilities: Recycling & Waste		£497.81			£497.81	£437.81
-Utilities: Water		£642.96			£642.96	£273.98
-Total Payments	£0.00	£13,282.90	£0.00	£0.00	£13,282.90	£14,874.97
Net of Receipts / (Payments)	£0.00	£12,077.15	£3.83	£0.00	£12,080.98	£14,373.03
Transfers between funds	£0.00	£31,853.93	(£31,853.93)	£0.00	£0.00	£0.00
Balance last year end	£0.00	£25,608.02	£31,850.10	£0.00	£57,458.12	£43,085.09
Balance this year end	£0.00	£69,539.10	£0.00	£0.00	£69,539.10	£57,458.12

Summary Accounts - Section B: Statement of Assets and Liabilities

Details	Unrestricted Funds	Restricted Funds	Total this year	Last year
Cash Funds: Cash in hand	£0.00		£0.00	£0.00
Current account	£69,539.10	£0.00	£69,539.10	£25,608.02
Savings account	£0.00		£0.00	£31,850.10
Total Cash Funds	£69,539.10	£0.00	£69,539.10	£57,458.12

No other assets or liabilities are held.

Declaration

The trustees declare that they have approved the content of this document which was formally accepted at a meeting of the trustees via Google Meet on 24th June 2021 (an AGM will not be held this year).

Signed electronically on behalf of the charity trustees:

Signature	<i>A Purser</i>	<i>M Purser</i>	<i>S Hadcock</i>
Full name	Andrew Purser	Marie Purser	Suzanne Hadcock
Position	Chairperson	Treasurer	Secretary
Date	31 March 2022	31 March 2022	31 March 2022

Appendix A - Breakdown of Expenditure

Accounting: The committee has moved from independent examination of accounts on a voluntary basis to the commissioning of a qualified accountant which has resulted in the increase of expenditure in this category.

Bookings and Invoicing: Expenditure has risen from £0 to £192. Previously performed via Google Sheets and Calendars free of charge, this labour intensive process has been replaced by the Hall Wizard Booking and Invoicing System.

Decorating: The increase in this expenditure from £0 to £1,500 is due to the reinstatement of decorating works which were delayed due to the pandemic.

Elections Caretaking: Trafford Council no longer pay caretakers directly. These fees are added to the Trafford elections department invoice, and passed to the caretaker on their behalf by the CIO, greatly reducing the admin requirement within the Trafford elections department. Elections were canceled initially during the pandemic, but were reinstated during this financial year.

Fixtures, fittings and appliances: These expenses are for the purchase and fitting of a new under-counter fridge which was beyond repair, and the replacement of the gas hob to ensure the presence of a safety cut-off valve.

Gardening Services: Despite having a voluntary gardener, expenditure has been incurred here for two reasons:

- The presence of an old tree stump was causing a safety risk. Due to the location of the stump close to a gas pipe, it was not possible to remove it. Instead, and much cheaper to do, the stump was carved into a rose and

treated with an oil preservative.

- The one very large tree that remains in the car park was encroaching onto the roof of the building which could potentially cause damage. This was cut back significantly by a local tree surgeon.

Insurance: Insurance fees appear to have increased significantly from £179 to £597. This occurred due to moving from an annual payment to a monthly direct debit (at no additional cost to the charity) and the timing of the renewal. Insurance costs in reality remain largely unchanged from the previous year.

Keys and Security: We seemed to have an ongoing cost of key replacement due to people not returning them to us. Therefore, key locks on the two main doors were replaced with code locks. Following an initial outlay to do this, this should reduce key replacement costs to zero in the following years.

Maintenance: Maintenance costs are likely to fluctuate year on year since repairs are normally only carried out on a need to basis.

Non-Domestic Rates: The CIO was grateful to Trafford Council for the 100% rebate in this category during the previous financial year. This fee resumed during the current year and consequently an increase from zero to £725 is evident within this category. The CIO continues to benefit from an ongoing 80% charitable rebate.

