

Trustees'

Annual Report

and Accounts

For the year
1st April 2020 to 31 March 2021

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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
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.

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. 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.

Normally 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 defence, 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, 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.

In terms of the sessions we coordinate and offer to the community, these have changed to fulfil the needs of the local community. Decisions can be made about which sessions to provide in mainly one of two ways: 1) Someone may approach us looking to provide a service. They will join the organisation as an associate member so we can offer our full support to promote the session and help to make it a success. 2) We may actively seek out someone with the knowledge required to offer a particular session that we either 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 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 is more straight forward than the Accruals Accounting method, and 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. At 31st March 2021, this account attracted an interest rate of 0.01%.

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: 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

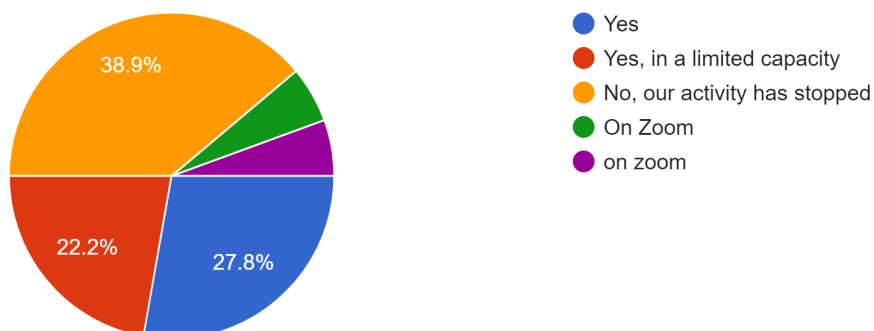
17th November 2021

Appendix A - Membership Survey

Response Rate: 18 out of 23, 78%.

Are your activities continuing at the moment?

18 responses

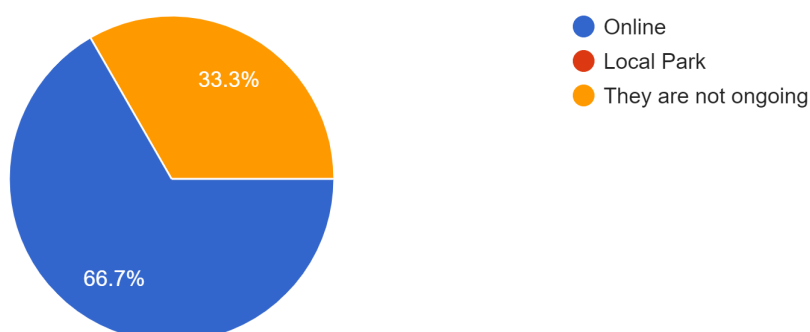


Additional comments: 5 responses

- 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

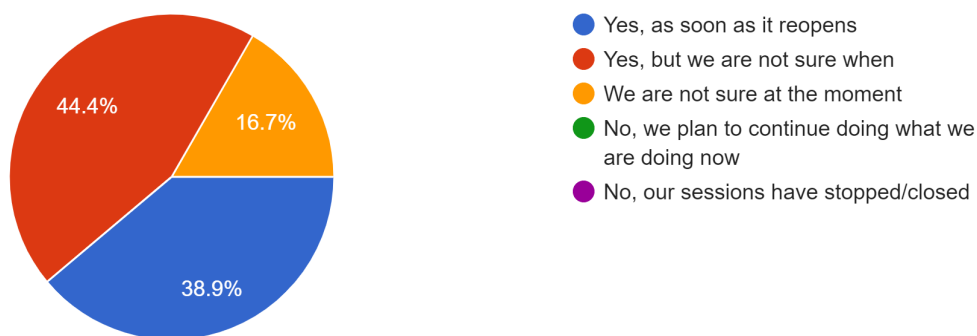


Additional comments: 3 responses

- 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

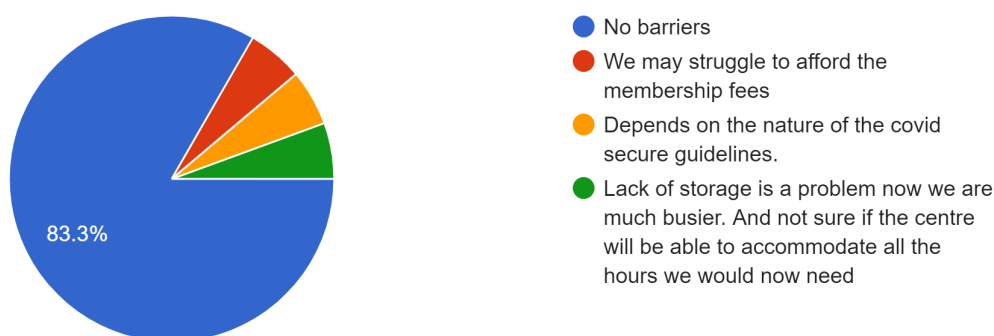


Additional comments: 4 responses

- 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



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.