

# **Trustees'**

# **Annual Report**

# **and Accounts**

**For the year**  
**1st April 2023 to 31 March 2024**

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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*

<b>Trustee name</b>	<b>Office/Role</b>	<b>Dates acted if not for whole year</b>
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);
- 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 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.

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 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

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			
<b>RECEIPTS:</b>						
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
<b>Total Receipts</b>	<b>£0.00</b>	<b>£19,623.36</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£19,623.36</b>	<b>£18,435.50</b>
<b>-PAYMENTS:</b>						
-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
<b>-Total Payments</b>	<b>£0.00</b>	<b>£19,184.91</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£19,184.91</b>	<b>£17,282.65</b>
<b>Net of Receipts / (Payments)</b>	<b>£0.00</b>	<b>£438.45</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£438.45</b>	<b>£1,152.85</b>
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
<b>Balance this year end</b>	<b>£0.00</b>	<b>£71,130.40</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£71,130.40</b>	<b>£70,691.95</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	£71,130.40	£0.00	£71,130.40	£70,691.95
Savings account	£0.00		£0.00	£0.00
<b>Total Cash Funds</b>	<b>£71,130.40</b>	<b>£0.00</b>	<b>£71,130.40</b>	<b>£70,691.95</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 at our AGM on 28th January 2025.

Signed electronically on behalf of the charity trustees:

<b>Signature</b>	<i>C Stephenson</i>	<i>J van Alderwegen</i>	<i>S Davies</i>
<b>Full name</b>	Claudette Stephenson	Joanne van Alderwegen	Sian Davies
<b>Position</b>	Chairperson	Treasurer	Act Secretary
<b>Date</b>	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.