Utilities - Electricity: A significantly increased sum of £7649 was paid for electricity during the previous year. After several years of under-estimated bills, a significant sum in the region of £6000 was owed to Good Energy. Fees in this category have now returned to a normal level.

Utilities - IT and Internet Services: Expenditure in this category can vary due to services being purchased and paid for on a 2 to 3 yearly basis.

Utilities - Water: Expenditure decreased in the previous year due to the closure of the centre during the pandemic. With service resuming, an increase is now evident during the current year.

HUMPHREY PARK COMMUNITY ASSOCIATION

England & Wales - Charity number 1170767

Accounts

Trustees'
Annual Report
and Accounts

For the year
1st April 2020 to 31 March 2021

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Structure	Charitable Incorporated Organisation (CIO)

Names of the charity trustees who manage the charity

who acted during the period covered by this report and by the date it was approved

Trustee name	Office/Role	Dates acted if not for whole year
Mrs Dorinda Blackley	Chairperson	To 27 Jun 2020
Mr Andrew Purser	Chairperson	From 28 Jun 2020
	Membership Accounts	
	Webmaster	
Mrs Marie Purser	Treasurer	
	Caretaker	
Mrs Suzanne Hadcock	Secretary	
	Admin/Bookings	
Mrs Julie Morrissey	Grounds Assistant	From 15 February 2021
Mrs Maria Chaisty	Committee Member	
Dr Ian Bates	Committee Member	To 31 December 2020

Structure, Governance and Management

Type of governing document and how the charity is constituted

HPCA is a Charitable Incorporated Organisation which has adopted the Charity Commission CIO Foundation Constitution as its governing document with some minor and relevant amendments which were approved by the Charity Commission at the time of registration. A copy of the constitution document is available upon request.

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Restricted Funds

This shows funds which are physically held in the current account but can only be used for a specific purpose. We have not received any such funds during the period covered by this report.

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The CIO holds funds in reserve to cover regular monthly or annual expenses which would still need to be paid should the community centre need to close due to unforeseen circumstances for a maximum period of 6 months. The amount in reserve is reviewed annually at the end of each financial year.

Notes Regarding Specific Categories of Payments

Total Income: Income from associate membership and room hire fees has reduced during the pandemic by approximately £20,500, falling from £24,000 in the previous year to £3,500 this year. This significant reduction could have potentially affected the future viability of the centre. However, income has been boosted by applying for Local Restrictions Support Grants via Trafford Council, much of which was paid to the CIO right at the end of the financial year. This has successfully offset all losses caused by the pandemic, with income in total increasing by around £3000 in the current year. These funds will continue to help offset losses whilst the centre plans a phased reopening during the next financial year.

We were awarded a £10,000 grant via the Government's business support scheme which was administered locally by Trafford Council. These funds have been used to cover:

- A complete loss of income due to the centre closing twice, and reduced income once we reopened.
- Continuing to pay our cleaner, who works on a self employed/contract basis, throughout the pandemic -.

A further grant totalling £14,000 was received towards the end of March 2021, made up of several payments covering 4 week blocks throughout the pandemic where the centre will have needed to be closed or access restricted to certain activities.

Total expenditure. The Association has been very careful to limit expenditure to a minimum. The charity trustees consider the authorisation of large expenses carefully, balancing the need for maintenance and repairs to the building with the need to ensure the future financial security and viability of the centre.

Principal Sources of Funding

The main source of income for the charity is usually from membership and room hire fees. Fees for the use of facilities are kept as low as possible, but are required in order to provide the facility and ensure its long term success.

During the current financial year, the main source of income has come from grants and donations in the form of Local Restrictions Support Grants which have successfully offset losses caused by the pandemic.

Principal Risks Facing the Charity

During the period covered by this report, income from room hire and membership fees has greatly reduced, and it is difficult to predict how quickly this will recover once the centre reopens. During the pandemic, the centre has been closed for extended periods of time, and even when it has been open, many groups have not been able or allowed to use it. As a consequence, the CIO felt that even when the centre could open again, it may be the case that many would remain nervous of using the centre and that groups may not return. Consequently, the full financial impact of the Covid-19 pandemic, moving forward into the next financial year, is currently unknown.

