

# **Trustees'**

# **Annual Report**

# **and Accounts**

**For the year**  
**1st April 2021 to 31 March 2022**

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## Reference and Administration Details

<b>Charity name</b>	Humphrey Park Community Association
<b>Other names the charity is known by</b>	HPCA
<b>Registered charity number</b>	1170767
<b>Principal address</b>	The Community Centre, Humphrey Lane, Urmston, Manchester, M41 9PT
<b>Structure</b>	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
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		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;
- 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, 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			
<b>RECEIPTS:</b>						
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
<b>Total Receipts</b>	<b>£0.00</b>	<b>£25,360.05</b>	<b>£3.83</b>	<b>£0.00</b>	<b>£25,363.88</b>	<b>£29,248.00</b>
<b>-PAYMENTS:</b>						
-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
<b>-Total Payments</b>	<b>£0.00</b>	<b>£13,282.90</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£13,282.90</b>	<b>£14,874.97</b>
<b>Net of Receipts / (Payments)</b>	<b>£0.00</b>	<b>£12,077.15</b>	<b>£3.83</b>	<b>£0.00</b>	<b>£12,080.98</b>	<b>£14,373.03</b>
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
<b>Balance this year end</b>	<b>£0.00</b>	<b>£69,539.10</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£69,539.10</b>	<b>£57,458.12</b>

## Summary Accounts - Section B: Statement of Assets and Liabilities

Details	Unrestricted Funds	Restricted Funds	Total this year	Last year
<b>Cash Funds:</b> 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
<b>Total Cash Funds</b>	<b>£69,539.10</b>	<b>£0.00</b>	<b>£69,539.10</b>	<b>£57,458.12</b>

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:

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