

Trustees'

Annual Report

and Accounts

For the year
1st April 2022 to 31 March 2023

Contents

Contents	1
Reference and Administration Details	2
Names of the charity trustees who manage the charity	2
Structure, Governance and Management	3
Type of governing document and how the charity is constituted	3
Membership	3
Recruitment and Appointment of Trustees	3
Objects (Purposes) of the Organisation	3
Summary of the Charity's Main Activities, Achievements and Performance	4
Public Benefit	5
Financial Review	6
Explanation of Account Funds	6
Unrestricted Funds	6
Restricted Funds	6
Reserves Policy	6
Notes Regarding Specific Categories of Payments	7
Principal Sources of Funding	7
Principal Risks Facing the Charity	7
Summary Accounts - Section A: Receipts and Payments	8
Summary Accounts - Section B: Statement of Assets and Liabilities	8
Declaration	9
Appendix A - Breakdown of Expenditure	10

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		£1,484.00			£1,484.00	£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 ad hoc 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
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21 January 2024