The centre closed on Friday 20th March, and the first session was permitted to return on 5th August 2020 with appropriate social distancing and mitigations in place. However, not all of our usual sessions were able to recommence and the centre was closed for a second time on 5th November.

The financial security of the centre has been protected by reviewing our outgoings and reducing the services we purchase as far as practically possible, and postponing maintenance and repair work.

In order to help with forward planning, the trustees conducted a survey of its members (regular centre users) which indicated a generally positive result. 18 out of 23 members at the time responded (a response rate of 78%).

- 39% said they would return to the centre as soon as they are able to do so.
- A further 44% said they will return, but were unsure of when that would be.
- Two groups, who didn't respond to the survey, have since left permanently, which is perhaps no more than would normally be expected during a 12 month period.
- Some groups (22%) reported that they would need to rebuild their membership which may take some time to achieve.

- The majority were keen to return as soon as permitted to do so under the government guidance, with 83% stating that there were no obstacles to doing so.

Positive feedback was also received in appreciation of the work carried out by the committee in keeping the centre running and the support provided to members throughout the pandemic. The full survey results have been included in Appendix A of this report.

During the next financial year, it will be necessary to closely monitor the ongoing financial position of the CIO. Whilst, so far, the centre has been “saved” by the receipt of grants, the centre may ultimately need to close if the situation does not improve. Whilst we currently remain confident that we are able to continue to maintain the building and grounds within our current or potential financial constraints, we keep ongoing running costs as low as possible, whilst meeting the needs of centre users, to help ensure this remains feasible in the longer term.

The trustees have worked hard to introduce Covid-19 measures promptly to allow the centre to reopen at the earliest opportunity once permitted to do so, and they have liaised closely with associate members to ensure that they are able to return safely with appropriate measures in place.

Despite the challenges faced recently, the financial position and security of the charity remains good. We have currently not needed to utilise reserved funds.

Summary Accounts - Section A: Receipts and Payments

Details	Unrestricted Funds			Restricted Funds (Bank)	Total Funds This Year	Total Funds Last Year
	Cash	Bank	Savings			
RECEIPTS:						
Associate Membership Fees		£3,559.87			£3,559.87	£22,702.86
Grants & Donations		£24,253.43			£24,253.43	£0.00
Interest			£704.50		£704.50	£0.00
Room Hire		£21.80			£21.80	£1,433.97
Storage		£708.40			£708.40	£699.36
Total Receipts	£0.00	£28,543.50	£704.50	£0.00	£29,248.00	£24,836.19
-PAYMENTS:						
-Cleaning Services		£4,170.00			£4,170.00	£3,530.00
-Cleaning Supplies & Toiletries		£120.58			£120.58	£597.75
-Decorating					£0.00	£1,520.00
-Election Caretaking					£0.00	£300.00
-Gardening Services		£525.00			£525.00	£1,327.00
-Room Hire Refund		£24.25			£24.25	£0.00
-Insurance		£179.25			£179.25	£597.43
-Key Cutting		£67.00			£67.00	£172.88
-Maintenance: Electrical		£220.00			£220.00	£210.00
-Maintenance: General		£68.66			£68.66	£14,416.69
-Maintenance: Joinery					£0.00	£0.00
-Maintenance: Plumbing		£573.01			£573.01	£5,523.89
-Miscellaneous		£139.81			£139.81	£1,013.99
-Non-Domestic Rates					£0.00	£574.56
-Stationery & Postage		£9.99			£9.99	£4.20
-Utilities: Electricity		£7,649.12			£7,649.12	£952.29
-Utilities: Gas		£216.51			£216.51	£426.00
-Utilities: IT and Internet Services		£200.00			£200.00	£93.97
-Utilities: Recycling & Waste		£437.81			£437.81	£732.46
-Utilities: Water		£273.98			£273.98	£775.04
-Total Payments	£0.00	£14,874.97	£0.00	£0.00	£14,874.97	£32,768.15
Net of Receipts / (Payments)	£0.00	£13,668.53	£704.50	£0.00	£14,373.03	(£7,931.96)
Transfers between funds:	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Balance last year end	£0.00	£11,939.49	£31,145.60	£0.00	£43,085.09	£51,017.05
Balance this year end	£0.00	£25,608.02	£31,850.10	£0.00	£57,458.12	£43,085.09

Summary Accounts - Section B: Statement of Assets and Liabilities

Details	Unrestricted Funds	Restricted Funds	Total this year	Last year
Cash Funds: Cash in hand	£0.00		£0.00	£0.00
Current account	£25,608.02	£0.00	£25,608.02	£11,939.49
National Savings account	£31,850.10		£31,850.10	£31,145.60
Total Cash Funds	£57,458.12	£0.00	£57,458.12	£43,085.09

No other assets or liabilities are held.

Declaration

The trustees declare that they have approved the content of this document which was formally accepted at the AGM held on 19 November 2021.

Signed electronically on behalf of the charity trustees:

Signature	<i>A Purser</i>	<i>M Purser</i>	<i>S Hadcock</i>
Full name	Andrew Purser	Marie Purser	Suzanne Hadcock
Position	Chairperson	Treasurer	Secretary
Date	19 Nov 2021	19 Nov 2021	19 Nov 2021

Independent Examiner's Report

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUMPHREY PARK COMMUNITY ASSOCIATION

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- (1) accounting records were not kept in respect of the charity as required by Section 130 of the Act; or
- (2) the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



M R Heaton FCCA FCIE DChA
KM
Chartered Accountants
1st Floor, Block C,
The Wharf
Burnley
Lancashire
BB11 1JG

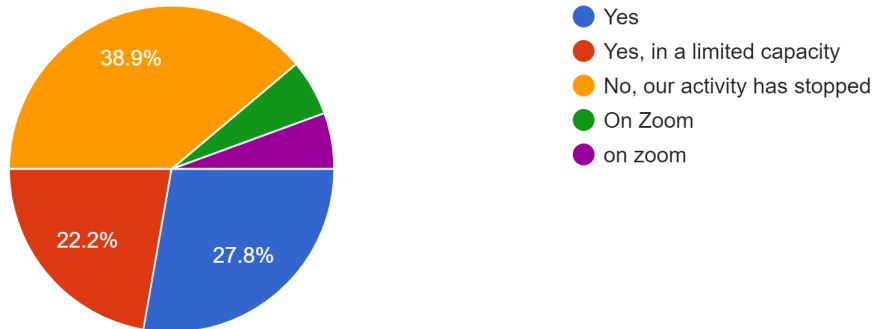
17th November 2021

Appendix A - Membership Survey

Response Rate: 18 out of 23, 78%.

Are your activities continuing at the moment?

18 responses

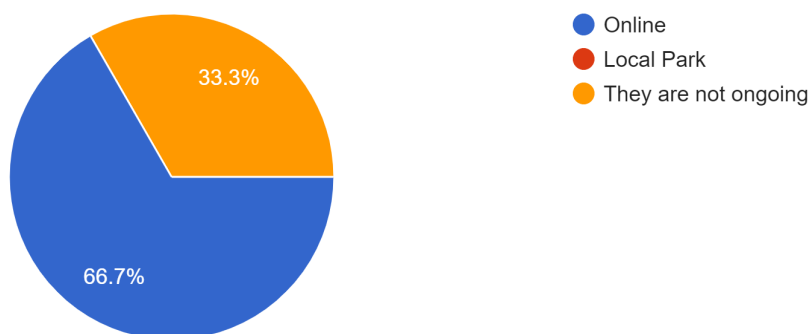


Additional comments: 5 responses

- Only because of covid, we plan to start back when the government allow it.
- Only very recently went online
- We will open when safe
- On Zoom
- Stopped until end of lockdown

If your sessions are still ongoing, where do you currently hold them?

18 responses

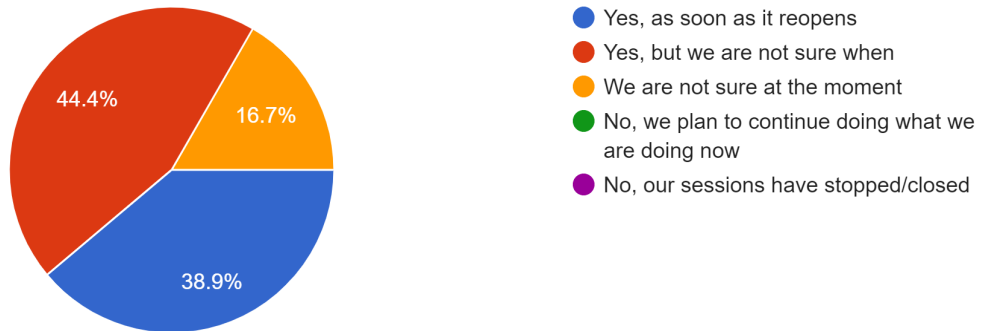


Additional comments: 3 responses

- Considering starting one face to face class at local park from next week.
- The Home-ed drama group meets on line but only about half of the group join in as many aren't comfortable with zoom.
- Small classes that we do not charge for

When the centre reopens, do you plan to return?

18 responses

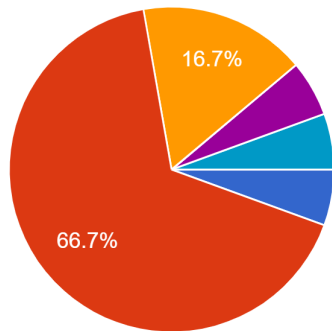


Additional comments: 6 responses

- We could do lessons outside in the summer. Although some of the local youth is posing to be a worry. If we could use the space near the bowling green, it would feel safer
- Will depend on restrictions as our meet-ups are social as much as they are educational, strict social distancing indoors might be difficult.
- Depends on the wider pandemic situation.
- If it's allowed, we hope to return as soon as possible as we feel we have good protocols such as hand washing and distancing in place. (We would still be following school holidays though).
- We are planning to resume church services as soon it is safe to return
- Providing group exercise is allowed when you reopen

In terms of the number of members or attendees at your sessions, or people on your books waiting to return, how has this changed compared to before the pandemic started?

18 responses



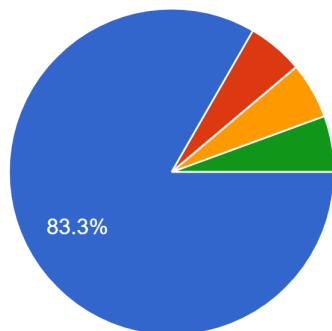
- Busier / more members
- About the same
- Declined, but we can quickly rebuild it
- Declined/no current members, and we don't plan to rebuild this
- declined, wont know until we are back fully how many we will have in the classes
- We have reduced numbers as the sessions are no longer funded and the...

Additional comments: 4 responses

- I still wish to create a younger group before 2-30 session
- Most of the children we had will going to school
- We probably had 4 in average During pandemic we had on average 3 until we closed
- We stay in touch with class members who do not wish to do zoom classes

Are you aware of any barriers preventing you from returning to the centre?

18 responses



- No barriers
- We may struggle to afford the membership fees
- Depends on the nature of the covid secure guidelines.
- Lack of storage is a problem now we are much busier. And not sure if the centre will be able to accommodate all the hours we would now need

Additional comments: 3 responses

- No barriers other than covid
- It will just depend on how many we can have in a bubble and how many hours a night we will have to teach to be able to get all the dancers into a class. I will know more once we are up and running again.
- We will have to follow government guidelines.

Please provide any further information you would like to share, even if you feel it may not be relevant: 4 responses

- Members of my group and I have really missed attending sessions at the centre and are really thankful for all the work that goes into keeping the centre running.
- We really appreciate all the work the committee does to enable groups such as ours to continue to meet.
- Just to say Thank You for continued support throughout
- It may be some time before everything gets back to normality. Class members are looking forward to restarting class as we are.

Appendix B - Breakdown of Expenditure

Cleaning Services: Expenditure has risen from £3530 to £4170 due to the increased frequency of cleaning required over the 12 month period when the centre has been open.

Decorating: Whilst expenditure in this category has reduced to zero, the trustees are mindful that a payment of around £1500 remains outstanding until decorating works, delayed due to the pandemic, are completed. Provision for this payment has been considered at committee meetings within the Interim Report presented by the treasurer on a monthly basis.

Elections Caretaking: This was a new category introduced during the previous financial year due to Trafford Council no longer paying caretakers directly. These fees are added to the Trafford elections department invoice, and passed to the caretaker on their behalf by the CIO, greatly reducing the admin requirement within the Trafford elections department. This category is currently zero due to the cancellation of polling day in 2020.

Gardening Services: Expenditure has fallen dramatically in this area. Originally a paid role, the CIO now has a volunteer who is willing to look after the grounds on a voluntary basis. A new trustee role has been developed within the committee as a means of properly acknowledging and recognising this commitment. The name "Grounds Assistant" was created in liaison with the volunteer in question.

Insurance: Insurance fees appear to have reduced significantly from £597 to £179. This has occurred for two reasons:

- Zurich very kindly provided an additional 3 months of insurance free of charge as a result of the pandemic.
- The fee at renewal, which has previously been paid annually, is now paid via monthly direct debit at no additional cost to the charity.

Maintenance - General: Expenditure has fallen significantly from £14,700 to £68. In the previous year, HPCA contributed a significant sum to the replacement of the entire south facing wall, replacement curtains, marking the newly resurfaced car park, installation of barriers to prevent cars from being driven into the fire exit steps, supply and installation of aluminium frames and glazing, and replacing non-slip flooring along the length of the main corridor. This year, due to the uncertainty of income due to reduced footfall during the pandemic, the CIO has kept general maintenance costs down to a minimum.

Maintenance: Plumbing. Maintenance during the previous year involved the replacement of external gutters by Verlin Rainwater, causing a significant reduction in this category during the current year.

Non-Domestic Rates: The CIO is grateful to Trafford Council for the 100% rebate in this category, as a result of the pandemic, saving almost £600. The CIO normally receives an ongoing 80% charitable rebate.

Utilities - Electricity: A significantly increased sum of £7649 was paid for electricity during the current year. After several years of under-estimated bills, a significant sum in the region of £6000 was owed to Good Energy. Our correspondence with Good Energy, who seemed

initially reluctant to engage with us in order to resolve this situation, is documented within the accounts records.

Utilities - Gas: Gas usage has halved due to centre closures and reduced footfall caused by the pandemic.

Utilities - IT and Internet Services: Expenditure in this category can vary due to services being purchased and paid for on a 2 to 3 yearly basis. During 2020, the Trustees embarked on a seemingly simple process of moving their workspace from a free personal Google account to Google Workspace, due to Google discouraging organisations from using free personal accounts to run their services. This proved to be a complex and troublesome exercise which presented several challenges requiring a huge investment of time over a period of several weeks to resolve. The committee felt this level of input by one committee member could not be expected on a purely voluntary basis and a small one-off fee was therefore paid for this work, the details of which are specified on the corresponding invoice. Moving forward, use of this service has now been successfully secured via Google for Non-Profits, free of charge, saving the CIO a significant amount, and the ongoing maintenance of the website and Google Workspace will continue to be provided on a voluntary basis by the Trustees.

Utilities - Recycling and Waste: Expenditure within this category has reduced by approximately £300 due to the suspension or reduction of collection services.

Utilities - Water: Expenditure has reduced by about two thirds due to centre closures and reduced footfall.